

Reminder

There is no board meeting in December.

The next board meeting is
January 17, 2017.

Holiday Dinner

5 p.m. on Sunday, Dec. 11

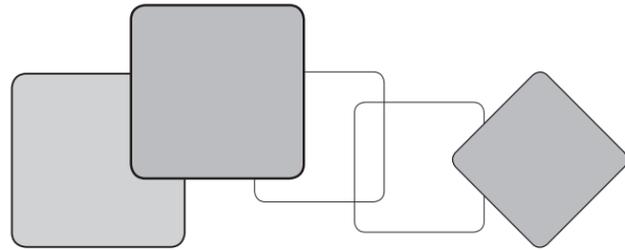
in the clubhouse

Ham will be served.

Please bring a potluck dish to share.

Deadline to sign up: Dec. 7

Please call the office for reservations:
816.252.0444.



*Best Wishes for a
Joyous Holiday Season
and a
Happy New Year*

FROM YOUR
BOARD OF DIRECTORS AND STAFF
AT
INDEPENDENCE SQUARE TOWNHOUSES, INC.

DECEMBER

*Around
the SQUARE*

2 0 1 6

BOARD OF DIRECTORS

Sheryl Frank
president

William Bather
vice president

Mike Gamble
secretary-treasurer

Ray Gamble

Judy Henthorn

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

Great Plains SPCA
21001 E. Highway 78
Independence
913.808.3372
Hours:
Noon to 7 p.m. Tues. – Fri.
11 a.m. to 6 p.m. Sat. – Sun.

Citizens Information Center
816.325.7000

Food drive continues

Donations continue to be accepted to help feed Independence Square families in need during the holidays.

Please consider contributing canned goods or other nonperishables. If every household gave just one can of food, the cooperative would have 188 cans to use for gift baskets to our members who are struggling to make ends meet during the holidays.

To donate, please stop by the cooperative office. Thank you.

NEWSLETTER MINUTES

November 15, 2016
Board Meeting

Board members present: Sheryl Frank, president; Bill Bather, vice president; Ray Gamble, secretary-treasurer; and Judy Henthorn

Mike Gamble joined the meeting at 6:40 p.m.

Staff present: Alexis Martin, on-site manager; Martha Ramcke, assistant manager; and Mike Leach, maintenance superintendent

Also attending: Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Carmen Detherage, comptroller, with Linville Management Services, Inc.

Sheryl called the meeting to order at 5:45 p.m. Minutes of the October 18 board meeting were approved.

Open Session

Three members signed in: Phyllis Cannon, Andria Knapp and Jessie Phillips. Sheryl welcomed them and called the session to order at 6 p.m.

Mike gave the maintenance superintendent's report.

Concrete replacement for walkways at 1385 and 1387 and the driveway at the office is done. Tree removal and trimming were completed on the east property line.

Annual inspections and smoke alarm inspections have begun and are about halfway completed.

Continued on next page.

Replaced from October 18 to November 15 were two garbage disposals, one kitchen faucet, one bath faucet, one tub, one bath sink and one kitchen sink.

There have been two move-outs and one move-in since the last meeting.

Of 97 work orders called in, 86 have been completed.

Alexis presented the office report.

Four memberships are for sale. There have been one move-in, two move-ins scheduled and two intents to vacate filed.

The next board meeting is January 17, 2017. The office will close at noon on December 9 and all day on December 23 and 26 and on January 2 of 2017.

Carmen presented the managing agent's report.

One application has been approved and one denied. Three final statements have been completed.

Linville Management processed \$105,134.85 in accounts payable for the month of October. Financial reports were mailed to the board on November 4.

Mary Jane Hart was recognized as the Good Neighbor of the Month for November. A daughter, Andria Knapp, accepted the award for her.

Phyllis Cannon won the door prize drawing.

The open session ended at 6:15 p.m.

Closed Session

The board rewrote the clubroom rental section of the rules in Tab 1, Section 1.4 on pages 9 and 10.

The new wording deletes the last two sentences on page 9. The new wording: "Keys will be handed out prior to the rental of the clubroom."

The first paragraph at the top of page 10 now reads: "The clubroom is to be cleaned by the member immediately after its use. The building must be vacated by 11 p.m. on the day of the reservation and keys are to be placed in the drop box."

Dudley reviewed the attorney status report.

