



# APRIL 2018



| Sun   | Mon   | Tue                | Wed | Thu | Fri                  | Sat |
|---|---|--------------------|-----|-----|----------------------|-----|
| 1<br>Carrying Charges Due   | 2<br>    | 3                  | 4   | 5   | 6                    | 7   |
| 8   | 9<br>Seniors Event  | 10<br>Late Charges | 11  | 12  | 13<br>Grant Deadline | 14  |
| 15<br> | 16<br>Board Meeting   | 17                 | 18  | 19  | 20                   | 21  |
| 22  | 23<br>Attorney Referral   | 24                 | 25  | 26  | 27                   | 28  |
| 29  | 30<br> |                    |     |     |                      |     |

# Highleah Highlights



Highleah Office: 816-257-0070

Maintenance Emergency: 913-894-3441

Non-Emergency Police: 816-325-7300

Web-site: Highleah.com

Gas Service: 816-756-5252

Power and Light: 816-325-7930

Great Plains Spca: 816-808-3370

**Highleah Townhouses, Inc.**  
**February 26, 2018**  
**Board Meeting**  
**NEWSLETTER MINUTES**

Board members present: Jordan Baze, president; Andrea Thompson, vice president; Martha Ramcke, secretary; Diane Pulford, treasurer; and Tina Windhausen  
Staff present: Gina Zukel, office manager; Linda Thompson, assistant office manager; Kevin McQuade, maintenance superintendent; and Bill Fitzgerald, assistant maintenance superintendent  
Also attending: Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

Jordan called the meeting to order at 3:30 p.m.

Minutes of the January 22, 2018, board meeting were approved.

**Open Session**

Eight members signed in for the open session. Jordan welcomed them and called the meeting to order at 6 p.m.

Diane reported that 12 members attended the February tea and brought desserts. There will be a game night in April and an ice cream social in August.

Gina gave the office report.

There were 64 statements of credit and 58 statements of charges. There were 34 defaults, two attorney referrals and one eviction in process. There have been two installation permits received and approved, six exterminations, one animal violation, one vehicle violation, two housekeeping standards violations and one towing. No units are currently on the market.

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

Four applications have been approved and one is pending.

Four final statements have been completed.

Seven letters were written.

Processed in accounts payable for January were \$196,045.93. Financial reports were mailed to the board on February 21.

# For Sale



Round pet pen: 62" diameter  
30" tall—\$50

Call Dana 816-807-8238



Brand new slate mirror—\$150

Call Dana 816-807-8238



Chest Freezer  
Original Price \$700.00  
Asking \$250.00  
Call Marta  
330-704-5391

# Recipe Corner

## Broccoli Salad

1 1/2lbs of Broccoli cut into bite size pieces

8oz Mozzarella shredded cheese

1lb bacon fried crisp, crumbled

1 red onion chopped fine

Dressing

1 cup real mayonnaise

1/2 cup sugar

2tblsp vinegar

Mix all and best if let set overnight



Kevin presented the maintenance report.

In January, there were 239 requests for service received and 149 completed. There was one move-out. Five rehabs are underway.

Palmer Lawn Professionals applied two salt and sand treatments. Foundation Repairs by CC Magic Home Remodeling were completed on three units for a total of \$1,330 in January. Four more G.E. refrigerators were purchased for \$2,283.21. All handrails have been installed.

Jordan opened the floor to member comments.

Pam Dodds won the door prize drawing.

The open session ended at 6:30 p.m. and the meeting was adjourned.



Tina and Pam



**Highleah Townhouses, Inc.  
March 19, 2018  
Board Meeting**

**NEWSLETTER MINUTES**

Board members present: Jordan Baze, president; Andrea Thompson, vice president; Martha Ramcke, secretary; Diane Pulford, treasurer; and Tina Windhausen  
Staff present: Gina Zukel, office manager; Linda Thompson, assistant office manager; Kevin McQuade, maintenance superintendent; and Bill Fitzgerald, assistant maintenance superintendent

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

Jordan called the meeting to order at 4:30 p.m.

Minutes of the February 26 board meeting and the March 13 budget meeting were approved.

**Open Session**

Three members signed in for the open session. Jordan welcomed them and called the meeting to order at 6 p.m.

Gina gave the office report.

There were 29 statements of credit and 28 statements of charges. There were 42 defaults, one attorney referral, three exterminations, five animal violations, two vehicle violations and one housekeeping standards violation.

One two-bedroom unit is currently on the market.

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

Three applications have been approved, one denied and one is pending.

One final statement has been completed.

Eight letters were written.

Processed in accounts payable for February were \$180,091.72.

Financial reports were mailed to the board on March 9.



# Highleah Educational Grant

Highleah Townhouses Inc. and Linville Management will once again award a \$1,000 education grant to a 2018 graduating senior.

Applicants must complete an application and a 500 word essay. Essays must explain why you believe you deserve the grant. Students must contact their school administrator to send an official transcript to Highleah's office. Applications and the information sheet are available at the office.



Applications, essays and transcripts must be received in the office by  
April 13, 2018.



**Utilities for 2/1-3/6  
Water/ Sewer: \$14,156.22**



## Don't Forget

Next Seniors event is Monday, April 9th  
from 2pm to 4pm at the Highleah clubroom.  
The theme will be a games day.



### From Maintenance

Check your dryer vents for built up lint. Lint can be a fire hazard and should be cleaned. Your dryer will run more efficiently if you clean the lint catcher after each use. Dryer vents should be vented to the outside of unit. Replace old dryer vent hoses to help prevent dust in your home.

Kevin presented the maintenance report.

In February, there were 122 requests for service received and 107 completed. There have been four move-ins. Seven rehabs are underway and only one of these is not sold.

Palmer Lawn Professionals applied one salt and sand treatment and has begun cleaning gutters.

Jordan opened the floor to member comments.

Chris Lopez won the door prize drawing.

The open session ended at 6:25 p.m. and the meeting was adjourned.



Jordan and Chris



## Open House

You are welcome to stop by the club room on the following dates. Hosted By Toni Anway.

Friday April 6th 11:00 Tastefully Simple

Dips, snacks, spices

Friday April 13th 11:00 Tupperware

Newest products

Friday April 20th 11:00 Us Borne

Children's Books

Friday May 4th 9-3 Damsel Defense

Self defense items

Watch the newsletter for more fun dates coming.

## Highleah Garage Sale

June 2, 2018

Get your stuff ready and spread the word to make it a successful day!

