NovemberThe Town Crier

Colonial Square Homes



2026

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

Office News

Colonial Square Office: 816-452-6664

Maintenance Emergency: 913-894-3549

KC Police non-emergency # 816-234-5111

Parking Patrol for big rigs parked on Parvin please call: 816-581-0707

Please call 911 if you see or hear any suspicious activity.

Water bills for October 2026 total $ 47,001.01

This breaks down to $ 191.06 per unit usage. Please be mindful of your water usage. This does affect the budget.

Colonial Square Homes, Inc.
September 10, 2026
Board 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 Kathy Pestock, second vice president;
Nimo Abdinour, secretary, joined the meeting at 6:43 p.m.
Board member absent: Judy Allister, treasurer
Staff present: Crystal Keeton, site manager, and Cliff Abel, maintenance superintendent
Also attending: Mike Lauer, regional manager with Tailor Made Property Services, and Jessica Foxx, cooperative attorney

The board convened at 5:30 p.m.

Open Session

Leslie called the meeting to order at 7 p.m. All present observed a moment of silence.

Minutes
The board approved the minutes of the August board meeting.

Office report
Crystal reviewed the office activity for August.
There were two move-outs, three move-ins and one preliminary move-out.
There were 25 statements of charges due, 12 statements of credit and 12 defaults.

Maintenance update
Cliff reported that 100 work orders were completed in August and 19 are not yet done.
Of 11 rehabs, two are done.
The maintenance staff is short a technician.

House and Grounds
In August, Tract A was walked as well as the west side of Tract B and the upper part

of the east side. Twenty-five violations were cited. Seventeen work orders were issued.

Logging out

The meeting was adjourned at 8:55 pm.

Extermination Schedule for 2026	
November 10, 2026	1892-1932
December 8, 2026	No Exterminations
January 12, 2027	1934-1976

THE OFFICE WILL BE CLOSED ON THE FOLLOWING HOLIDAYS

Thanksgiving	November 26 & 27, 2026
Christmas Day	Dec. 24, 2026 close at noon & Dec. 25, 2026
New Year's Day	January 1, 2027



Maintenance Tip

With the holidays approaching we will be doing a lot more cooking, baking and entertaining. That means more use of the garbage disposal. To aid in not having any problems we have comprised a list of things that should not be put down the disposal.

1. Grease
2. Rice or pasta
3. Meat bones
4. Egg shells
5. Coffee grinds

6. Stringy or tough peeled veggies like asparagus, lettuce, celery, potatoes and banana peels
7. Corn cobs

The best way to prevent a stop up is to scrape all plates, pots and pans into the trash. What is left should be able to go down the disposal. Please us only cold water.

As a reminder, if your garbage disposal stops working and is not repairable, it will not be replaced.



Register for the Colonial Square Homes Resident Portal
Here are some of the things you can do in the Portal:
—Pay your carrying charges online one time or as an automatic payment.
—View your account balance.
—Share items of interest with you neighbors such as hobbies, events, etc.
—Keep up to date on cooperative events.
You do not have to set up online payments to be a part of the resident Portal. You can register for access just to keep in touch with your community.

HOW TO GET STARTED
1. Log on to our property website www.colonialsquarehomes.com and choose the Resident Portal link.

2. Select “Residents”

3. Register for the Resident Portal

IMPORTANT: You must have a valid email address registered in our system. Contact the on-site office for assistance in updating our records.
While we encourage you to sign up for online payments through the Portal, members can still pay by check or money order in the on-site office. Members may also complete an authorization form in the office for automatic payments without registering for the Portal if desired.

Carrying Charges and Other Payments

Your monthly payment of carrying charges for your unit is due on or before the first day of every month and delinquent after the 10th.

Payments may be mailed, hand delivered and put in the drop box at the office or paid online through the resident portal.

Payments received after the 10th of the month must include late charges and be paid with a money order or cashier's check.

Checks returned for "Insufficient Funds" must be repaid with a money order or cashier's check including late charges and a returned check charge.

A notice of default will be sent to any member whose payments are not received on the due date and time. Payment that has not been received 10 days from the date of the default notice will be sent to the attorney, and attorney fees will be charged to the member's account.

Carrying Charges are due on the 1st of every month.

Carrying Charges are delinquent after the 10th. If the 10th falls on a weekend or holiday, payment must be received by 8 a.m. the next business day.

Members' accounts are sent to the attorney 10 days following the date of the default notice.

The member is responsible for attorney fees and the filing fee at the prevailing rate.

Monthly statements will be sent to members who have balances due or credits greater than $5.

