



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Carrying Charges Due	2	3	4
5	6	7	8	9 Board Mtg. 7 pm	10	11 Late fees applied
12 Easter	13	14 Exterminations 1850-1890	15	16	17	18
19	20	21 Attorney Referrals	22	23	24 Ramadan Begins	25 Happy Birthday to all of our members born in April!
26	27	28	29 	30		

THE TOWN CRIER

APRIL 2020

COLONIAL SQUARE HOMES

BOARD MEMBERS	OFFICE STAFF
Leslie LaMarche—President	Crystal—On-site Manager
Debra Capps—1st Vice President	Brenda—Assistant Manager
Judy Allister—2nd Vice President	Robin—Office Assistant
Kathy Pestock—Treasurer	Clifford—Maint. Superintendent
Clyde Whitney—Secretary	Wayne—Maint. Tech.
	Jerry—Maint. Tech.
	Alex—Maint. Tech.
	Thaddeus—Maint. Tech.
	Nasraldin—Groundskeeper

COLONIAL SQUARE OFFICE :	816-452-6664
SECURITY NUMBER:	816-905-8288
MAINTENANCE EMERGENCY:	913-894-3549

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Colonial Square Homes, Inc.

March 12, 2020

Board Meeting

NEWSLETTER MINUTES

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

Board member absent: Clyde Whitney, secretary

Staff present: Crystal Keeton, on-site manager, and Cliff Abel, maintenance superintendent

Staff absent: Brenda McElhaney, assistant manager

Also attending: Connie Mayer, regional manager with Tailor Made Property Services, Inc.; and Brad Constance, cooperative attorney

Steve Jones of Northland Security Patrol joined the meeting at 6:50 p.m.

The board convened at 5:30 p.m.

Clubhouse rental

As a precautionary measure in response to the COVID-19 pandemic, the board voted to quit renting the clubhouse until further notice. The policy becomes effective immediately and includes reservations that have already been made.

