




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



# Highleah Highlights

Highleah Office: 816-257-0070

Maintenance Emergency: 913-894-3441

Non-Emergency Police: 816-325-7300

Web-site: [Highleah.com](http://Highleah.com)

Gas Service: 816-756-5252

Power and Light: 816-325-7930

Great Plains SPCA: 816-808-3370

Highleah Townhouses, Inc.  
May 21, 2018  
Board Meeting

NEWSLETTER MINUTES

Board members present: Jordan Baze, president; Andrea Thompson, vice president; Martha Ramcke, secretary; and Tina Windhausen  
Board member absent: Diane Pulford, treasurer  
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 3:35 p.m.  
Minutes of the April 16 meeting were approved.

Open Session

Nine 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 28 statements of credit and 32 statements of charges. There were 43 defaults, one attorney referral, four installation/alteration permits submitted and approved, two exterminations, three animal violations, two vehicle violations, one towing and one noise violation.

Two two-bedroom units are currently on the market.

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

Two applications have been approved.

Two final statements have been completed.

Processed in accounts payable for April were \$173,213.

Financial reports were mailed to the board on May 7.

Kevin presented the maintenance report.

In April, there were 173 requests for service received and 123 completed. There have been one move-in and two move-outs. Six rehabs are underway.

Palmer Lawn Professionals mowed once and applied crabgrass and fertilizer treatments and weed killer.

A new slide has been ordered for the playground behind building #44 and will be installed in June.

Roofs were replaced on Building #40 and #46.

Page: 2



## Office News

Don't forget that carrying charge increase begins June 1st. If you have an automatic withdrawal please contact Gina to update.

### Fire Safety Tips

Did you know that if a fire starts in your home **you may have as little as two minutes to escape?** During a fire, early warning from a working smoke/CO2 alarm plus a fire escape plan that has been practiced regularly can save lives. Learn what else to do to keep your loved ones safe!

If a fire occurs in your home, **GET OUT, STAY OUT and CALL FOR HELP.** Never go back inside for anything or anyone.

Some safety information tips only for you:

Grease fires might be extinguished with flour

Never use water on electrical fires

Candles should be burned only when attended

Open flames should never be used near material

Members may purchase personal fire extinguishers to keep in their units. These extinguishers come in different applications, so remember to review all information that comes with your purchase. These extinguishers are the responsibility of the member and not Highleah Townhouses.



Page: 7



Love Seat for sale  
Call Vicki 816-825-3132



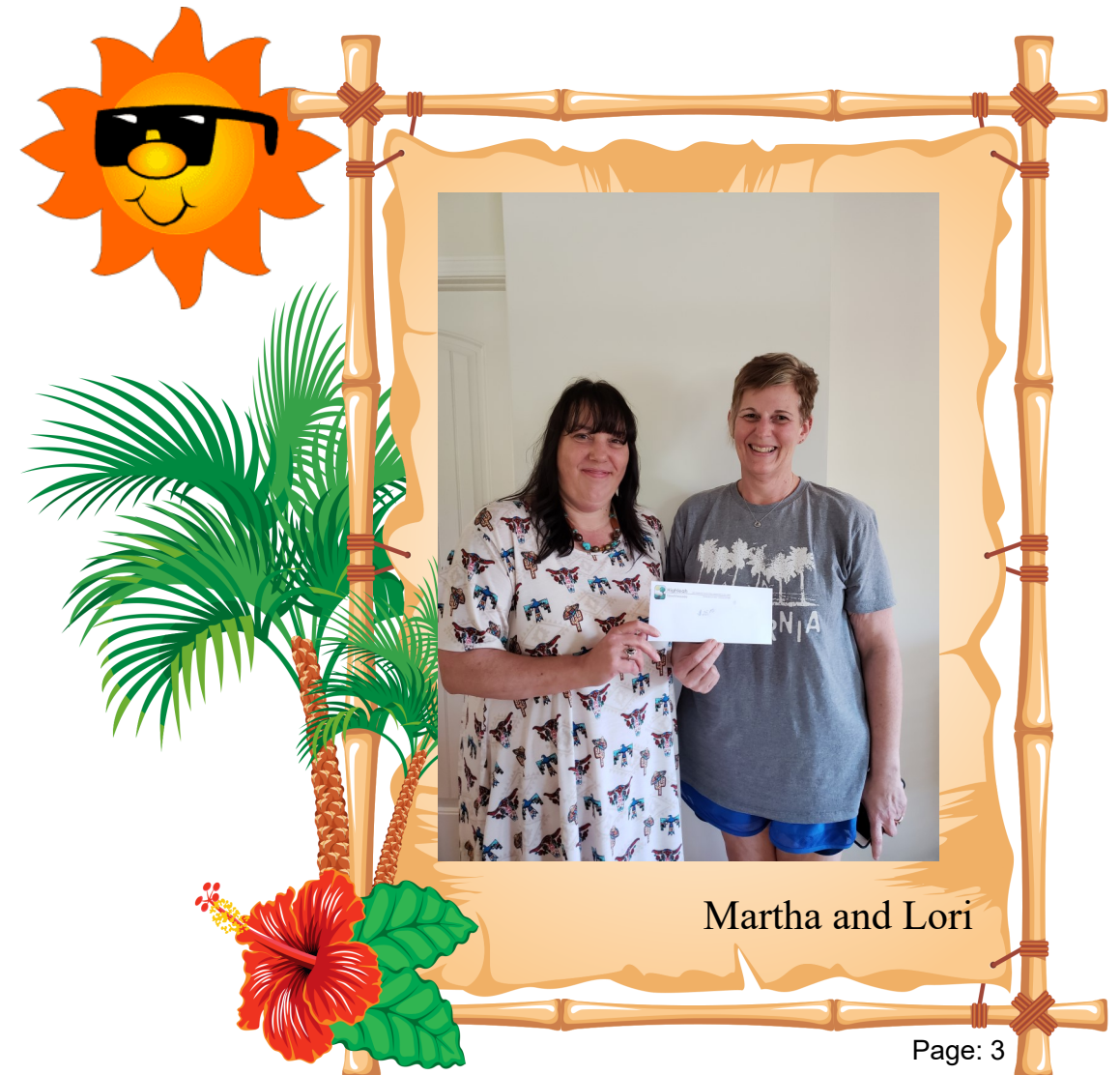
Utilities for 4/6-5/7  
Water/ Sewer: \$12,755.24

On May 16, Phillips Paving Co. completed all asphalt replacement on the streets. Crack filling, seal coating and striping will be scheduled.

Jordan opened the floor to member comments.

Lori Miller won the door prize drawing.

The open session ended at 6:16 p.m. and the meeting was adjourned.



Martha and Lori



Baby Sitter Needed  
Looking for a responsible, reliable  
person to watch my boys at my home  
for the summer. If interested  
please call Dottie at  
816-832-7476.



## Highleah Garage Sale

Saturday

June 2, 2018

Hope you're ready for the  
sale. We have heard a lot  
of good feed back so hope  
it will be a successful day.

## Seniors

The next seniors event is August  
13th. It will be a day of games  
and an ice cream social. Bring  
your favorite game and drink.

1pm-4pm



Page: 4

## Open House

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

Friday June 1st 11 Mary Goetz

Her art on beautiful cards

Saturday June 2nd 11-2 Kristin Wood

Magnabilities jewelry

Friday June 8th 11 Posh Works

Body creams and facial products

Friday June 15th 11 Thirty One

Bags for vacations, decorating, home use

Friday June 29th 11 Cowgirl Jars Makeup

All events Local Raw Honey available for purchase

Watch the newsletter for more fun dates coming.



Page: 5