Please only use blue or black ink when making out checks. Other colors do not pick up on the check reader.

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 #: _____



Sausage, Potato, and Cabbage Soup

Ingredients:

- 2 Tbsp. canola oil
- 1 (14-ounce) package kielbasa or other cooked sausage, sliced
- 1/2 yellow onion, chopped
- 1 large carrot, chopped
- 1/2 medium green or savoy cabbage, chopped
- Kosher salt and freshly ground black pepper
- 2 cloves garlic, chopped

- 6 cups chicken broth
- 2 large russet potatoes, peeled and chopped
- 2 Tbsp. red wine vinegar
- 2 Tbsp. chopped fresh dill

Directions:

Step 1 Heat oil in a large pot or Dutch oven over medium heat. Add kielbasa and cook, stirring occasionally, until browned, 8 to 10 minutes. Use a slotted spoon to transfer to a plate. Add onion, carrot, and cabbage to pot. Season with salt and pepper. Cook, stirring occasionally, until vegetables are softened, 5 to 6 minutes. Add garlic and cook until fragrant, 1 to 2 minutes. Add broth, potatoes, and sausage. Bring to a boil, then reduce heat and simmer until potatoes are cooked through, 17 to 20 minutes.

Step 2 Remove from heat. Stir in vinegar and dill. Serve with crusty bread.

FROM THE OFFICE & MAINTENANCE STAFF

The holiday season has arrived but before you start decorating the outside of your unit here are a few tips to keep in mind.

Please do not puncture the siding, wood, concrete, brick or flashing around doors and windows as this will result in a charge for damage to the building. To plug in any outdoor lighting, you may use a porch light socket. Please use outdoor rated cords and ground fault if possible. Decorations may be put up 30 days before the holiday and must be taken down 30 days after the holiday. If you have any questions, please call the office.

To prevent frozen outside faucets, we ask that you please remove your garden hoses and take them inside for the winter. Maintenance will be doing an inspection and will disconnect any hoses they find still connected.

This is also a good time to clean out flower beds, empty and bring in flower pots & yard decorations that may not survive the freezing temperatures.

And last but not least, please be kind to the office and maintenance staff during the flu season. We ask that if you are ill that you, PLEASE drop payments in the door slot. If your household has the flu, if possible, please wait until you are well before calling in work orders unless it is an emergency, so the maintenance men will not be exposed to the virus. It will be GREATLY APPRECIATED!

Safety tips:

Don’t leave any items visible inside your vehicle. Put them in the trunk or bring inside your unit.
With winter coming please do not leave your car running unattended. We have had cars stolen in the past because of this. The Kansas City Ordinance reads:
Sec. 70-251. - Unattended motor vehicles.
No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, effectively setting the brake thereon and, when standing downhill upon any grade, turning the front wheels to the closest curb or side of the street or high-way and, when standing uphill upon any grade, turning the front wheels to the closest side of the street or highway if there is no curb or turning the front wheels away from the closest curb if there is a curb. The use or operation of a remote starter system in a vehicle with locked doors shall be sufficient to comply with the provision of this section requiring a person in charge of an unattended motor vehicle to stop such vehicle's engine. As used in this section, the phrase "remote starter system" means any device installed in a motor vehicle that allows the engine of such vehicle to be started by remote or radio control.

Please leave your front and back porch lights on for added safety. The coop will replace the bulbs free of charge.


HAPPY THANKSGIVING

Housekeeping Standards

Members are required to abide by the housekeeping standards of the cooperative. Housekeeping violations are considered as a whole. Members who have an individual or occasional deviance from the standards will be given ten (10) days to correct the housekeeping violations. If the members is not in compliance at the end of 10 days, the member's account will be sent to the attorney. (revised November 2024)

However, frequent and severe housekeeping violations that constitute sanitation or health threats to the members of a household or to others in the cooperative could result in probationary tenancy or eventual loss of membership.