Minutes of February 13

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

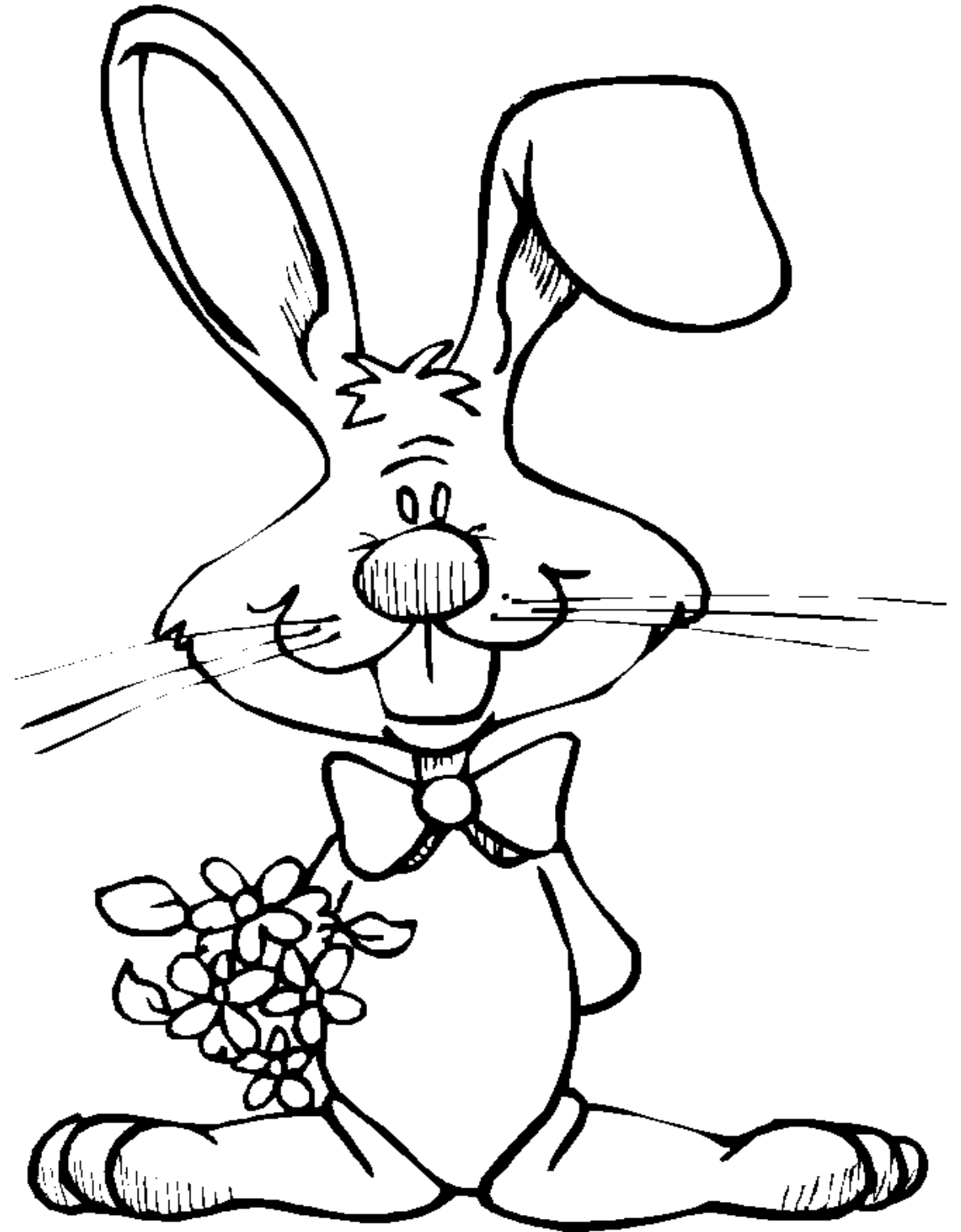
Open Session

Leslie called the open session to order at 7 p.m.

No members appeared for the session.

Pet Committee

Crystal reported for the Pet Committee. One violation letter was sent and the member has complied.



Yards

Members are allowed to have flower beds in both front and back yards but plants must not attach to or climb the building structure. Flower beds planted after October 1, 2014, cannot extend beyond the lowest step.

Fencing around the beds must not exceed twelve (12) inches in height. All planting areas must be designed to provide proper drainage away from the building. Vegetation that creates a security or safety hazard will not be allowed. If such vegetation is allowed to grow, the member will be required to remove it.

Yards should be free of debris such as tires, boards, wheels and other items that would create an eyesore.



House and Grounds

Crystal read the House and Grounds report prepared by Brenda McElhaney. She inspected 133 units. Of 11 units tagged, four complied and seven work orders were written.

Office report

Crystal presented the office report.

There have been two new waiting list applicants and one notice of intent to vacate.

There have been 45 statements of charges due, 18 statements of credit, 20 defaults, two miscellaneous complaints and one parking violation letter.

Maintenance update

Cliff presented the maintenance report.

Of 117 work orders, 24 have been completed.

Ice melt was applied three times in February

Three rehabs are underway.

There were seven parking violations in A Tract and 16 in B Tract.

Board Business

Kathy read the Board Business report.

The board has been diligently meeting on their own to discuss the re-fi options. The next meeting is scheduled in late March with Melanie Phillips from Tailor Made.

Cliff met with the new landscape company, Perfect Turf, and discussed areas requiring immediate attention. The new contract began on March 1. Spring clean-up and fertilization will be done this month.

The board approved the renovation of three bathrooms so that improvements can be seen and changes made accordingly.

Security report

Steve Jones presented the security patrol report.

Six security reports were filed from February 13 through March 12: four parking violations, one suspicious activity and one miscellaneous activity.

The open session ended at 7:09 p.m. and the meeting was adjourned at 7:55 p.m.

