


# November

# Happy Thanksgiving

NOVEMBER 2020

# THE TOWN CRIER

COLONIAL SQUARE HOMES

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

Colonial Square office :	816-452-6664
Security number:	816-905-8288 or 816-436-0401
Maintenance Emergency:	913-894-3549

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2110 N.E. PARVIN ROAD KANSAS CITY, MO 64116  
 WEBSITE: WWW.COLONIALSQUAREHOMES.COM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Carrying charges due Daylight Saving Time Ends	2	3 Election Day	4	5	6	7
8	9	10 Exterminations 2188-2228	11 Late fees applied Veterans Day	12 Board Mtg. 7 pm	13	14
15	16	17	18	19	20	21
22	23 Attorney Referrals	24	25	26 Thanksgiving Office & Maint. Closed	27 Office & Maint. Closed	28
29	30					Happy Birthday to all members born in November!

Colonial Square Homes, Inc.

October 8, 2020

Board Meeting

## NEWSLETTER MINUTES

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

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

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

The board convened at 5:30 p.m.

### Open Session

Leslie called the open session to order at 7 p.m. Steve Jones of Metro Public Safety joined the meeting along with members Patti Easter and Marianne Herrington.

All present observed a moment of silence.

### Pets

Crystal reported that one violation letter had been sent and the member has since complied.

### Office report

Crystal presented the office report.

There have been nine new waiting list applicants, two notices of intent to vacate, one move-in, one move-out, 35 statements of charges due, 42 statements of credit and 10 defaults.

In Tract B, tires were slashed on a car that was broken into.

## Improvements to Units or Grounds

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.

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.

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.

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.

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.

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.

Nothing other than suspended ceilings may be installed in basements.

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



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

**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: 816-905-8288 or 816-436-0401

Colonial Square Office: 816-452-6664



## Maintenance update

Cliff discussed the maintenance report for September.

In September, 179 work orders were completed and four have yet to be completed.

Three rehabs are underway.

The re-fi list for Tract A has been completed. Compiling the list for Tract B will start on October 12.

## Board Business highlights

Kathy read the Board Business report.

The bathroom project will begin on October 21 in Tract A.

Concrete work for Tract B should be completed this week.

The board will be reviewing the roof contract.

## Managing agent summary

Connie reported that the roofers will start on the 19th. Two roofs will be completed this season.

## Security report

Steve Jones reported on security calls from September 10 to October 8:

nine miscellaneous activity

one welfare check

medical call and

one lighting report.

Leslie opened the floor to member comments and the open session ended at 7:25 p.m. and the meeting was adjourned at 8:35 p.m.

## Members:

During the holidays packages left on door steps risk being stolen. With the holidays approaching please make special arrangements to pick them up yourself or have a neighbor pick them up for you.

## Deliveries

No deliveries will be accepted at the Colonial Square office for members. No keys will be given to companies making deliveries, pick-ups or repairs at the member's unit.



## Emergency Service

For emergency service (after office hours), call 913-894-3549. All emergency work-order calls must go through the answering service.

*Please do not contact any of the staff at their homes.*

### Approved emergency calls

Approved emergency calls are as follows:

toilet stopped up -- this applies if there is only one bathroom;\*

kitchen sink stopped up (weekends only);\*

pilot light out;

water line frozen or broken;

electricity off (Call KCPL for power outages.);

lock-out -- a maintenance charge applies;

main sewer line stopped up;\*

gas odors in unit (Call Spire);

