

8. Trash should be disposed of properly and not left in the unit.
9. Entire unit should be free of rodent and insect infestation.

Kitchen

1. Stove should be clean and free of food and grease.
2. Refrigerator should be clean. Doors should close properly.
3. Cabinets should be clean and neat. Cabinet surfaces and countertops should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small, lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
4. Sink should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
5. Exhaust fan should be free of grease and dust.
6. Food storage areas should be neat and clean without spilled food.
7. Trash/garbage should be stored in a covered container until removed to the disposal area.

Bathrooms

1. Toilet and tank should be clean and odor-free.
2. Tub and shower should be clean and free of mildew and mold. Shower curtain should be adequate in length. Exhaust fan should be on when showering or bathing to prevent damage to ceiling texture from moisture.
3. Lavatory should be clean.
4. Exhaust fans should be free of dust.
5. Floor should be clean and dry.

Utility Room and Basement

1. Closets should be neat and clean. No highly flammable materials should be stored in the unit.
2. Nothing can be stored around the furnace, hot water tanks or main sewer lines. You must leave three (3) feet around areas.
3. Nothing should be left on the floor. All items should be stored on shelves. Independence Square is not responsible for damaged items due to backups.
4. Basements are to be free of clutter and safety hazards.
5. Laundry areas should be clean and neat. Remove lint from dryers after use.

**By the Numbers:
September of 2014
to September of 2015**

Office

47 applications processed

39 move-ins

Maintenance

39 rehabs

Dates to Remember

October 2015

Carrying charges due: October 1

Recycled papers picked up: October 7

Carrying charges delinquent: October 12

Board meeting: October 20

Open session: 6 p.m.

Delinquent accounts sent to attorney: October 22

November 2015

Carrying charges due: November 1

Daylight Saving Time ends: November 1

Recycled papers picked up: November 4

Carrying charges delinquent: November 10

Board meeting: November 17

Open session: 6 p.m.

Delinquent accounts sent to attorney: November 20

Thanksgiving observed: November 26 and 27

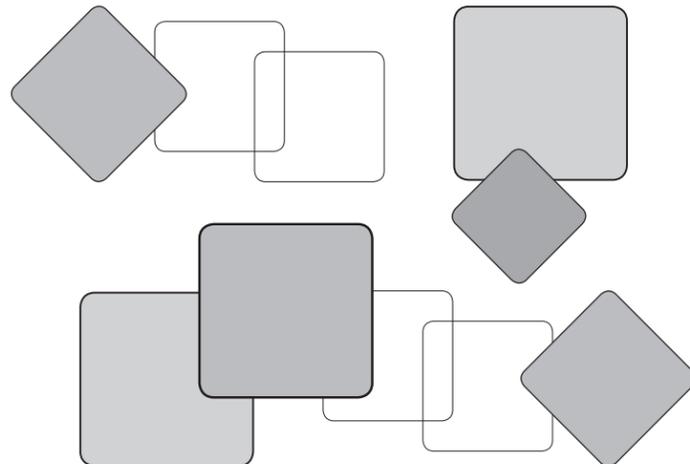
Office closed

Please note:

The Independence Square newsletter, "Around the Square," publishes two months of dates in every issue.

The October issue, for example, includes both October and November calendar dates as well as events.

The newsletter is published and delivered mid-month.



OCTOBER

Around
the SQUARE

2015

BOARD OF DIRECTORS

Sheryl Frank
president

William Bather
vice president

Mike Gamble
secretary-treasurer

Ed Korte

Debbie Malone

**HANDY
PHONE NUMBERS**

Independence Square
Townhouses office
816.252.0444

Police (Non-emergency)
816.325.7300

Police (Emergency)
911

Signal 88 Security
816.868.4115

Animal Shelter
816.621.7722

Animal Control Dispatcher
816.325.7205

Report Power Outage
816.325.7550

Regional Animal Shelter
21001 E. Highway 78
Independence
816.621.7722

Hours:
Noon to 8 p.m. Tues. – Fri.
11 a.m. to 6 p.m. Sat. – Sun.

Citizens Information Center
816.325.7000

NEWSLETTER MINUTES

September 16, 2015

Board Meeting

Board members present: Ed Korte, president; Sheryl Frank, vice president; Mike Gamble, secretary-treasurer; Bill Bather and Debbie Malone

Staff present: Alexis Martin, on-site manager

Also attending: Dudley Leonard, cooperative attorney; and Carmen Detherage, comptroller, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

Open Session

The board convened at 7 p.m. Martha Ramcke, assistant on-site manager, and Mike Leach, maintenance superintendent, joined the meeting.

Only 20 members had signed in for the meeting in person or by proxy and 37 are required for a quorum.

Ed announced that an annual meeting could not be held. The bylaws allow members to continue the meeting until next year.

Ed read the Good Neighbor Honor Roll for 2015: Jean Hudgens, January; Sheila Wells, February; Michael Mahan, April; and Jessie Phillips, August.

Attendance prizes were awarded: Sheryl Frank, \$50; Emily Smith, \$30; and Betty Lassen, \$20.

Alexis gave the manager's report. In the past year, the office has taken 47 applications resulting in 39 move-ins. Currently, seven units are for sale. Two applications are pending and one transfer is pending.

The annual yard sale is September 18 and 19.



Winning first place of \$50 at the September meeting was Sheryl Frank. She was awarded the prize by Martha Ramcke, assistant on-site manager.



Emily Smith was awarded the second-place prize of \$50.



Winning third place of \$20 was Betty Lassen.

