

AUGUST

Around  
the SQUARE

2 0 1 8

#### BOARD OF DIRECTORS

Sheryl Frank  
*president*

William Bather  
*vice president*

Andria Knapp  
*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

Metro Public Safety  
816.436.0401

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

## Applications accepted for board of directors

Members of Independence Square will vote to fill two positions on the board of directors at this year's annual meeting.

The meeting will be at the clubhouse. Sign-in begins at 6:30 p.m. and the meeting starts at 7 p.m. on the third Wednesday in September, the 19th.

Door prizes will be awarded.

Only members in good standing can vote. Any member with an unpaid balance of more than 30 days cannot vote. If you cannot attend, you may vote by proxy.

Members voting by proxy must appoint another member in good standing to vote on their behalf. No attending member may cast more than his or her vote plus one proxy vote.

Members in good standing who care about our community are encouraged to run for office. Resumes of candidates will be printed in the September newsletter.

## NEWSLETTER MINUTES

July 17, 2018

Board Meeting

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

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

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

Sheryl called the meeting to order at 5:45 p.m.

Minutes of the June board meeting were approved. The next meeting is August 21.

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## Open Session

Three members signed in. Sheryl welcomed them and called the session to order at 6 p.m.

Mike gave the maintenance superintendent's report. Gutter cleaning has begun. Replacing the retaining wall on Buildings 2 and 8 will begin this week. Timbers will be torn out and replaced with landscaping stones.

The parking lot across from the office is being repaired this week.

The drain system behind Building 4 has been cleaned out. Replaced since June 19 were three refrigerators, one bath faucet, one air conditioning unit, one tub, three water heaters and one bath sink.

There have been two move-ins and no move-outs. Of 102 work orders called in, 93 have been completed.

Alexis presented the office report.

No memberships are for sale and two applications are pending. Four move-ins are scheduled.

Another pet waste bag-dispensing station will be located north of the office.

School starts August 16.

The annual meeting is on Wednesday, September 19, and two board positions are open.

Carmen presented the managing agent's report.

Two applications have been approved.

Four final statements were completed.

Linville Management processed \$129,736.68 in accounts payable for the month of May. Financial reports were mailed to the board on July 11.

Sheryl opened the floor to member comments.

Conni Dawson won the door prize drawing.

The open session ended at 6:20 p.m. and the meeting adjourned at 7:45 p.m.



*Sheryl Frank, board president, awards the \$25 door prize to Conni Dawson whose name was drawn during the open session of the July meeting.*

## From the Rule Book

### Section 3.3 Lock-outs

If a member of the household is locked out of the unit, the head of household must authorize the Maintenance Department to unlock the door. There will be a charge for this.

When a lock-out is reported after 5 p.m. on weekdays, weekends or holidays, an additional charge will be assessed.

## Available at the office FREE to members

### Yard waste bags

Trash bags only for leaf clean-ups are provided to members.

### Pre-bagged ice melt

Stay safe this winter -- scatter some ice melt on sidewalks, stoops and steps.

### Furnace filters

Change filters regularly to keep your furnace heating efficiently.

### Smoke detector batteries

When you change your clocks, change your batteries, too.

### Bed bug monitors

These early-detection devices are designed to be placed under mattresses and other bed bug spots. The bugs are trapped in adhesive and easily detected through a clear window.

If you suspect you have bed bugs, call the office.

Please do not come in to make a report.

We can deliver the bed bug monitors to you.

### Light bulbs

Light bulbs are provided for appliances and front and back porch light fixtures in an effort to encourage members to leave these lights on at night for security purposes.

## PLEASE clean up after your pets

Complying with Independence Square pet waste rules just got a little easier -- another bag-dispensing station has been added to the property.

The new one is located north of the office.

Pet waste bags are readily available at stations throughout the property.

Those who fail to clean up after their pets are sent a notice and given 24 hours to clean up.

If pet owners don't comply, maintenance then is dispatched to clean up and members are charged a fee.

# Running for re-election: Sheryl Frank

Hello, my name is Sheryl Frank. I have lived at Independence Square Townhouses for more than 30 years and wouldn't change a thing. I love living here. Most of you have probably seen me walking my little black and white dog, Angel, around the townhouses every day.

I have 40 years experience working in public relations. And I have owned my own vending business in the past. I have been volunteering at Great Plains SPCA for the past six years and I am retired; so, I will have plenty of time to devote to Independence Square Townhouses.

I have been a board member of Independence Square Townhouses for the past nine years. I am currently serving as president of the board of directors. I have chaired and served on various committees off and on over the past 19 years. During this time, I have taken several training courses from the Midwest Association of Housing Cooperatives (MAHC). I am also classified as a Certified Cooperative Director.

I do care about the community I live in and I will work hard to keep Independence Square Townhouses an affordable and enjoyable place to live. I feel that we need representation from various age groups to get different points of view and new ideas so that the board can work together as a whole to meet the needs of our members.

I am a candidate for the Board of Directors of Independence Square Townhouses. I would like the opportunity to continue to serve on the board for the next three years. I would like to be a part of making our community the best that it can be. If given the chance, I will not disappoint you: I will serve you well.

I would greatly appreciate your support in the upcoming election on September 19 at 7 p.m. Doors open at 6:30 p.m.

Thank you so much,

Sheryl

## Reminder

Vehicles parked in another member's assigned spot will be towed.

## Dates to Remember

### August 2018

Carrying charges due: August 1

Carrying charges delinquent: August 10

School starts: August 16

Delinquent accounts sent to attorney: August 20

Board meeting: August 21

Open session at 6 p.m.

### September 2018

Carrying charges due: September 1

Labor Day observed: September 3

Carrying charges delinquent: September 10

Annual meeting: September 19

Doors open at 6:30 p.m.

Delinquent accounts sent to attorney: September 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.*

## Security Report

We regret to inform the membership that in July several vehicles were broken into and belongings were stolen.

The office has notified Metro Public Service about this and we are providing some tips to keep your vehicle safe.

### Tips to prevent car break-ins

1. Always lock your vehicle doors. Close windows and sunroofs.
2. Keep personal items out of view such as keys, phone adapters, chargers and compact discs.
3. Keep or hide shopping bags. Don't leave them in your vehicle. Place shopping bags in your trunk and then bring them inside as soon as you get home.

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4. If your vehicle has an alarm, make sure you set it when locking your car.

5. If your vehicle stereo is removable, take it inside with you when you are home.

Please keep your eyes open for any strangers in the area. Who is that? I haven't seen that person before. Why are they walking around the vehicle? Observing and reporting such activities any time of the day or night can help keep your community safe.

If you see someone who looks suspicious, call the police and then call Metro Public Safety at 816.436.0401 in the evening. During the day, call the police and then notify the office.

## Board members sign ethics agreement

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

The Independence Square board meets on the third Tuesday of every month except in September when the annual meeting is held on the third Wednesday. Meetings begin at 5:45 p.m.

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

Once elected, all board members are required to sign the Board Member Code of Ethics.

### 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.

