

<div>  <h1>November 2018</h1> </div>						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 Carrying Charges Due	2	3
4	5	6	7	8	9	10
11	12 Late Charges	13	14	15	16	17
18	19 Board Meeting	20	21	22 Office closed 	23	24
25	26 Attorney Referral	27	28	29	30	

# 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: 816-621-7722

**Highleah Townhouses, Inc.**

**October 15, 2018**

**Closed Board Meeting**

**NEWSLETTER MINUTES**

**Board members present:** Martha Ramcke, secretary; Diane Pulford, treasurer; and Tina Windhausen

**Staff present:** Gina Zukel, office manager; Linda Thompson, assistant office manager ;and Kevin McQuade, maintenance superintendent Bill Fitzgerald, assistant maintenance superintendent, joined the meeting at 3:30 p.m.

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

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

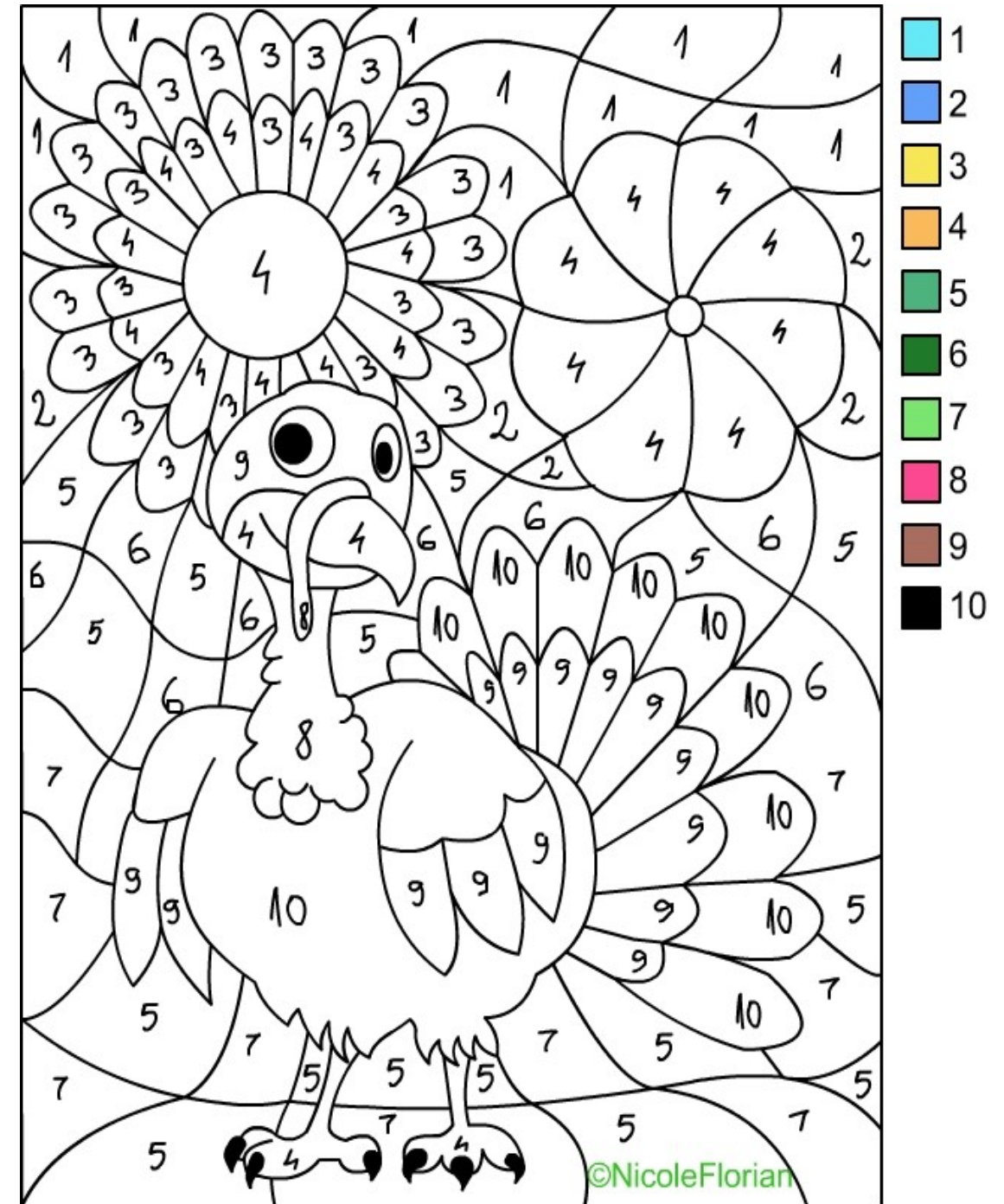
Minutes of the August board meeting and the September annual meeting were approved.

Gina gave the office report.

In September, there were 23 statements of credit and 43 statements of charges. There were 42 defaults, two attorney referrals, one extermination, two animal violations, two yard violations, one noise violation and one housekeeping standards violation.

In August, there were 26 statements of credit, 30 statements of charges due, two attorney referrals, two installation permits received and approved.

There are two two-bedroom units on the market.



## Recipe Corner



### Pumpkin Cake

1 yellow cake mix

1 egg

1 stick of butter melted

Mix and press in bottom of 13x9 pan

You can sprinkle cinnamon on top of crust if you want

1 16oz box powder sugar

1 stick butter

3 eggs

1/2tsp vanilla

1 8oz cream cheese softened

Mix well and pour on top of crust

Bake at 350 for 40-50 minutes



Kevin presented the maintenance report.

In September, there were 121 requests for service received and 116 completed. There have been one move-in and four move-outs. Seven rehabs are underway.

Palmer Lawn Professionals mowed three times in September.

The board approved \$1,100 for Weber Tree Service to remove a crab apple tree and a maple tree's branches.

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

Two applications have been approved.

One final statement was completed.

Processed in accounts payable for September were \$179,902.64.

Financial reports were mailed to the board on October 9.

Board members signed the board member code of ethics.

Betsy distributed copies of the 2017-2018 audit.

The board elected officers: president, Diane; vice president, Martha; and secretary, Tina.

Diane signed federal and state tax returns for Highleah.

The meeting was adjourned at 4:30 p.m.





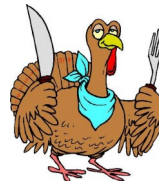
# Office & Maintenance News

Ice melt is available. Bring a container to maintenance shop or office.

In August we published a picture of a mat made of plastic bags for the homeless. The member at 1903 Pembroke Crescent West had requested that you could drop off of plastic bags in the back of her truck. With weather getting cold and wet, she has placed a container with a lid next to her front porch so you may drop those plastic bags off in. She thanks everyone that has contributed to her project.

Whenever you are doing an improvement make sure you contact the office for an installation permit to be approved before you have any work done.

Utilities for 9/12—10/11  
Water/Sewer \$13,783.02



With the colder weather here, remember to drain and shut off outside water faucets and detach garden hoses.

Please make sure your flower beds and garden areas are cleaned. Any yard-waste bags may be left at the door of the maintenance shop.

Clear front porches of flower pots and miscellaneous so that maintenance can shovel and treat front porches when necessary.

Have any leftover items from your garage sale? Want them gone? Call Red Racks for a free pickup.

- Red Racks Independence  
16813 E 23rd St.  
Independence, MO 64055  
816-836-8936



## December Senior Event

Monday December 10th

2pm - 4pm

Christmas Tea and Cake

Please bring a white elephant exchange gift.

Christmas traditions Quiz