The Town Crier

Colonial Square Homes

April 2024

Board Members	Office Staff
Leslie LaMarche – President	Crystal - On-site Manager
Debra Capps – 1st Vice President	Brenda – Assistant On-site Manager
Kathy Pestock – 2nd Vice President	Cliff - Maint. Superintendent
Judy Allister – Treasurer	Wayne – Lead Maint. Tech.
Clyde Whitney – Secretary	Jerry – Maint. Tech
	Chad – Maint.Tech
	Domenic -- Groundskeeper

Colonial Square Office: 816-452-6664
Security: 816-809-9600
Maintenance Emergency: 913-894-3549

Colonial Square Homes, Inc.
March 14, 2024
Closed Budget Meeting

N E W S L E T T E R M I N U T E S

Board members present: Leslie LaMarche, president; Debra Capps, first vice president; and Clyde Whitney, secretary
Board members absent: Judy Allister and Kathy Pestock
Staff present: Brenda McElhaney, assistant site manager, and Cliff Abel, maintenance superintendent
Also attending: Mike Lauer, regional manager with Tailor Made Property Services, Inc.
Matthew Moore with Metro Public Safety joined the meeting at 6:40 p.m.

The board convened at 5:30 p.m.

Approval of minutes

The board voted to approve the minutes of the February board meeting.

Maintenance report

Cliff reported that

- 114 work orders were completed in February and 12 are not yet done
- refi upgrades began in vacant units on Tuesday
- eight units are in various stages of rehabbing

Board Business

- A second van has been purchased for maintenance.
- A new maintenance technician started February 28.
- Onyx materials and a dumpster were delivered on site for the installations starting March 11.
- An Arbor property inspection will be March 26.

Security update

Matthew Moore reported that patrols are continuing with the lock-up/unlock reports for the basketball court and are submitting nightly reports.

Currently five or six officers patrol a shift; eventually, there will be nine.

Budget review

The board reviewed a proposed budget for the fiscal year beginning May 1, 2024 and ending April 30, 2025.

Adjournment

The meeting was adjourned at 8:40 p.m.

Office News

Annual Meeting:

The board voted to open voting for the annual meeting on the first day of June and to keep it open through the day of the annual meeting. Resumes will be due on May 15 to be published in the newsletter and for member's names to appear on the ballot. If May 15 falls on a Saturday or Sunday, the deadline will move to Monday. One board position is open this year.

Crimes reported to the office in March

Tract A: Tract B:

If you hear or see any suspicious activity, please call the police or security.

Police emergency: 911 Colonial Square Office: 816-452-6664

Metro Public Safety: 816-809-9600

Attention Members:

The Annual Board of Directors meeting is June 13, 2024 at 7 pm. Absentee voting begins June 1, 2024 and runs through June 13, 2024 at 5 pm. Please plan to attend.

EXTERMINATION SCHEDULE FOR 2024

Extermination Schedule for 2024	
April 9, 24	2230-2274
May 14, 24	2276-2310
June 11, 24	2312-2350
July 9, 24	2352-2376 & 2076-2084
August 13, 24	1850-1890
September 10, 24	1892-1932
October 8, 24	1934-1976
November 12, 24	1978-2022
December 2024	No Exterminations
January 10, 2025	2024-2074

SPECIAL DATES FOR 2024

JUNE 13, 2024 THURSDAY 7:00 PM ANNUAL BOARD OF DIRECTORS

THE OFFICE WILL BE CLOSED ON THE FOLLOWING HOLIDAYS

Memorial Day	May 27, 24
Juneteenth	June 19, 24
Independence Day	July 4, 24
Labor Day	September 2, 24
Thanksgiving	November 28 & 29, 24
Christmas Eve	December 24 close at noon
Christmas Day	December 25, 24

Attention Members:

The Annual Board of Directors meeting will be held on
June 13, 2024 at 7 PM.

Policy and Procedures for candidates running for the Board of Directors

1. Members running for the board of directors who wish to have their resume in the Town Crier must file it with the on-site manager by April 15, 2024. Resumes must be camera ready (printed or typed on white paper).
2. Candidates may campaign in any manner they choose, i.e., door to door, fliers, etc.
3. Campaigning is not allowed in the clubroom building the evening of the Annual Meeting. All candidates will be allowed to address the membership during the annual meeting prior to the election.
4. The on-site staff shall not prepare or copy campaign literature for candidates.
5. Resumes must be received by May 15, 2024 in order for the candidate's name to appear on the ballot.
6. All who vote at the annual meeting whether in person, by proxy, or by absentee ballot are eligible for the door prize drawing.

