

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.

## Dates to Remember

### June 2020

Carrying charges due: June 1

Carrying charges delinquent: June 10

Board meeting: June 16

Open session at 6 p.m.

Social distancing will be observed.

Delinquent accounts sent to attorney: June 22

### July 2020

Carrying charges due: July 1

Independence Day closing: July 3

The office will be closed.

Carrying charges delinquent: July 10

Board meeting: July 21

Delinquent accounts sent to attorney: July 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.

## Here's what you can do to slow the spread of the virus

#### **Wash your hands**

- With warm water and soap for at least 20 seconds
- Often -- especially after touching doorknobs and other high-touch surfaces and after sneezing, blowing your nose or coughing
- Avoid touching your eyes, mouth and nose with unwashed hands.
- Use hand sanitizer with an alcohol content of at least 60 percent.

#### **Avoid close contact**

The virus is spread from person to person by close contact and through droplets from sneezes or coughs.

- Practice social distancing -- allow 6 feet between yourself and others.
- Avoid contact with people who are sick.

#### **Clean and disinfect**

- Surfaces that are frequently touched such as tables, doorknobs, light switches, countertops, handles, desks, phones, key boards, toilets, faucets and sinks
- Clean dirty surfaces first with soap and water before disinfecting.

#### **Cover coughs and sneezes**

- With a tissue or the inside of your elbow
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds.
- Use a hand sanitizer if soap and water are not readily available.

For more information visit the Website of the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)

## Until further notice

The playground will remain closed.

Clubroom rentals have been discontinued.

JUNE

Around  
the SQUARE

2020

#### **BOARD OF DIRECTORS**

Sheryl Frank  
*president*

William Bather  
*vice president*

Michael Menosky  
*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

## Here's what we're doing to stay safe

Cooperative housing has always been guided by a mission of safe and affordable housing.

During the pandemic, we are taking extra safety measures to protect our members and our staff.

Our office is now open full time.

- Please call to schedule an appointment.
- To properly disinfect between visits, we can help only one member at a time.
- To limit exposure, you can pay carrying charges by the Resident Portal or the drop box.
- Office staff will ask if anyone in the household is sick during calls for work orders.
- Office areas will be disinfected twice a day.
- A log of visitors to the office will be kept daily.

Our maintenance shop is also open full time now.

- Please ring the doorbell. The shop is open only to staff.
- Tools, equipment, vehicles, playgrounds, pet stations and the shop will be cleaned every day.

Clubroom rental has been suspended for now.

We appreciate everyone's cooperation and patience as we adjust to the "new normal." Our goal is to keep everyone healthy and safe.

# NEWSLETTER MINUTES

May 18, 2020  
Board Meeting

**Board members present:** Sheryl Frank, president; Bill Bather, vice president; Michael Menosky, secretary-treasurer; and Judy Henthorn

**Board member absent:** Ray Gamble

**Staff present:** Alexis Martin, on-site manager; Tina Greene, assistant office manager; and Tim Ralph, maintenance superintendent

**Also attending:** Bradley Constance, cooperative attorney, and Betsy Kilker, regional manager with Tailor Made Property Services

Sheryl called the meeting to order at 6 p.m.

## Next board meeting

The next board meeting is June 16, 2020.

## Minutes

Minutes of the February 18 board meeting and the May 14 budget meeting were approved.

## Maintenance update

Tim gave the maintenance report.

Yard inspections have resumed.

The lawn crew will now park at the gravel access road by the maintenance garage.

Precautions and safety measures have been implemented due to the virus crisis. Tools, equipment, the shop, vehicles, playgrounds and pet stations are cleaned daily.

Personal protective equipment is available for the staff. Barricades and glass doors have been installed in the office. The maintenance shop is open only to staff members.

There have been six move-ins and four move-outs. Two rehabs are underway.

Of 158 work orders called in, 210 have been completed.

## Office report

Alexis presented the office report.

Three memberships are for sale with one application pending. An intent to vacate has been filed.

New protection shields are in place in the offices and new doors have been installed.

## Managing agent report

Betsy presented the managing agent's report for February, March and April.

Nine applications were approved and one denied. Three final statements were completed.

Tailor Made processed \$116,339.95 in accounts payable for February; \$141,979.99 for March; and \$98,893.97 for April. Financial reports were delivered to the board.

Betsy distributed copies of the budget for the 2020-2021 fiscal year and the board approved the budget and the minutes of the budget meeting's executive session.

MAHC is offering free a new board member training class on May 30.

The meeting was adjourned at 6:55 p.m.

## Please include unit number on checks

When paying carrying charges by check or money order, please include your unit number so that the correct account can be credited.

If the office staff can't read a signature and there is no unit number, mistakes could be made.

## Carrying charges increase July 1

The new fiscal year for Independence Square Townhouses, Inc., begins on July 1.

At this time, carrying charges will increase by \$10 per unit.

The increase is necessary to meet the expenses of maintaining the property. A few big ticket items that will be taking place this year are structural repairs including two roof replacements, foundations and sewer line replacements on several buildings

The budget for the new fiscal year is posted on the bulletin board in the office for anyone to review.

Please remember to pay the new amount. Thank you.

## Fireworks prohibited

Please remember that fireworks are not allowed at Independence Square Townhouses.

Possession and storage or usage on cooperative property place a member in default of the Occupancy Agreement.

Violation of the policy by members or their guests can result in the member's account being sent to the cooperative attorney for Termination of Right to Occupy; in other words, loss of membership.

## Member to be honored at June open session

Congratulations to Mary Jane Hart, the Good Neighbor of the Month for June.

She will be recognized during the open session of the June 16 board meeting.

Mary Jane was nominated by Abigail Perez.

Social distancing and other pandemic precautions will be observed.

## Lawn mower, grass trimmer available to members

Members who need help keeping flower beds and back yards neat can check out a lawn mower and a grass trimmer from the maintenance garage.

Simply call the office and the maintenance shop will be notified.

In keeping with pandemic precautions, only staff members are allowed in the shop. Ring the doorbell and the mower or trimmer will be brought to you.

These tools can be checked out for two hours. They will be cleaned between every use.

## Remember to mow fenced back yards

Members are reminded that they are responsible for mowing fenced back yards.

Grass must be no higher than eight inches and the yard must be kept free of clutter.

If you receive notice from Maintenance to mow your yard, you will have 48 hours to do so. If not mowed during this time, Maintenance will mow and a fee will be charged.

If you leave for vacation, remember to make arrangements to have your yard mowed while you are gone.

If Maintenance has to mow, your account will be billed for the service.

## 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.

## 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.

*Continued on next page.*