

Tips From the Toolshed

Winter Reminders

An outlet adapter on the porch light should be used to provide electricity to outdoor holiday lights. Lights also can be installed through the basement window if needed. Ice melt is free from the office.

Annual Inspections

Annual inspections and furnace maintenance will continue this month.

You will be notified in advance. To prepare, make sure the area around your furnace is cleared out. Smoke alarms should be installed and working. (Any missing smoke alarms at the time of inspection will be charged to your account.)

Maintenance technicians will be wearing personal protective equipment.

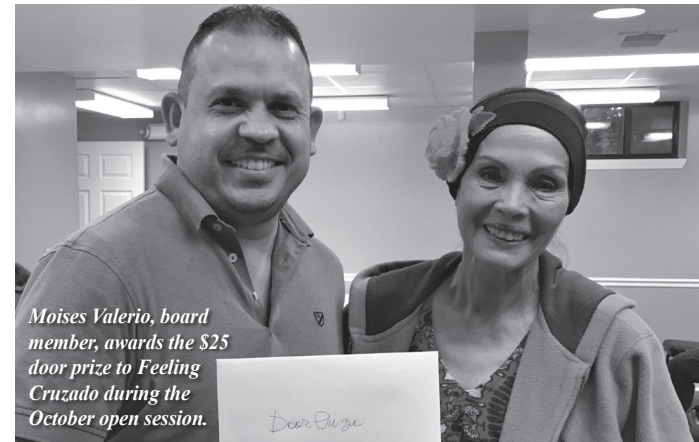
Rehabs

Five rehabs are underway and two more are anticipated.

Service Requests

Maintenance technicians responded to 24 service requests for appliances, 24 for maintenance, three emergencies, 17 doors and trim, 54 plumbing, 16 electrical, 13 exterior, three common area, four grounds, three extermination specials, four basement leaks, 20 HVAC and one concrete.

~ Tim Ralph, Maintenance Superintendent



Moises Valerio, board member, awards the \$25 door prize to Feeling Cruzado during the October open session.

Nov 2021

Carrying Charges Due: Dec. 1

Delinquent Accounts to Attorney: Dec. 20

Carrying Charges Delinquent: Dec. 10

Christmas Observed: December 23 & 24, Office Closed

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Carrying Charges Due	2	3	4	5	6
7 Daylight Saving Time Ends	8	9	10 Carrying Charges Delinquent	11	12	13
14	15	16 Board Meeting Open Session 6pm	17	18	19	20
21	22 Delinquent Accounts to Attorney	23	24	25 Thanksgiving Observed Office Closed	26 Thanksgiving Observed Office Closed	27
28	29	30				

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.



NEWSLETTER

Independence Square Townhouses, Inc. • 1360 Baker Drive • Independence, MO
www.independencesquaretownhouses.com

Board of Directors

Sheryl Frank
President

Elected 2021, 3-year term

Michael Menosky
Vice President
Elected 2020, 3-year term

Judy Henthorn
Secretary-Treasurer
Elected 2019, 3-year term

Bill Bather
Elected 2020, 3-year term

Moises Valerio
Elected 2021, 3-year term

Handy Phone Numbers

Indep. Square Office
816-252-0444

State Public Safety
816-425-4027

Animal Shelter
816-621-7722

Animal Control
Dispatcher
816-325-7205

Citizens Info Center
816-325-7000

Police (Non-Emergency)
816-325-7300

Police (Emergency)
911

Report Power Outage
816-325-7550

BOARD MEETING, OCTOBER 19, 2021

NEWSLETTER MINUTES

Board members present: Sheryl Frank, president; Judy Henthorn, secretary-treasurer; Bill Bather and Moises Valerio
Michael Menosky, vice president, joined the meeting at 6:20 p.m.

Staff present: Alexis Martin, site manager; Tina Greene, assistant site 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 5:45 p.m.

Next Board Meeting

The next board meeting is November 16.

OPEN SESSION

Eight members signed in for the open session. Sheryl welcomed them and opened the meeting at 6 p.m.

Maintenance Summary

Tim presented the maintenance report.

Annual inspections and furnace maintenance will be starting soon.

An outlet adapter on the porch light should be used to provide electricity to holiday lights. Lights also can be installed using the basement window.

Ice melt will be available free at the office starting November 1.

Maintenance is hiring a full-time technician and seasonal help for snow removal.

Five rehabs are underway and two more are anticipated.

Over the last two months, 188 service requests were completed and there were 17 responses to emergency calls.

Site Report

Alexis presented the site manager's report.

No memberships are for sale. Since the last board meeting, there have been three move-ins, two intents to vacate, seven scheduled move-ins and one application pending.

The cooperative is using a new towing company, Caster's Tow & Transport.

Food is being collected for the holidays. Please bring donations to the office.

Notices will now be sent out in emails.

Tailor Made Property Services

Betsy presented the managing agent's report for August and September.

Six applications have been approved and one denied.

Four final statements were completed.

Processed in accounts payable for August was \$141,702.03 and for September, \$134,650.44.

Good Neighbor of the Month

Bobbie George was recognized as the Good Neighbor for October.

Door Prize Drawing

Feeling Cruzado won the door prize of \$25.

Sheryl opened the floor to members and the open session ended at 6:25 p.m.

The board met in closed session and the meeting was adjourned at 7:20 p.m.

Last Meeting

The last board meeting of the year is Tuesday, November 16.

There will be no board meeting in December.

The first board meeting in 2022 is January 18.

Donations Accepted for Holiday Food Baskets

The office is collecting food for 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.

Last year, we were able to help four families.

To donate, please stop by the cooperative office.

Thank you.

New Towing Service

Caster's Tow & Transport is the cooperative's new towing company.

The company checks the entire complex for:

- Vehicles not in working order
- Vehicles not parked correctly
- Vehicles with expired tags

For violations, they will tag and allow 10 days for expired tags and four days for inoperable vehicles. If motorists do not comply within these time periods, their vehicles will be towed.

If vehicles are parking in another member's space, a fire zone or double-parked blocking a member's space, the vehicle will be towed immediately.

If you see vehicles in violation of the rules, please call the office.

From the Site Manager's Monthly Report

Parking Lots

Several vehicles on the property have been vandalized lately. Be sure your vehicle is locked and nothing is left out in plain view.

Email

The office will be sending notices out through email to members who have made their email addresses available. Members who do not have email addresses will continue to receive paper copies on a door hanger.

Available Free to Members

Furnace filters, leaf bags, porch light bulbs, appliance light bulbs, and smoke detector batteries.

Ask for these from the office staff.

Holiday Donations

We will be collecting food items for our holiday baskets again this year. Last year, the donations were plentiful. Thank you very much. Your generosity was overwhelming.

We are hoping for this year to be as successful. If you know of any members who might need assistance during the holidays, please call the office and let us know.

~ Alexis Martin, Site Manager

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.