Office News

Colonial Square

The Board has approved a \$29.00 increase in carrying charges beginning May 1, 2020

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 members' names to appear on the ballot. If May 15 falls on Saturday or Sunday, the deadline will move to Monday.

Members:

We ask that if you are ill to PLEASE refrain from visiting the office and drop payments in the front door slot. Please feel free to make requests by phone. If your household is sick, 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 any illness.

It will be GREATLY APPRECIATED!

Clubhouse rental:

As a precautionary measure in response to the COVID-19 pandemic, the board voted to quit renting the clubhouse until further notice. The policy becomes effective immediately and includes reservations that have already been made.

Emergency Service

For emergency service (after office hours), call the cooperative office, (816) 452-6664, for the emergency number. All emergency work-order calls must go through the answering service. Because non-emergency calls cost you and the cooperative considerable dollars over a period of time, a maintenance charge for non-emergency calls will be assessed.

Please do not contact the staff directly.

Approved emergency calls:

Toilet stopped up – this applies if there is only one bathroom*

Bathtub stopped up*

Kitchen sink stopped up (weekends only)*

Main sewer line stopped up*

***Do not use any chemical in tub, stool or sink drain.**

Water line frozen or broken

Electricity off

Pilot light out

No heat – applies when outside temperature is below 55 degrees

Gas odors in unit (Call your natural gas service provider.)

Refrigerator quits working

Lock out – a maintenance charge applies

Security problems such as broken locks on doors or broken windows

Emergency number is 913-894-3549

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 #: _____

EXTERMINATION SCHEDULE FOR 2020

APRIL 14, 2020	1850-1890
MAY 12, 2020	1892-1932
JUNE 9, 2020	1934-1976
JULY 14, 2020	1978-2022
AUGUST 11, 2020	2024-2074
SEPTEMBER 8, 2020	2110-2146
OCTOBER 13, 2020	2148-2186
NOVEMBER 10, 2020	2188-2228
NO EXTERMINATIONS DONE IN DECEMBER	
JANUARY 12, 2021	2230-2274



SPECIAL DATES FOR 2020

JUNE 11, 2020 THURSDAY 7:00 PM ANNUAL BOARD OF DIRECTORS MEETING

THE OFFICE & MAINT. WILL BE CLOSED ON THE FOLLOWING HOLIDAYS

MEMORIAL DAY	MAY 25, 2020
INDEPENDENCE DAY	JULY 3, 2020
LABOR DAY	SEPTEMBER 7, 2020
THANKSGIVING	NOVEMBER 26 & 27, 2020
CHRISTMAS EVE	DECEMBER 24, 2020 close at Noon
CHRISTMAS DAY	DECEMBER 25, 2020

ATTENTION MEMBERS:

**The Annual Board of Directors Meeting will be held on
June 11, 2020 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 15, 2020. 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, 2020 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.



Attention Members

The Annual Board of Directors Meeting is June 11, 2020 at 7pm. Absentee Voting begins June 1, 2020 and runs through June 11, 2020 at 5pm. Please plan to attend.

Crimes reported to the office in the month of March:

Tract A: NONE Tract B: NONE

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

Police Emergency: 911

Northland Patrol: 816-905-8288

Colonial Square Office: 816-452-6664



Chippy Chocolate Cookie Mix

Ingredients

- 1 package chocolate cake mix (regular size)
- 1 cup peanut butter chips

Additional Ingredients:

- 1/2 cup vegetable oil
- 2 large eggs

Directions

In a 1-qt. glass container, layer half of the cake mix, peanut butter chips and remaining cake mix. Cover and store in a cool, dry place up to 6 months. **Yield:** 1 batch (about 4 cups). **To prepare cookies:** Preheat oven to 350°. Combine cookie mix, oil and eggs. Drop by rounded tablespoonfuls 2 in. apart onto ungreased baking sheets. Bake until tops are cracked, 14-16 minutes. Remove to wire racks to cool.

