





MAY 2018

THE TOWN CRIER

COLONIAL SQUARE HOMES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 
6 	7	8 Exterminations 1978-2022	9	10 Board Meeting @ 7pm	11 Late Fees Applied	12
13	14	15	16	17	18	19
20	21 Attorney Referrals	22	23	24	25	26
27	28 Memorial Day Office/Maint. Closed	29	30	31		

BOARD MEMBERS	OFFICE STAFF
Leslie LaMarche—President	Crystal Keeton—On-site Manager
Debra Capps—1st Vice President	Robin Betzel—Office Assistant
Judy Allister—2nd Vice President	Clifford Abel—Maint. Superintendent
Kathy Pestock—Treasurer	Wes Harness—Asst. Maint. Superintendent
Clyde Whitney—Secretary	Wayne Morrison—Maint. Tech.
	Jerry Burch—Maint. Tech.
	Anselmo Martinez—Maint. Tech.
	Nasraldin Hamaamin— Groundskeeper

COLONIAL SQUARE OFFICE : 816-452-6664  
 SECURITY NUMBER: 816-809-9600 OR 816-436-0401  
 MAINTENANCE EMERGENCY: 913-894-3549

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NEWSLETTER MINUTES

**Board members present:** Leslie LaMarche, president; Debra Capps, first vice president; Judy Allister, second vice president; Kathy Pestock, treasurer; and Clyde Whitney, secretary.

**Staff present:** Crystal Keeton, office manager, and Cliff Abel, maintenance superintendent

**Also attending:** Connie Mayer with Tailor Made Property Services, Inc.,

The board convened at 5:30 p.m.

**Open Session**

Amy Ingala, Rene Love, Ray Gonzales and Kathleen Morrison signed in for the open session.

Leslie welcomed them and all present observed a moment of silence.

Debra presented the monthly Board Business report.

The board finished the 2017-2018 budget this month which included a \$15 carrying charge increase.

Bids have been received for retaining walls; bids are expected for concrete work, increasing parking space, lighted signage and updating playground equipment.

Exterior inspections will begin when winter weather ends.

Cliff presented the House and Grounds report.

In A Tract, eight units were tagged and four complied; in B Tract, two were tagged and neither have complied.

There were no parking violations.

Cliff presented the maintenance report for March. Completed were 152 work orders; five are not yet done.

Colonial Square Homes, Inc.



If you are planning to be gone for a few days or longer and would like the maintenance staff to check on your unit please complete this form and turn it in to the office. We highly recommend this as a water leak can cause a lot of damage in a short amount of time.

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 #: \_\_\_\_\_

**Members must observe the following sections from Kansas City code.**

Sec. 26-307.2 Fires used for non-commercial preparation of food. Fires used for non-commercial preparation of food, such as barbecuing, are permitted provided that the fire is in a free-standing cooking device using fossil fuel or natural gas. It is prohibited to use, store or maintain freestanding cooking devices on wooden decks or wooden balconies, or below wooden decks or wooden balconies, in multifamily dwellings containing more than two units. All barbecue devices shall be at a distance that is not less than ten (10') feet from all portions of a structure that is attached to, or a part of, a multifamily dwelling containing more than two units.

Sec. 26-109.3.1 Penalties. Conviction of any violation of this Code shall be punishable by a fine of not more than \$500 or by imprisonment of not more than 180 days or both such fine and punishment.



There were three move-ins and one move-out.  
Maintenance is working on one rehab now.

Cliff read aloud the monthly office report, prepared by Crystal. There have been 38 statements of charges due, 17 defaults, two new waiting list applicants and three miscellaneous complaints.

There were no pet violations.

Leslie opened the floor to member comments.

The open session ended at 8 p.m.

**Closed Session**

Minutes of the March 8 board meeting were approved.

A feral cat colony on the property was discussed. Crystal will be asked to publish and deliver notices door to door about not feeding the feral cats.

The meeting was adjourned at 9:15 p.m.

**April Board Business**

The board finalized the budget for 2018-2019 which includes an increase of \$15 on monthly carrying charges.

Additional parking areas are being considered.

A bid has been received for retaining walls. Other bids are expected for concrete repairs and replacement, lighted signage and updated playground equipment.

Exterior inspections will begin soon to look for damage caused by winter weather.

# Office News

## Colonial Square Activities Committee

There will be no Activities Committee Meeting in May.

Trash bill \$ 1728.15    Water bill \$ 20,487.13 (81.62per unit)



**Effective May 15, 2014, the fee for mowing lawns not maintained by members will be \$30. Back yards should be mowed and fence lines cleaned weekly.**

## Membership Referrals

Members, if you refer someone to Colonial Square and they are approved and move-in you will receive a \$100.00 finders fee. Make sure you tell anyone interested in our property that they need to mention your name.