The meeting was adjourned at 7:45 p.m.

How Payments Are Applied

When you make a payment to Independence Square, the money is applied to your account in this order: attorney fees are paid first, filing fees next, then late charges, work orders and finally, carrying charges.

The money is applied to the work order unless you are on a payment agreement plan.

Keep surfaces slip-free with ice melt granules

Members are reminded that bags of ice melt are available free from the office for use on townhouse sidewalks, steps, stoops and other surfaces.

Furnace filters also are available at the office.

Please remember that the maintenance staff does not shovel snow between vehicles in the parking lot.

Board recognizes Mary Jane Hart

Mary Jane Hart is the Good Neighbor of the Month for November.

Mary Jane was nominated by Abigail Perez and she was recognized at the November board meeting.

"Mary Jane is a genuine caring person," Abigail wrote.

Abigail said she was grateful to Mary Jane for sharing with Abigail's family some pasta salad this summer, which they enjoyed for several meals.

"It was such a blessing," Abigail said of the food. "I was helping a friend run a business and often came home exhausted."

Mary Jane has lived in the cooperative for 16 years. Three of her daughters live in Independence Square, too: Amanda Gibson, Amelia Hart and Andria Knapp.

At the November meeting, Andria accepted the Good Neighbor award on behalf of her mother.

Board members sign ethics agreement

Serving on the Independence Square board of directors is a responsibility and privilege.

Acknowledging this, all board members signed a code of ethics after the annual meeting in September.

Board Member Code of Ethics

As a member of the board of directors, I will

- listen carefully to my teammates.
- respect the opinion of other board members.
- respect and support the majority decisions of the board.
- recognize that all authority is vested in the full board only when it meets in legal session.
- keep well-informed of developments relevant to issues that may come before the board.
- participate actively in board meetings and actions.
- bring to the attention of the board any issues that I believe will have an adverse effect on the cooperative or those we serve.
- attempt to interpret the needs of those we serve to the cooperative, and interpret the actions of the cooperative to those we serve.
- refer complaints to the proper level on the chain of command.
- recognize that my job is to ensure that the cooperative is well-managed, not to manage the cooperative.
- represent all members and not a particular court or interest group.
- consider myself a "trustee" of the cooperative and do my best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of its members.
- always work to learn how to do my job better.
- declare conflicts of interest between my personal life and my position on the board, and abstain from voting when appropriate.

*As a member of the board, I will **not***

- criticize other board members for their opinions, in or out of the board room.
- use the cooperative for my personal advantage or that of my friends or relatives.
- discuss the confidential proceedings of the board outside the board room.
- promise how I will vote on any issue before a meeting.
- interfere with the duties of the administrator or undermine his or her authority with staff members.
- act as a director outside of board meetings unless so authorized by the board. (Outside the board meetings, the board member is just like any other member and his or her status as a board member is restricted to times when the board meets as a group to hear reports,

- discuss problems, make reports and make decisions.)
- direct the cooperative staff. (Cooperative staff are to be directed by Management. When a board member thinks something should be done, first it's brought out before the board. If the board decides to act, the board should vote on a motion notifying the Management Agent, and then let the Management Agent see that the motion is carried out.)
- reveal confidential information made available to the board to help make a business decision.

The Independence Square board meets on the third Tuesday of every month except when the annual meeting is scheduled.

The open session is at 6 p.m.

In addition to regular monthly board meetings, the board may call special meetings throughout the year.

Dates to Remember

December 2016

Carrying charges due: December 1

Carrying charges delinquent: December 12

No Board Meeting

Delinquent accounts sent to attorney: December 22

Christmas observed: December 23, 24, 25 and 26
Office closed

January 2017

Carrying charges due: January 1

New Year's Day observed: January 2
Office closed

Carrying charges delinquent: January 10

Martin Luther King Jr. Day observed: January 16
Office closed

Board meeting: January 17
Open session at 6 p.m.

Delinquent accounts sent to attorney: January 20

Please note:

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

The newsletter is published and delivered mid-month.



Bill Bather, board vice president, presents the Good Neighbor of the Month award to Andria Knapp at the November board meeting. Andria accepted the award on behalf of her mother, Mary Jane Hart, who was unable to attend.



Sheryl Frank, board president, awards the door prize drawing to Phyllis Cannon at the November board meeting.