

DECEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Carrying Charges Due	2
3	4	5	6	7	8	9
10	11 Late Charges Posted	12	13	14	15	16
17	18	19	20	21	22 Attorney Referrals	23
24	25 Office Closed	26 Office Closed	27	28	29	30
31						

HIGHLEAH HIGHLIGHTS

DECEMBER 2017

2001 Pembroke C. West, Independence, Missouri 64057



Happy Holidays

*The Office will be closed on
December 25th and 26th.*

Office Phone: 816-257-0070
 Maintenance Emergency: 913-894-3441
 Non Emergency Police: 816-325-7300
 Website: www.highleah.com

November 20, 2017 Newsletter Minutes

Board members present: Jordan Baze, president; Martha Ramcke, secretary; Diane Pulford, treasurer; and Tina Windhausen

Board member absent: Andrea Thompson, vice president

Staff present: Gina Zukel, office manager; Linda Thompson, assistant office manager; Kevin McQuade, maintenance superintendent

Also attending: Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville

Open Session

Members signed in. Jordan welcomed them and called the session to order at 6 p.m.

Gina gave the office report.

There have been 32 statements of credit, 26 statements of charges due, three attorney referrals and 38 defaults. One installation permit has been received and approved. There have been four exterminations, two animal violations and one reasonable accommodation request.

Three two-bedroom units and three three-bedroom units are on the market.

Kevin presented the maintenance report.

In October, there were 423 requests for service received and 239 completed. There was one move-in. Nine rehabs are underway.

Palmer Lawn Professionals mowed four times in October, trimmed bushes and applied fertilizer to the grass areas. Weber Tree Service completed tree trimming and removal.

Betsy gave the managing agent's report for Linville Management Services, Inc..





Word Search


S Z P O K X N O R T H P O L E
 C K Z K L F G Q G A M E S P K
 C B O W S C U N Z X A U I U W
 A Q Z E C A N D Y W F L W M Z
 V O R J Z A T O Y S R F I B F
 H S E G I F T W R A P D N F J
 H T I D R W I Q O N U C T Q Y
 S O N C R B Z K O C Z N E G K
 H C D G J A Q X P C H G R W W
 O K E A D E C O R A T I O N S
 C I E P K U C X Q S N O W R S
 M N R D U B I V G E L V E S K
 K G F T Z Y C I R M A G I C U
 W S M R M W E S Q E S S D J F
 F U W G Q F U N K Z G R J Z U

Word List

ELVES
 TOYS
 GIFTWRAP
 STOCKINGS
 BOWS
 NORTHPOLE
 MAGIC
 SNOW
 CANDY
 DECORATIONS
 REINDEER
 WINTER
 ICE
 GAMES
 FUN

Santa's Workshop

 **START OVER**

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Newsletter Minutes cont.

One application has been approved.

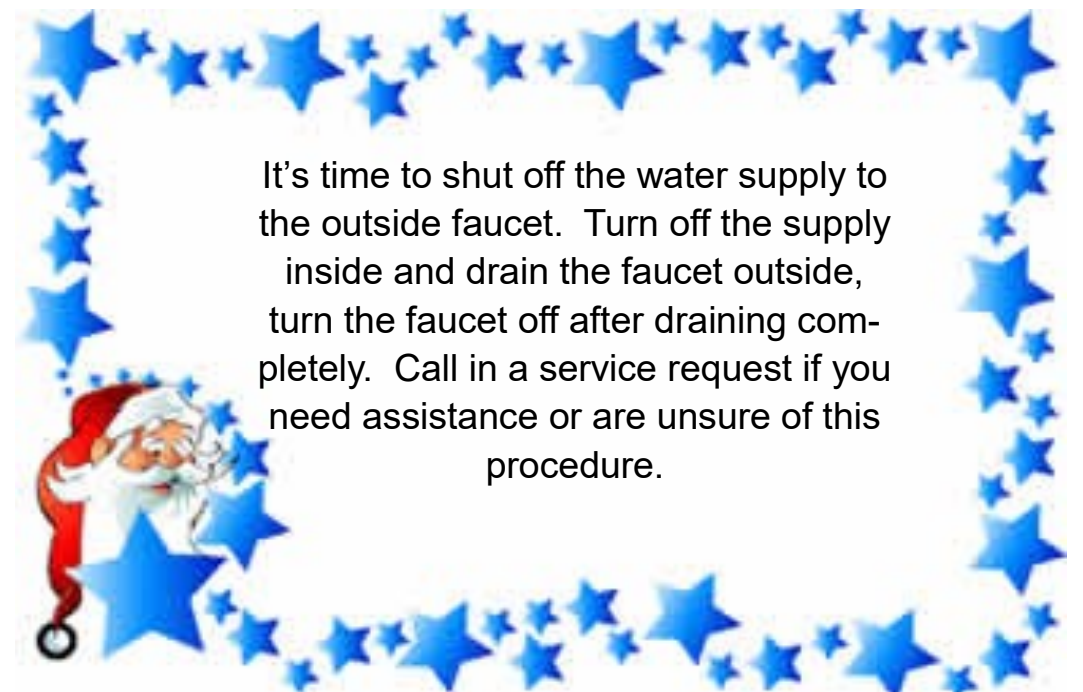
Processed in accounts payable for October were \$173,853.66.

October financial reports were mailed to the board on November 16.

Jordan opened the floor to member comments.

Leslie Weddle won the door prize drawing.

The open session ended at 6:40 p.m



It's time to shut off the water supply to the outside faucet. Turn off the supply inside and drain the faucet outside, turn the faucet off after draining completely. Call in a service request if you need assistance or are unsure of this procedure.