## Crimes reported to the office in the month of April:

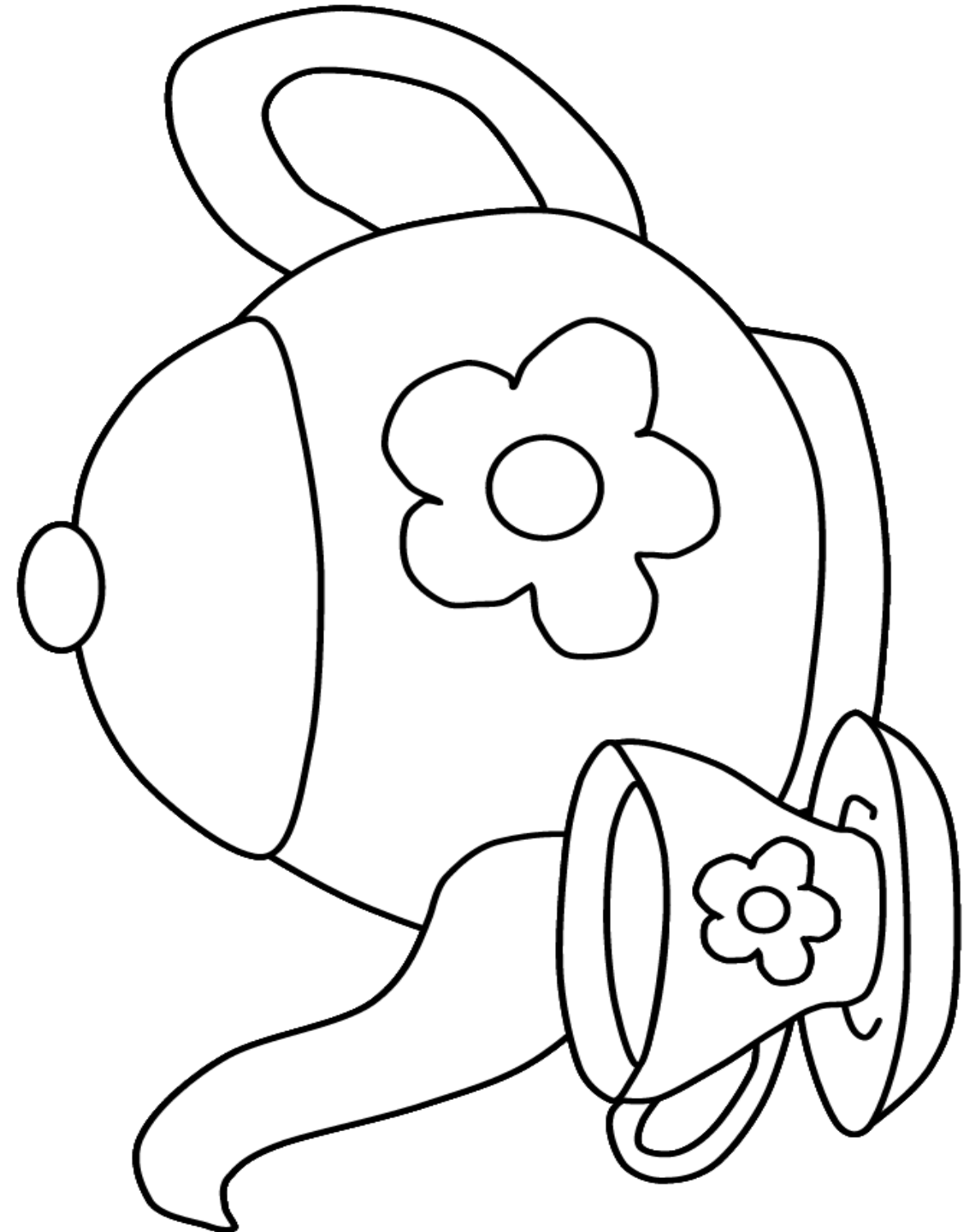
Tract A: NONE      Tract B: NONE

If you hear or see any suspicious activity please call the Police or Security.

Police Emergency:    911

Metro Public Safety: 816-809-9600 or 816-436-0401

Colonial Square Office: 816-452-6664



# Lemon Magic Cake

## Ingredients:

- 4 eggs at room temperature, separate yolks from whites
- 1 tsp vanilla extract
- 3/4 cup sugar
- 1/2 cup butter unsalted, melted
- 3/4 cup all-purpose flour
- 1 3/4 cup milk lukewarm
- 1/4 cup lemon juice freshly squeezed
- 2 tbsp lemon zest
- Powdered sugar for dusting cake



## Instructions:

1. Preheat oven to 325 F degrees. Grease an 8 inch x 8 inch baking dish or line it with parchment paper.
2. Separate eggs and add the egg whites to a mixer and mix until egg whites are stiff. Place egg whites in a bowl and set aside.
3. Beat the egg yolks with the sugar until light. Add butter and vanilla extract and continue beating for another minute or two after which you can add the flour and mix it in until fully incorporated.
4. Add lemon juice and lemon zest then slowly start adding the milk and beat until everything is well mixed together. Add the egg whites, a third at a time and gently fold them in using a spatula or a whisk, repeat until all egg whites are folded in, but there should still be white bits of egg whites floating in the batter.
5. Pour batter into baking dish and bake for 40 to 70 minutes or until the top is lightly golden and the cake is firm to the touch. The baking time could vary greatly depending on the oven, so take a peek at around 40 minutes and see how it looks.
6. Sprinkle some powdered sugar after cake has cooled.