Members:

Water bills for Colonial have been running about \$ 25,000.00 a month. With summer upon us we expect this amount to increase. We ask that you conserve water usage by following these tips.

When watering your lawn or flowers do not leave sprinklers or hoses running unattended. If Colonial finds a hose running you are subject to a charge. Your signed Occupancy Agreement states:

ARTICLE 10. UTILITIES

The Corporation shall provide trash removal, as well as sewer and water in amounts which deems reasonable. The Member shall pay directly to the supplier for all other utilities.

Call in a work order for running toilets, dripping inside and outside faucets. Leaks can waste 20 gallons a day and running toilets can waste 26 gallons.

Don't leave water running while you brush your teeth or shave. Shut water off while brushing until needed. Fill sink with water to rinse your shaver. Bathroom faucets run about 2 gallons a minute. Take shorter showers – aim for 5 minutes or less.

Wash full loads in your washing machine.

Double-dip dishes. Make use of dual sinks. Instead of letting the water run while you wash dishes, fill one sink with hot, soapy water for washing, and the other with cool, clear water for rinsing. You'll use half the water you otherwise would. If your sink is a single model, use two large bowls for washing and rinsing.

Rinse fruits and vegetables in a pan of water instead of running each one under the faucet. You can use water from the pan to water plants.

By doing some of the above you can help save money on our water bills.



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.”

Debra K. Capps
2030 N.E. Parvin Road

Cooperative experience

___Appointed to Colonial Square board of directors in 2007;
elected to the board in 2008, 2009, 2011, 2014 and 2017

___Currently serving as 1st Vice President;
previously served as board secretary and treasurer

___Continuing to serve on the Activities Committee to plan
annual picnic, Easter egg hunt and other family-oriented events

Qualifications

___Twelve years of continuous service on Colonial Square board of directors;
member of the cooperative since 2006

Family

___Three grown children with one granddaughter and 3 grandsons

Work history

2006 - 2017: Reimbursement specialist, North Kansas City Hospital Home Health

2003 - 2006: Billing specialist, Surgical Associates of Southwest Florida

1997 - 2002: Office Manager/Biller, Independent Medical Services in North Kansas City

1991 - 2002: Lead Collector/Customer Service, Shawnee Mission Orthopedics

1979 - 1991: Collection Manager, Hospital Hill Health Services in Kansas City, MO

Education

Successfully completed courses at Midwest Association of Housing Cooperatives
conferences and at Kansas City area property management training sessions

1970 graduate of St. Pius X High School

I want to serve on the board because:

``For twelve years, I have worked with the other board members to support our affordable housing mission at
all levels. One of our major accomplishments is to upgrade the property for safety, comfort and appearance
through renovations to individual units and common areas.

``My goal is to improve the quality of life for all who call Colonial Square home."

Clyde Whitney 2026 NE Parvin Rd. Kansas City, Mo 64116

I work at Ford Motor Company & have lived here in Colonial Square
Homes for 20 years.

I have served on your board of directors twice. I have served on
many dirrent committees & been to numerous classes on CO-OP'S Once I
had to walk away cause of work. I work hard & try to think about everyone
with the decisions I have to make And I think we all do very well working
with each other & looking out for each of our neighbors. But we can do
Better. Let's put out that RALLY Call & put away our differences. Let's turn
on those porch lites (front & back) And be that watch dog. Look out like
that is your friend or family member. We stive to keep us the Lowest, Best
& most affordable CO-OP Townhomes in the Kansas City Area!!!

If re-elected I will Work for all the Younger, Retired, Single, Fixed
Income Families that Call this HOME. REMEMBER OUR PLACE OUR HOME !

VOTE 4 ME & I will be your voice to make sure things stay Affordable
as We Add Things for Us All to Enjoy !!!! Don't forget about the drawings!

VOTE!! VOTE!! VOTE!!