

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Happy Holidays!				1 Carrying Charges Due
2	3	4	5	6	7	8
9	10	11 Late Charges	12	13	14	15
16	17	18	19	20	21 Office Closed At 11:00	22
23	24 Office Closed	25 Office Closed	26 Attorney Referral	27	28	29
30	31 Short Staff					



Highleah Highlights
December 2018

Highleah Townhouses, Inc.
November 19, 2018
Board Meeting

NEWSLETTER MINUTES

Board members present: Diane Pulford, president; Martha Ramcke, vice president; Tina Windhausen, secretary; and Phyllis Locke, treasurer
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 4:45 p.m.

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

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

Minutes of the October closed board meeting were approved with a corrected address.

Open Session

Six members signed in for the open session. Diane welcomed them and called the session to order at 6 p.m.

Gina gave the office report.

In October, there were 30 statements of credit and 35 statements of charges. There were 47 defaults, two attorney referrals, two evictions in process, two exterminations, one yard violation, one noise violation and one towing.

Five Installation/Alteration Permits were received and approved.

There are no vacant units on the market.

Kevin presented the maintenance report.



Name: _____



December Senior Event

Monday December 10th

2pm - 4pm

Christmas Tea and Cake

Please bring a white elephant exchange gift.

Christmas traditions Quiz



Utilities from 10/11—11/18

\$12,476.58

Coloring Page

Color the picture and bring to the office for a
Special Santa treat.

In October, there were 191 requests for service received and 163 completed. There have been three move-ins and one move-out. Six rehabs are under-way.

Palmer Lawn Professionals mowed two times in October, finished trimming bushes and applied fertilizer to the grass.

Phillips Paving finished seal-coating and striping a cul-de-sac today. It is still wet.

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

Two applications have been approved.

Three final statements were completed.

Processed in accounts payable for October were \$256,966.22.

Financial reports were mailed to the board on November 15.

Marilyn Nevils won the door prize drawing.

The open session ended at 6:25 p.m.

Gina, Linda, Kevin and Bill were allowed to leave and the board convened for executive session at 6:30 p.m. The meeting was adjourned at 7p.m.



OFFICE NEWS

The flu season is upon us. We ask that if you are ill please drop your payment in the drop box on the maintenance shop door. Also, if calling in a work order, unless it's an emergency, please wait until your household is well. Thank you for your consideration.



When disposing of large items they they must be placed in the dumpster. They can not be left on the ground beside the dumpster. They must be broken up or dismantled and placed inside the dumpster. Our trash service is charging a fee for each item picked up outside of the dumpster. This has increased our trash bill which in turn could increase your carrying charges, Your cooperation in this matter is appreciated. If you know of anyone that may not read the newsletter, please let them know.

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Recipe Corner

Red Hot Applesauce JELL-O Salad

Red Hot Applesauce Jell-o Salad Recipe
Prep Time: 20 minutes

Ingredients:

1 1/2 cups boiling water
1 cup Red Hots candies
1 large (6-ounce) package JELL-O Lemon or Cherry-flavored gelatin*
2 cups applesauce (either purchased or homemade), sweetened or unsweetened
1 cup chilled 7-Up or Lemon-Lime Soda (do not use flat soda - you want the carbonation)

Instructions:

In a small pan, bring water to a boil. Add the Red Hots candies. Reduce heat to low and stir until the candies are dissolved and become cinnamon water. Add the JELL-O, stirring until dissolved, approximately 2 minutes. Stir in the applesauce and chilled 7-Up into the JELL-O mixture. Pour the gelatin mixture into a glass serving bowl, cover with plastic wrap, and let sit in refrigerator for 8 hours to overnight to gel up. Final product will be light set gelatin (not a hard set gelatin)



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I would like to wish everyone a very Happy Holiday !

*We have many changes going on here at Highleah.
First, I would like to wish the best to Dudley Leonard
on his retirement and welcome Brad Constance as
our Cooperative Attorney.*

*I would like to thank Jordan Baze and Andrea
Thompson for their time of service on the board and
wish them well.*

*I would like to welcome Phyllis Locke to the board.
We are looking forward to working Brad and Phyllis
this coming year.*

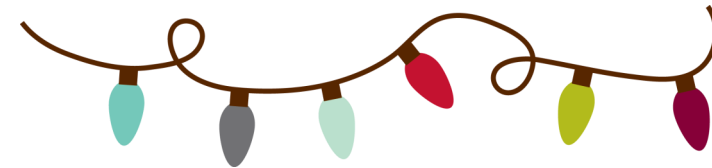
*Have a safe and Happy Holiday to you and your fam-
ilies.*

Diane Pulford

Ice melt is available to all members. Bring a
container to maintenance shop of office to be
filled.



Scentsy aromas for your home and
Anway Honey
for Christmas dinners, breads and pies
December 22, 2018 9am-5pm
2001 Pembroke C. West
Cash and Checks only



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: 816-621-7722



From Maintenance

Winter has arrived! In order to plow in front of the shop and office all vehicles will need to be moved. If the forecast calls for snow please park in auxiliary or guest parking.

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The season is upon us and the Highleah Elves are busy. There is so much to do it tends to make one dizzy. There are service request and rehabs to deliver in a rush. Snow to shovel, and ice melt to put down, carols to sing and such. If you hear on the roof the clatter of little feet, it may be one of the maintenance men fixing that leak. As they come down the ladder and get in their sleigh. They wish you a Merry Christmas and Happy New Year.



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