## EXTERMINATION SCHEDULE FOR 2018

MAY 8, 2018	1978-2022
JUNE 12, 2018	2024-2074
JULY 10, 2018	2110-2146
AUGUST 14, 2018	2148-2186
SEPTEMBER 11, 2018	2188-2228
OCTOBER 9, 2018	2230-2274
NOVEMBER 13, 2018	2276-2310
NO EXTERMINATIONS DONE IN DECEMBER	



## SPECIAL DATES FOR 2018

JUNE 14, 2018 THURSDAY 7:00 PM ANNUAL BOARD OF DIRECTORS MEETING

## THE OFFICE WILL BE CLOSED ON THE FOLLOWING HOLIDAYS

MEMORIAL DAY	MAY 28, 2018
INDEPENDENCE DAY	JULY 4, 2018
LABOR DAY	SEPTEMBER 3, 2018
THANKSGIVING	NOVEMBER 22 & 23 2018
CHRISTMAS EVE	DECEMBER 24, 2018 (close at noon)
CHRISTMAS DAY	DECEMBER 25, 2018

## **ATTENTION MEMBERS:**

**The Annual Board of Directors Meeting will be held on  
June 14, 2018 at 7PM.**

### **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 May 21, 2018. 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 June 1, 2018 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.

Section II - Liability  
Coverage E - Personal Liability  
\$100,000  
Coverage F - Medical Payments to Others  
\$1,000  
Annual Total \$745

Members can be charged for any loss or personal liability up to the cooperative deductible of \$ 10,000.00 if found negligent. Members are still responsible for carrying charges and utilities during restoration.

The Board strongly advises each member to have an insurance policy. For Cooperative members, just a renter policy is not what members should carry. This certainly will cover "personal items" but it does not cover improvements that a member may have made. What should be carried is generally referred to as a "Condo unit policy". The formal name is "Homeowner's 6" policy which affords coverage for the members part of the structure changes, as defined by the bylaws, as well as their own personal property and personal liability.



## Members Need for Renters Insurance

The cost of a broken water pipe in your unit due to turning off the heat or turning the heat too low can be an expensive repair. The heat should never be turned down below 65 degrees.

The following is a list of items that could need replaced.

- Floors-Kitchen and hardwoods
- Kitchen cabinets
- Countertops
- Sheetrock & wall repairs
- Paint
- Pipe repairs
- Furnace
- Water heater
- Electrical panel
- Maintenance time & materials
- Water restoration company charges

I have included a sample quote for members to see.

Condo owners Insurance Quote  
Description of Dwelling  
Brick veneer, Single Family Home, 1000 ft. or less from fire hydrant, within 5 miles from fire station.  
Deductible - Other Covered Perils \$500 In case of loss under Section I, we cover only that part of the loss over the deductible stated.  
Coverage Limit Premium  
Section I - Property  
Coverage A - Dwelling  
\$37,500  
Coverage C - Personal Property  
\$75,000  
Coverage D - Loss Of Use  
\$30,000  
cont. on next page



## Attention Members

The Annual Board of Directors Meeting is June 14, 2018 at 7pm. Absentee Voting begins June 11th and runs through June 14th at 5pm.

Please plan to attend.

## Management will be inspecting the property for House & Grounds violation in May.

Please pick up trash & cigarette butts, remove leaves, weeds, broken pots, old rusty or broken furniture and clean out flower beds of last year's dead plants, etc.

Do not leave trash bags on front or back stoops. Take them to the dumpster so animals will not tear into them.

Pick up all pet waste from fenced back yards.

Colonial Square has a feral cat problem. We ask members to stop feeding these cats. They make a mess of members gardens, tear up and shed on lawn furniture and carry diseases that can be passed on to member cats.

Do not put food on the ground as this brings in raccoons, opossum, rats and mice.



## **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 or 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."

Judith A. Allister 2230 NE Parvin Rd

Objective

I would like to be re-elected to the Board to help with problems as they come up and to keep cost at a minimum to our members.

Experience

Bookkeeper

I worked for 12 years at Texaco and also working on the Board using a lot of people skills with some best friends past and present.

Qualifications

I served when HUD was paid off and when everyone didn't know what was next. We had meetings for all members to decide if they wanted to change to condo's or remain affordable townhomes. I'm very glad the members wanted to keep it a cooperative townhome.

Cooperative Experience

I have served on the board the first time for ten years. I ran again three years ago and was elected.

Family

I have lived in Colonial Square for over 39 years and raised my family here with my husband Bob.