1. Inside the dwelling

   A. General

      1. *Walls - "Cork" wall covering may not be installed or sold as an improvement.*
      2. *Floors - Clean frequently to avoid tripping hazards or water damage.*
      3. *Ceilings - Clear cobwebs regularly.*
      4. *Windows - Clean frequently and do not nail them shut. Shades or blinds should be intact.*
      5. *Woodwork - Take care not to scratch or gouge.*
      6. *Doors - Locks must work.*
      7. *Heating units - Dust frequently and ensure a minimum access of 36 inches for repairs and safety.*
      8. *Trash must not be left in the unit and should be disposed of immediately in dumpsters provided.*
      9. *Entire unit must be free of rodents and insect infestation.*
      10. *Hallways - keep free of tripping hazards.*
      11. *Laundry areas should be clean. Remove lint from dryers after every use. Only aluminum or galvanized pipe may be used for venting dryers.*

A. Kitchen

1. *Stove - Remove food and grease buildup frequently.*
2. *Refrigerator - Clean frequently. Doors must close properly.*
3. *Cabinets - Cabinet surfaces should be cleaned frequently to remove grease buildup and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.*
4. *Countertops should be cleaned frequently. Do not use sharp utensils, knives or ice picks to cut directly on countertops.*
5. *Sink - Keep clear of grease and garbage. Dirty dishes should be washed and put away in a timely manner.*
6. *Range hood - Remove grease buildup frequently.*
7. *Food storage areas should be clean without spilled food.*
8. *Trash/garbage should be stored in a covered container until removed to a dumpster.*

B. Bathroom

1. Toilet and tank - Clean and deodorize frequently.

2. Tub and shower - Clean frequently to prevent mold and mildew. Shower curtains should be adequate in length. Exhaust fan should be on when showering or bathing to prevent damage to ceiling texture from moisture.

3. *Lavatory - Clean frequently.*
4. *Exhaust fans - Dust frequently.*
5. *Floor - Clean frequently and never leave standing water.*

C. Storage areas

   a. *Closets should be clean. No flammable materials should be stored in the unit. Other storage areas should be clean and free of hazards.*

2. Outside dwelling unit

a. *Yards should be free of debris and trash.*
b. *Porches should be clean and free of hazards. Summer items such as chairs and planters should be brought inside at the end of the season to allow adequate snow removal on front porches.*
c. *Steps should be clean and free of hazards.*
d. *Sidewalks should be clean and free of hazards.*
e. *Storm doors should be clean and free of hazards.*

Household Trash

1. Household trash must be disposed of properly in a closed trash bag and must not be left outside the dumpster. Do not throw trash into a dumpster that is already overfilled. Take it to a nearby dumpster. Members will be assessed a charge for trash that must be cleaned up by the Maintenance Department.

2. Do not place items in front of the dumpster because this will prevent the trash truck from picking up the dumpster to empty it.

3. Climbing into and playing around or in the dumpsters are prohibited.

4. Cat litter, dog feces and disposable diapers must be contained in tied plastic bags prior to placing in dumpster.

5. All leaves, limbs, trimmings and grass clippings must be placed in paper bags and brought to the maintenance building.

6. Large items such as appliances, carpet and furniture must be brought to the dumpsters at the office.

7. If you are physically unable to bring bags to the maintenance building or large items to the office dumpsters, call in a work order. A charge will apply.

Improvements to Units or Grounds

1. Improvements/alterations to units or grounds in Colonial Square Homes, Inc., must be pre-approved by the Board of Directors or its designated employee/agent, or an alteration is subject to removal at member's expense.

2. An Alteration Permit must be completed, submitted and approved before any work begins. An invoice for completed work must be submitted to accompany the Alteration Permit before an improvement is recognized.

3. Work outlined on the permit must be completed and invoices submitted within six months. After that time, authorization expires, and the request must be resubmitted.

4. Members must obtain permission in writing from the Maintenance Superintendent before trimming, cutting back or removing bushes, trees, decorative rocks or pavers and other enhancements.

5. The board of Colonial Square may revoke approval for an alteration if the allowed change falls into disrepair or creates a nuisance or danger – termites in wooden decks or ground timbers, for example. The member will be given a reasonable time to correct the situation to the board's satisfaction. Failure to comply will result in charging the member for all restoration costs.

6. In basements, painting of gas, water or other utility lines/pipes is prohibited. Restoration of the lines will be remedied at the discretion of the cooperative when discovered, then charged to the member.

7. Nothing other than suspended ceilings may be installed in basements. Maintenance will remove sheet-rock ceilings in basements during rehab. (revised November 2024)

8. The installation of any additional wiring, outlets, junction boxes or other such installations must be performed by a licensed electrician.

November 2026



Sunday	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday
1 Daylight Saving Time Ends	2	3	4	5	6	7
8	9	10 Extermin-ations 1892-1932	11 Veterans Day Late Fees Applied	12 Board Meeting 7 pm	13	14
15	16	17	18	19	20	21 Attorney Referrals
22	23	24	25	26 Thanksgiving Office and Maint. Closed	27 Office and Maint. Closed	28
29	30					Happy Birthday to members born in November!