Annual Meeting / Board of Directors Election

Colonial Square's annual meeting is held each year on the 2nd Thursday of June. One of the primary agenda items is the election of board members to serve as the governing body of the cooperative for the next term. Interested candidates may now submit their resumes to the office for publication in the newsletter.

Here is an easy format to help you organize your information. Most of the categories are optional. You may choose to write in complete sentences or use only bullet points.

The board requests that all resumes be submitted in this format. Board and management will reserve the right to refuse publication in the Town Crier for any offensive of false content. Submissions should be limited to one page.

Name:

Cooperative experience:

Qualifications:

Family:

Work History:

Education:

"I want to serve on the board of directors because"

Colonial Square Homes, Inc.

Vacation Notice

If you are planning to be gone for a few days and would like the maintenance staff to check on your unit please complete this form and turn it in to the office.

Name: _____

Address: _____

Time frame of vacation: Leaving _____

Returning _____

Emergency Contact: Name: _____

Phone: _____

Number you can be reached at (if applicable): _____

Your cell phone number (if applicable): _____

Will you have someone checking on the unit while you are gone? If so, please provide the following:

Name: _____

Phone #: _____

The Best Breakfast Casserole

Ingredients

- 24 ounces frozen shredded potatoes
- salt and pepper
- 12 eggs
- 2 cup half and half
- 1 teaspoon season salt
- 1 1/2 cup cheddar cheese grated
- 1 1/2 cup pepper jack cheese grated
- 2 cup chopped ham or your preferred meat, sausage would also be great

Instructions

1. Grease a 9x13 inch pan. Add the frozen and shredded potatoes to the bottom of the pan. Sprinkle with salt and pepper.
2. In a large bowl, whisk the eggs together. Then add half and half, season salt, cheddar cheese, pepper jack, and chopped ham.
3. Pour over the top of the frozen potatoes. Cover with foil and refrigerate for 2 hours or overnight.
4. Bake uncovered at 350 degrees for 90 minutes. Let rest for 10 minutes before serving.



Colonial Square Maintenance Department

Top row: Cliff, Wayne and Jerry

Bottom row: Chad and Domenic

SECTION - A - Keys/Locks and Lockouts

1. All exterior locks must be a co-op provided lock.

2. The Maintenance Department may duplicate keys. Applicable fees will apply.

3. Only the Maintenance Department can unlock the door for occupants who become locked out of their units. There will be a standard charge for this service during business hours. After hours, on weekends or holidays, an overtime rate will be assessed and is payable with the next month's carrying charge. Unlocking units will not be performed during the lunch hour.

SECTION - B - Lawn Mowers

1. Occupants using cooperative lawn mowers must sign them in and out and be at least 13 years old.

2. Mowers must be checked out no later than 4 p.m. and must be returned by 4:45 p.m. the same day.

   A mower not returned by 4:45 p.m. will become the responsibility of the member who checked it out. A maintenance charge will be assessed to secure return of the lawn mower. The member will be responsible for damage or replacement of the lawn mower.

SECTION - C - Maintenance Work Orders

1. To place a work order for repairs needed in your unit, call the co-op office at (816) 452-6664.

2. A service charge applies to chargeable work orders such as a broken window, torn screens and any other damage or repairs not covered by the cooperative. This charge is the current rate posted at the office plus material costs and is due with the next month's carrying charge.

3. For maintenance work requiring 10 minutes or less to complete, the member will be charged the current minimum rate posted at the office.

4. For maintenance work requiring more than 10 minutes, members will be charged the hourly posted rate.

5. No maintenance equipment, tools, ladders or dollies will be loaned to members or employees.


SPRING

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 31 Easter	1 Carrying Charges Due	2	3	4	5	6
7	8	9 Extermi-nations 2230-2274	10	11 Board Mtg. 7PM Late Fees Applied	12	13
14	15	16	17	18	19	20
21 Attorney Referrals	22	23	24	25	26	27
28	29	30	Happy Birthday to members born in April !!			