

April 2019



SUN	MON	TUE	WED	THU	FRI	SAT
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	1 Carrying Charges Due	2	3	4	5	6
7	8	9	10	11 Late Charges	12	13
14 	15 Board Meeting	16	17	18	19 Deadline For Educational Grant	20
21 	22 Attorney Referral	23	24	25	26	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**
 Gas Service: **816-756-5252**
 Power and Light: **816-325-7930**
 Great Plains SPCA: **816-621-7722**

Highleah Townhouses, Inc.
March 18, 2019
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, office assistant; Kevin McQuade, maintenance superintendent; and Bill Fitzgerald, assistant maintenance superintendent

Also attending: From Tailor Made Property Services, Dale Janke, regional manager; Melva Linville, consultant; and Betsy Kilker, administrative assistant. Cooperative attorney Brad Constance joined the meeting at 4:45 p.m.

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

Minutes of the February 25 board meeting and the February 26 budget meeting and the budget meeting executive session were approved.

The board agreed to start the April 15 board meeting at 4 p.m.

Open Session

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

Gina presented the office report.

In February, there were 33 statements of credit, 29 statements of charges due and 41 defaults.

There were two exterminations, two vehicle violations and one installation/alteration permit received and approved.

No units are on the market.

Kevin presented the maintenance report.

Highleah High School Seniors Educational Grant

High school students who's families are in good standing can apply for an educational grant that will be presented from Highleah Townhouses, Inc. and Tailor Made Property Services, Inc. Students must complete



an application and a 500 word essay. The essay must explain why the student believes they deserve the grant. Students must contact their school administrator to send an official transcript to the office. All information and applications are available at

the office. Applications, essays and transcripts must be received in the office by April 19th.



Maintenance has begun working on service requests that were created from the annual inspections. Please allow access to your unit so maintenance can complete the work and close the service request.

Office News

Highleah now has a centralized location for disposing of bulk items such as couches, chairs and mattresses, etc. A 40 yard dumpster has been placed in the storage lot and the lot will be open from 8am to 5pm during business hours. Please take all bulk items to the storage lot and place in the dumpster. If you need help please call the office and maintenance will help you get the items in the dumpster. Do not set your bulk items next to the dumpsters throughout the property. We are being charged for those items to be picked up. By placing your bulk items in the dumpster at the storage lot you will help reduce our bill and increase our communities curb appeal.



With the nicer weather upon us, just a reminder as the kids are playing outside. The green electrical boxes are not playground equipment and kids should not be allowed to climb or play around them. Parents please caution your children as to the seriousness of the dangers of playing around these boxes.



Seniors Event

Monday, May 13, 2019 2pm-4pm

Bingo and bring a wrapped white elephant gift.

In February, there were 139 requests for service and 376 completed. Palmer Lawn Professionals began cleaning up leaves on March 18. Two salt-and-sand treatments were applied to the streets in February.

One rehab is underway.

Betsy gave the managing agent's report for Tailor Made Property Services.

In February, one application was approved and one denied.

Five letters of correspondence were sent.

Processed in accounts payable for February were \$165,456.72.

Financial reports were mailed to the board on March 8.

Diane opened the floor to member comments.

Pam Dodds won the door prize drawing.

The open session ended at 6:20 p.m. and the meeting was adjourned.



Message from your President



Spring is finally here and hopefully we are done with all the snow. It was quite a winter season. Soon we will see all the beautiful blossoms of the spring flowers.

As the days grow longer and the air gets warmer please pay attention when driving to all our kids playing outside.

I would like to extend an invitation to all Highleah members for the April 15th Board Meeting to come and meet Marlene Dau, the president of our new property management company. Open session begins at 6 pm.

Enjoy that spring has sprung,

Diane Pulford

From



Carbon Monoxide/Smoke Detectors

In 2017 the mortgage company required the property to switch to combination detectors in all units. Since the main installation there has been multiple replacements of the detectors due to members "deactivating" the devices. Going forward members will be charged for the replacement cost if they deactivate the detectors and a new one has to be installed. The cost at this time would be \$48.50 for the detector and installation.

The following are instructions and information we hope will help you understand what sounds are coming from the detector. If you are unable to decipher the sounds please contact maintenance so they can determine if the unit is defective or if there is a concern in your unit.

The detector makes two sounds. One is beeping and the other is chirping. If the detector sounds listen for either "beeps" or "chirps".

Beeps:

Three beeps for smoke alarm

Four beeps for CO alarm

If you are sure that there is no fire push the test/silence button on the front of the detector for two seconds. This should reset the detector.

If you hear four beeps move to fresh air and contact the appropriate people.

If the detector sounds are chirps then this is an alarm issue and service request should be called in. Count the number of chirps you hear in a minute and report this at the time you call in a service request.

If any detectors are found to have the tab broken and the switch moved to deactivate it will be replaced and the member charged.