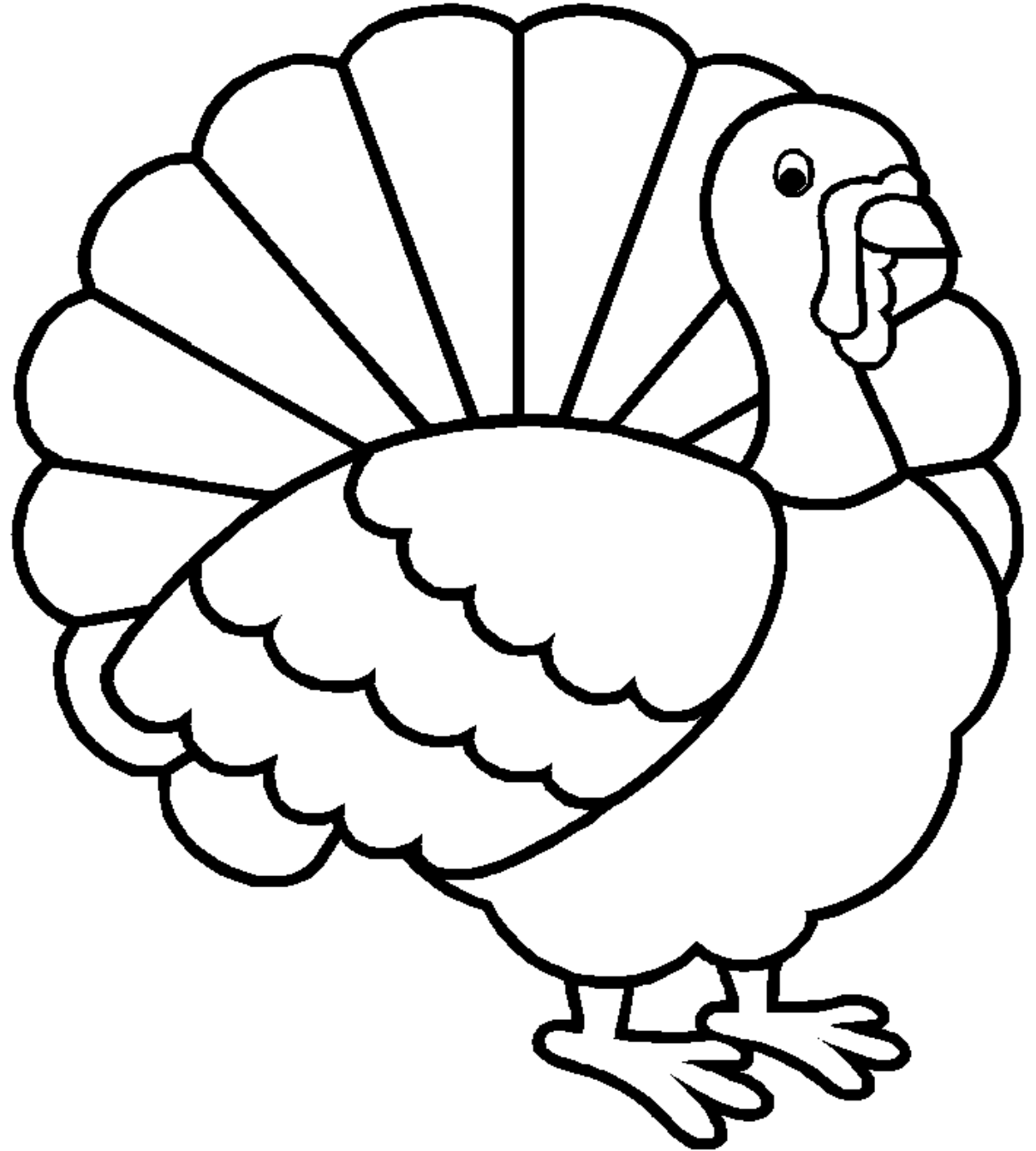
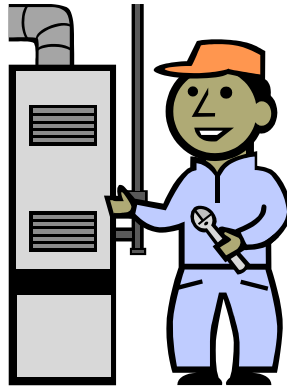
bathtub stopped up;\*

security problems such as broken locks on doors or broken windows;

and refrigerator quits working.

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

Non-emergency calls cost you and your cooperative considerable dollars over a period of time. A maintenance charge for false alarms will be assessed.



