

August 2019

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---------------------|-----|--|---------------------------|----------------------------|-----|
| Reminder to stop by the office to vote on the By-Laws August 1-19 | | | | 1 Carrying Charges Due | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 Swap/Shop Game Night | 10 |
| 11 | 12 Late Charges | 13 | 14  | 15 | 16 Swap/shop Game Night | 17 |
| 18 | 19 Board Meeting | 20 | 21 | 22 | 23 Attorney Referrals | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



Highleah Highlights

Highleah Office: 816-257-0070
 Maintenance Emergency: 913-894-3441
 Metro Public Safety: 816-436-0401
 Web-site: Highleah.com
 Gas Service: 816-756-5252
 Power and Light: 816-325-7930
 Great Plains SPCA: 816-621-7722

Highleah Townhouses, Inc.
July 15, 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, on-site manager; Linda Thompson, assistant manager; Kevin McQuade, maintenance superintendent; and Bill Fitzgerald, assistant maintenance superintendent

Also attending: From Tailor Made Property Services, Marlene Dau, president; Melva Linville, consultant; and Betsy Kilker, administrative assistant; and cooperative attorney, Brad Constance.

Diane called the meeting to order at 3:35 p.m.

Minutes of the June 17 meeting were approved.

Diane signed the letter of engagement for an audit conducted by the accounting firm of Wieland & Company.

Open Session

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

Gina presented the office report.

In June, there were 31 statements of credit, 44 statements of charges due, 46 defaults, three installation/alteration permits approved, two exterminations, six animal violations and four yard/common area violations.

Currently on the market are two two-bedroom units and two one-bedroom units.

We have had several calls recently about the Smoke/CO detectors, this information was published back in April. Please take the time to read through it.

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.

From



Maintenance has had a number of issues with the garbage disposals inside liners being melted. This is generally caused by pouring hot grease or other hot liquids down the garbage disposal. Be mindful of what is going down the garbage disposal side. Put hot grease in a can and dispose of in trash.

Gardens need to be cleaned and weed free. This is the time of year gardens are growing and need to be maintained.



Please keep parking spots clean and oil free. Oil dry is available at the maintenance shop. Bring a container and we will fill it for you. When disposing of used oil dry please put in a trash bag before placing in dumpsters.

Kevin presented the maintenance report.

In June, there were 176 requests for service and 138 completed.

Three were three move-outs, two transfers and one move-in.

Palmer Lawn professionals mowed four times and applied herbicide.

Seven rehabs are underway. Three of these are sold.

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

In June, three applications were approved and four final statements completed.

Processed in accounts payable was \$169,990.45.

Financial reports were distributed to the board today.

Diane opened the floor to member comments.

Chris Lopez won the door prize drawing.

The meeting was adjourned at 6:25 p.m.



Gina, Office Manager
Chris, Member

Annual Meeting

Highleah's annual meeting this year will be held Tuesday, September 17, 2019. The meeting will be at Bridger Junior High cafeteria. All board positions are up for re-election. If you are interested in running for the board please submit a resume to the office by August 26th to be published in the September newsletter.



Mark Your Calendars

We will be hosting a Board Games/Video Game Night along with a School Swap-n-shop!

Where: Highleah Clubhouse

When: Friday, August 9th from 5 to 8 pm

&

Friday, August 16th from 5 to 8 pm

There will be a Wii gaming system for everyone's use, along with multiplayer games. All games are rated "E" (for everyone).

Dungeons and Dragons, cards and board games will be available.

Please feel free to bring your own snacks.

Walk-ins Welcomed!

See you there!!

Please bring your gently used children's clothing to the office from Monday, August 5th to Thursday, August 8th from 9 a.m. - 4 p.m. We will gather, sort and set up for the school swap and shop on Friday the 9th. You can shop and your kids can play. If the donation times do not work for you and you want to donate, please contact the office. The Host of this event will return your call to schedule after-hour pick-ups, if needed.

(Swap-n-shop will be canceled if donations are not received.)

Office News

Don't forget to stop by the office August 1-19 to vote on the By-Laws. When voting you will be eligible for a drawing for a free months carrying charge. Plus if you attend the monthly board meeting on the 19th at 6:00pm you will have a second chance to win another months carrying charge.

From our trash service: they ask that you use trash bags when dumping your trash and or shredded material. Please don't just empty your food or contents directly into the dumpster.



For Sale

Maytag washer and gas dryer

Contact Nina at (816)719-5200



Utilities from 6/11—7/15
Water/Sewer \$16,467.79



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Resume Diane Pulford

My name is Diane Pulford and I have been on the Board for over five years. I have tried my best to listen to each individual person's concerns. When making my decisions for Highleah, I have made them taking into consideration all interests of the members, the rules and the betterment of the community.

I have been involved in working on the budget for the last five years. I have been committed to finding ways to keep our costs down while keeping our standards high.

I have been asked to run again. If you would like for me to serve on the board for Highleah, I ask for your vote.



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Resume Kathleen Hill

Hello Neighbor!

My name is Kathleen. I have decided to run for a place among the Board Members of Highleah.

I have lived in Highleah for about 15 years. I have a bachelor's in Human Resources and Business Management. I've worked in many positions throughout the Independence School District schools and currently hold the position of Stay-at-Home-Mother and Wife. My husband and I are raising two young men of the ripe old ages of 11 and 1 with a mystery baby due this fall. I attend as many board meetings as possible to know what is going on in our neighborhood. Sometimes the conversations get pretty interesting. I encourage you to try to make it to at least one of these meetings. I am the reason for the extra flyers you may have noticed on your door regarding Highleah Field Days. This idea, still in it's early stages, comes from past events in Highleah. I remember attending neighborhood BBQs and out-door movie nights held behind the office via a projector. The focus behind these events then and now, was/is a way to get to know our neighbors. I have had the privilege of meeting and getting to know many of you, young and wise within our Highleah community. A few of the youngsters have helped me out with some odd jobs in my yard when they are bored. I have run out of things to keep them from being bored outside and that is where the Field Days came to mind. I believe that by working together as a community we can make a better and safer place for our families. It takes one voice to make a difference in someone else's ear. I would like to be a voice for as many of you as possible with ways to make a better community, life within and for all Highleah families.

Thank you for reading.

Kathleen Hill

Resume Tina Windhausen

Hi, fellow members. My name is Tina Windhausen and I'm running for the Board of Directors of Highleah.

I've served as your representative on the board for the past five years. As a person who loves Highleah, and has lived here for 27 yrs, it's been my pleasure to do so.

We address the issues you put in writing and bring before the board in our meetings, as well as maintenance concerns, the budget and other things.

I've put a lot of time in that is all volunteer, but interesting and worth it. I believe in the concept of cooperative living; of keeping standards high and carrying charges low.

I'm a graduate of Northeast High School, UMKC, and read everything I get my hands on. I also love to garden and my little dog, "Lola."

Please come to the annual meeting and remember to vote--for me!

Thank you.

--Tina.