Save the Date:
Senior Holiday Tea
Monday, December 4, 2017
2pm to 4pm
Highleah Clubhouse

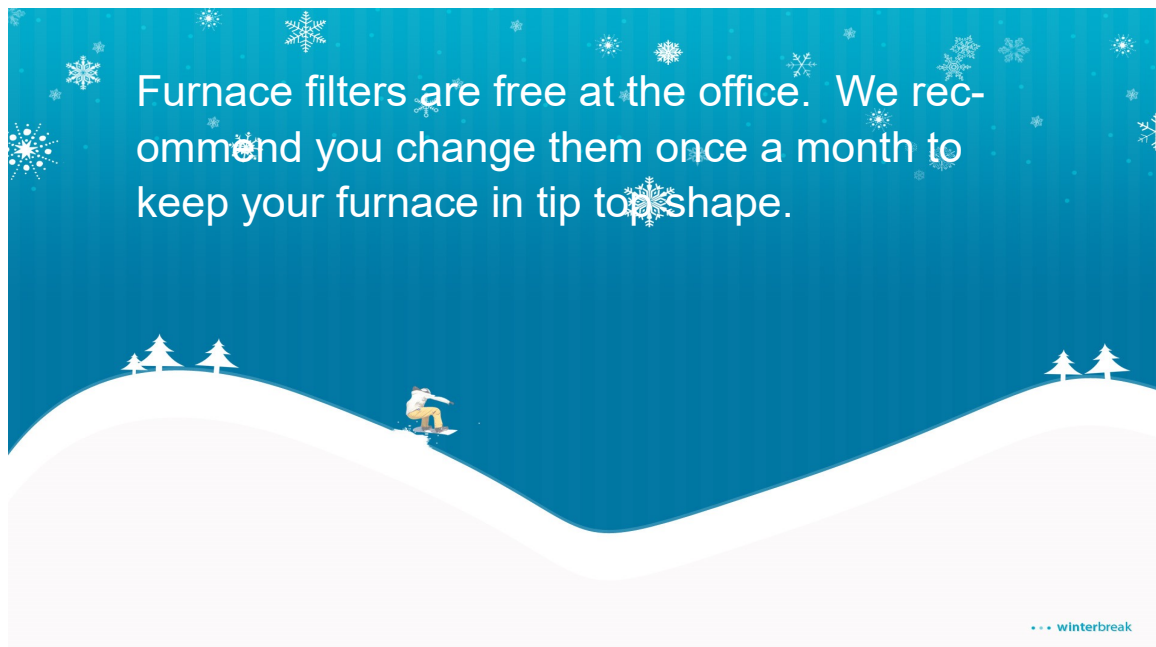
HOLIDAY LIGHTS AND/OR DECORATIONS

All holiday lights and/or decorations must be rated for outdoor use only and be of the fused type.

EXTENSION CORDS: Must be rated for outside use only and be of the “grounded” type with three (3) conductors.

GFCI GOUND FAULT CIRCUIT INTERRUPTER: All holiday lights and/or holiday ornaments and extension cords must be plugged into this GFCI at the power source. This GFCI can be of the portable extension cord type or of the permanent fixed type mounted on the outside of the unit. Highleah will not allow the power source to come from the front or back outside light fixtures or installing extension cords through the front door, patio doors or first or second story windows. It is recommended that you have a permanent GFCI receptacle installed on the outside of your unit or run the lights through the basement window and plugging into a portable GFCI extension cord.





All connections made by the lights, ornaments, extension cords on the exterior of the unit must be wrapped with electrical tape where they are joined.

INSTALLATION OF HOLIDAY LIGHTS & ORNAMENTS: Highleah does not allow any installation of the holiday lights and/or ornaments on the shingles, soffits, fascia board, shutters, brick, windows or window framing, front storm doors or patio doors of the exterior of the unit. No stapling, nailing or permanent fastener when mounting holiday lights and/or ornaments. Highleah will allow you to install holiday lights **only** on the gutters with plastic or metal guttering hooks, bushes in front of your unit and holiday ornaments on the ground area in front of your unit.

BACK OF UNITS: Highleah will allow you to install holiday lights, ornaments **only** on fencing and wrought iron railing that has been installed on the patio.

FRONT DOORS: Highleah will allow you to install wreaths, holiday ornaments and battery operated holiday lights on the front door. These items can **only** be installed with an over the top of the door wreath hanger, suction cup-hooks, or adhesive mounted light clips.

NOTE: No nails, tacks or electrical holiday lights or ornaments on the front door.

INSIDE OF UNITS: Inside the unit holiday lighting and ornaments can be installed on the window glass **only (DO NOT INSTALL ANYTHING ON THE WINDOW FRAMING)** the lights and/or ornaments must be installed with suction cup light clips or suction cup hangers. You do not have to use the GFCI receptacle on the inside lights and/or ornaments, but the indoor lights must be fused.

CHRISTMAS LIGHTS MUST BE REMOVED BY FEBRUARY 1ST
ALL OTHER HOLIDAY LIGHTS/DECORATIONS MUST BE REMOVED
AFTER FIVE (5) DAYS OF THE DATE OF THE HOLIDAY.

This policy has been adopted to help insure the safety of all members, their guest and the property of Highleah Townhouses.



Leslie Weddle won the \$25.00 gift prize during the open session of the November meeting. Board Member Tina Windhausen presented the \$25.00 to her.

Need to sell something? Looking to buy something? Just give the office a call and we will be happy to place an ad newsletter for you.

Water and Sewer usage for service dates 10/4 through 11/1/17 was \$12,434.62. Remember the water and sewer costs are included in your carrying charges. Please report dripping faucets or running toilets. Let's work together to reduce our monthly bill.