# Chunky Apple Cake

## Ingredients:

- 1/2 cup butter, softened
- 2 cups sugar
- 1/2 teaspoon vanilla extract
- 2 large eggs, room temperature
- 2 cups all-purpose flour
- 1-1/2 teaspoons ground cinnamon
- 1 teaspoon ground nutmeg
- 1/2 teaspoon salt
- 1/2 teaspoon baking soda
- 6 cups chopped peeled tart apples



## Butterscotch Sauce:

- 1/2 cup packed brown sugar
- 1/4 cup butter, cubed
- 1/2 cup heavy whipping cream

## Directions:

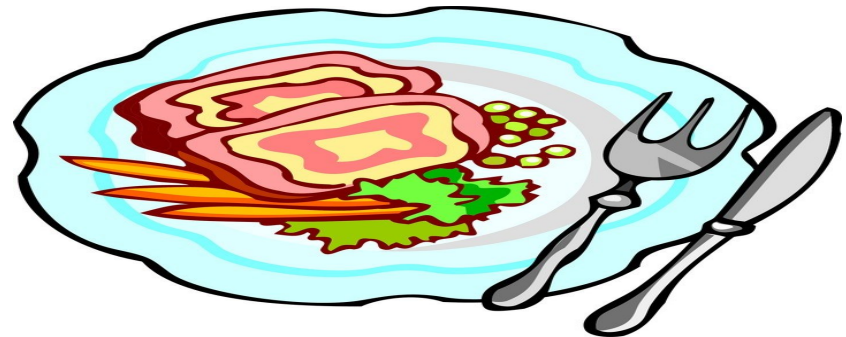
1. In a large bowl, cream the butter, sugar and vanilla. Add eggs, 1 at a time, beating well after each addition. Combine the flour, cinnamon, nutmeg, salt and baking soda; gradually add to creamed mixture and mix well (batter will be stiff). Stir in apples until well combined.
2. Spread into a greased 13x9-in. baking dish. Bake at 350° for 40-45 minutes or until top is lightly browned and springs back when lightly touched. Cool for 30 minutes before serving.
3. Meanwhile, in a small saucepan, combine brown sugar and butter. Cook over medium heat until butter is melted. Gradually add cream. Bring to a slow boil over medium heat, stirring constantly. Remove from the heat. Serve with cake.

## 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 stop ups is to scrape all plates, pots and pans into the trash. What is left should be able to go down the disposal. Also please use only cold water.



## 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. If you have any questions, please call the office. Decorations must be taken down by February 1, 2021.

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.

Vehicles must be parked so the bumpers are even with the curb. This is to aid the maintenance staff during snow removal and for persons to walk on the sidewalk. Remove items from your stoops so the maintenance men can shovel and put out ice melt. Maintenance will not be responsible for damage to yard ornaments or decorations that are covered with snow.



If you are out of town during the winter months set your thermostat at 60 degrees to prevent pipes from freezing.

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 to PLEASE drop payments in the front 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!

# Office News

## Colonial Square

Just a reminder that we will not be renting the clubroom for the rest of of 2020.

We apologize for the inconvenience.

The office and maintenance will be closed November 26th & 27th for the holiday.

House and Grounds will begin inspections starting in November. House & Grounds Violations — House and Grounds will give a five (5) day notice to correct violations. If they are not corrected, maintenance will be informed by House & Grounds to correct violations and members will be charged accordingly.

## EXTERMINATION SCHEDULE FOR 2020

**NOVEMBER 10, 2020** **2188-2228**

**NO EXTERMINATIONS DONE IN DECEMBER**

**JANUARY 12, 2021** **2230-2274**

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

**THANKSGIVING** **NOVEMBER 26 & 27, 2020**

**CHRISTMAS EVE** **DECEMBER 24, 2020 close at Noon**

**CHRISTMAS DAY** **DECEMBER 25, 2020**

**NEW YEAR'S DAY** **JANUARY 1, 2021**