Mike presented the annual maintenance report. The cooperative completed 39 rehabs in the last year. Several basement foundations and roofs have been repaired. One roof is budgeted to be replaced this year. Four trees will be removed. Gutters are now being cleaned.

Carmen presented the managing agent's report. She distributed financial information to members and discussed a pie chart showing the breakdown of how carrying charges are spent. The cooperative's assets are \$7,628,465; the reserves are \$411,835.

The open session ended at 7:15 p.m.

Members receive \$200 referral bonuses

Members of Independence Square Townhouses receive \$200 checks as referral bonuses when an applicant they recommend becomes a member.

We thank our members for their vote of confidence in our cooperative and for helping us attract qualifying new members.

Word-of-mouth recommendations are our best source of new members. When you tell others to consider Independence Square for their new home, it means that you enjoy living here and that you know someone else who would be a good neighbor for us.

The referral should be mentioned at the time of application.

The referring member will receive \$200 after the applicant moves in.

Board to recognize Cora Little

Cora Little is the Good Neighbor of the Month for October.

She was nominated by Caprice Sharifi who expressed appreciation for Cora's help in raking and weed eating her yard and for recently tearing out her deck.

Caprice describe the deck as rotting and an eyesore.

Cora has helped her, Caprice said, "out of the kindness of her heart" for many years.

This is the second time Cora has received the award. She also was recognized in March of 2014.

The Good Neighbor award recognizes members who exemplify the special spirit of cooperation that makes our

community a better place for all of us.

The board of directors will recognize Cora at 6 p.m. during the open session of the October 20 board meeting. As a recipient of the Good Neighbor of the Month award, she will receive a \$25 gift card.

Good Neighbor Honor Roll October 2014 - September 2015

2015

January: Jean Hudgens

February: Sheila Wells

April: Michael Mahan

August: Jessie Phillips

These are the members who have been named Good Neighbors of the Month.

They were nominated because they exemplify the Independence Square spirit of cooperation through their thoughtful acts to help others.

Good Neighbors are recognized at monthly board meetings and given a \$25 gift card.

Independence Square members enjoy affordable advantages

At the annual meeting, Carmen Detherage with Linville Management Services, Inc., distributed information about cooperative living at Independence Square.

If individual members were required to pay the water bill for their unit, it would cost every household about \$40 a month.

Every member pays an average of only \$24 a month for all grounds maintenance such as mowing and snow removal and an average of only \$7 per month for security patrols.

If individual members were required to pay their own trash, it would cost every household about \$7 a month.

Every month, the Board of Directors holds an open session of the board meeting to allow members the opportunity to find out more about the operations of the cooperative.

Members can ask questions or voice their concerns to the board and to management. The open session is held at 6 p.m. on the third Tuesday of the month.

Dear Members of Independence Square Townhouses,

To effectively treat and thoroughly eliminate bed bugs from our property, we rely on members to report suspected bed bug activity in their units.

The best way to report is to call the office at **816.252.0444** or to email Alexis at **alexismartin@comcast.net** or Martha at **martha.ramcke@comcast.net**.

Please do not come into the office to report bed bugs.

We are making every effort to eradicate bed bugs and to keep them from spreading and we need your cooperation to protect all of us.

Thank you.

New Policy in Place To Eradicate Bed Bugs

Independence Square Townhouses, Inc., has adopted a zero-tolerance policy for bed bug infestations. Earlier this year, the board approved a Bed Bug Policy effective immediately.

Member Responsibilities

Report any suspicion of the presence of bed bugs immediately to the on-site office.

Fully cooperate with inspectors, management and pest management professionals during the entire process of eliminating the pests.

Continue to help the cooperative by monitoring your unit for bed bugs after treatment has been made.

Cooperative Responsibilities

We will take your bed bug problem seriously and will schedule a qualified inspection as soon as possible.

We will schedule inspections for adjacent units to assess the extent of the infestation and will treat all units found to be affected by the infestation.

We will pre-inspect the day before treatment is scheduled to make sure your unit is properly prepared. We will let you

know if anything is not ready.

We will assist the pest management professionals in gaining proper access to all areas to be treated.

We will make any structural repairs recommended by the pest management professional necessary to eliminate bed bug hiding places. We will caulk and seal any cracks and crevices in the unit.

We will schedule follow-up treatments for your unit as necessary and recommended by the pest management professional.

We will commit to using the most effective treatment recommended for the infestation. In most cases, heat treatment when available will be used when available.

Treatment will be provided at no cost to the member as long as full cooperation is given. However, should a member fail to cooperate or to follow the instructions for eliminating the pest or should the member have repeated infestation issues in the unit, the member may be subject to charges for the treatment.

A member's failure to report suspected infestation and/or failure to comply with the necessary procedures for eliminating the pest will result in a violation of the Occupancy Agreement and possible termination of occupancy.

Rules designed to keep units clean, safe

Some Independence Square units are not being properly maintained in keeping with our housekeeping standards.

Failure to abide by the standards is a violation of the Occupancy Agreement and can result in eviction.

Housekeeping Standards

Inside the unit

Bedrooms and General

1. Walls should be clean, free of dirt, grease, holes, cobwebs and fingerprints.
2. Floors should be clean, dry and free of hazards.
3. Ceilings should be clean and free of cobwebs.
4. Windows should be clean and must not be nailed shut. Shades or blinds should be intact.
5. Woodwork should be clean, free of dust, gouges or scratches.
6. Doors should be clean, free of grease and fingerprints. Locks must work.
7. Heating units should be dusted and access uncluttered.