

September



SEPTEMBER 2021

THE TOWN CRIER

COLONIAL SQUARE HOMES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Carrying Charges Due	2	3	4
5	6 Labor Day Office & Maint. Closed	7 First Day of Rash Hashanah	8	9 Board Mtg. 7PM	10	11 Late fees Applied Patriot Day
12	13	14 Exterminations 2024-2074	15 Hispanic Heritage Month Begins	16 Yom Kippur	17	18
19	20	21 Attorney Referrals	22 Autumn Begins	23	24	25
26	27	28	29	30		Happy Birthday to members born in Sept.

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 |
| Judy Allister—Treasurer | Cliff—Maint. Superintendent |
| Clyde Whitney—Secretary | Wayne—Lead Maint. Tech. |
| | Jerry—Maint. Tech. |
| | Alex—Maint. Tech. |
| | Nasraldin—Maint. Tech |
| | Thaddeus— Maint. Tech |

COLONIAL SQUARE OFFICE : 816-452-6664
 SECURITY NUMBER: 816-905-8288 OR 816-436-0401
 MAINTENANCE EMERGENCY: 913-894-3549

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Colonial Square Homes, Inc.

August 12, 2021

Closed Board Meeting

NEWSLETTER MINUTES

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

Board members absent: Clyde Whitney, secretary, and Judy Allister, treasurer

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.

Metro Public Safety

Steve Jones joined the meeting at 6:55 p.m. He brought Damon Stephens, night supervisor, and Bill Ball, an IT consultant with him.

House and Grounds

The board reviewed the July House and Grounds report prepared by Brenda McElhaney. There were 118 units walked in Tract A.

Of 12 violations, seven complied and five work orders were issued. One additional work order was created by the office in response to member complaint.

Office report

Crystal reviewed the office report for July.

There have been one notice of intent to vacate and one move-in.

There were 18 statements of charges due, 24 statements of credit and 22 defaults. Three parking violation letters were mailed and two miscellaneous complaints received.

A catalytic converter and four tires were stolen in Tract B.

Six units are on the market.



Crab Quiche

Ingredients:

- 1 sheet refrigerated pie crust
- 1 cup shredded Swiss cheese, divided
- 1/2 cup chopped sweet red pepper
- 1/4 cup chopped green onions
- 1 tablespoon butter
- 3 large eggs
- 1-1/2 cups half-and-half cream
- 1/2 teaspoon salt
- 1/4 teaspoon pepper
- 3/4 cup flaked imitation crabmeat, chopped



Directions:

1. Preheat oven to 450°. Unroll crust into a 9-in. pie plate; flute edge. Line unpricked pastry shell with a double thickness of heavy-duty foil. Bake for 5 minutes; remove foil. Bake 5 minutes longer. Immediately sprinkle 1/2 cup cheese over crust.
2. Reduce heat to 375°. In a skillet, saute red pepper and onions in butter until tender.
3. In a large bowl, whisk the eggs, cream, salt and pepper. Stir in the crab, red pepper mixture and remaining cheese. Pour into crust.
4. Bake for 30-35 minutes or until a knife inserted in the center comes out clean. Let stand for 15 minutes before cutting.

Maintenance update

Cliff discussed the maintenance report.
Of 140 work orders in July, all but 12 have been completed.
Six rehabs are underway.

Board Business

Kathy read the board business report.
Bathroom contractors have been solicited for bids.
Shingles for the roofs are on back order, projected by DJ Triangle to arrive in October.
Perfect Turf may begin the retaining walls in August.

Security summary

Steve Jones distributed security statistics for July 13 through August 12.
Officers responded to four parking violations, one stealing report of four tires and one suspicious person.

Jones was told that the security patrol needs to be more visible and needs to drive slowly through the property.

The board convened for an executive session and the meeting was adjourned at 8:35 p.m.

Members:

Please use black or blue ink only when paying carrying charges by check or money order. Other colors do not show up on the check reader we use to process your payments.

Thank you!

Office News

Register for the Colonial Square Homes Resident Portal

Pay your carrying charges online one time or as an automatic payment. View your account balance.

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

Log on to our property website www.colonialsquarehomes.com and choose the Resident Portal link

Select "Residents"

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.



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. Also please use only cold water.



Bed Bugs

Colonial Square has adopted a zero-tolerance policy for bed bug infestation. We are committed to the total and complete eradication of this pest. In keeping with this commitment, we have developed educational materials and practical procedures which, when applied consistently and with the cooperation of all parties involved (management, member and pest management professional), will greatly aid in this commitment to control this pest problem prevalent throughout our country. The following information outlines the responsibilities of the member and the cooperative alike when it comes to treating the member's home should it become necessary.



Member Responsibilities:

Members must review the educational materials provided with this policy to better understand how to detect the presence of bed bugs in the unit.

Members must report any suspicion of the presence of bed bugs immediately to the on-site office.

If bed bugs are discovered during an inspection by a qualified party authorized by the cooperative, members must sign the treatment agreement that will be provided at that time.

Members must fully cooperate with inspectors, management and pest management professionals during the entire process of eliminating the pests.

Members must continue to help the cooperative by monitoring the unit for bed bugs after treatment has been made.

Cooperative Responsibilities:

We will take bed bug problems seriously and will schedule a qualified inspection as soon as possible.

We will schedule inspections for adjacent units to assess the extent of the infestation and will treat all units found to be affected by the infestation.

We will pre-inspect the day before treatment is scheduled to make sure the unit is properly prepared. We will let members know if anything is not ready.

We will assist the pest management professionals in gaining proper access to all areas to be treated.

We will make any structural repairs recommended by the pest management professional necessary to eliminate bed bug hiding places. We will caulk and seal any cracks and crevices in the unit.

We will schedule follow-up treatments for the member's unit as necessary and recommended by the pest management professional. The exterminator will be asked to provide confirmation that the member complied or did not comply with the requirements.

We will commit to using the most effective treatment recommended for the infestation. In most cases, heat treatment (when available) will be used.

The cooperative will provide at least two treatments at no cost to the member as long as full cooperation is given. However, should a member fail to follow the instructions for elimination of the pest or should they have repeated infestation issues that originate in their unit, the member may be subject to charge for the treatment. A member's failure to report suspected infestations and/or failure to comply with the necessary procedures for the elimination of the pest will result in a violation of the Occupancy Agreement and possible termination of occupancy.

EXTERMINATION SCHEDULE FOR 2021

SEPTEMBER 14, 2021	2024-2074
OCTOBER 12, 2021	2110-2146
NOVEMBER 9, 2021	2148-2186
NO EXTERMINATIONS DONE IN DECEMBER	
JANUARY 11, 2022	2188-2228



SPECIAL DATES FOR 2021

THE OFFICE WILL BE CLOSED ON THE FOLLOWING HOLIDAYS

LABOR DAY	SEPTEMBER 6, 2021
THANKSGIVING	NOVEMBER 25 & 26, 2021
CHRISTMAS EVE	DECEMBER 24, 2021 close at noon
CHRISTMAS DAY	DECEMBER 27, 2021
NEW YEAR'S DAY	DECEMBER 31, 2021



Crimes reported to the office in the month of August

Tract A—NONE

Tract B—Catalytic converter stolen and tires off a vehicle

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



Vehicles, Motorcycles and Parking

Each unit has one (1) numbered parking space assigned exclusively for the use of the member of that unit. This is binding even if the member does not own a vehicle. Parking in numbered spaces assigned to another unit is prohibited. Parking in numbered spaces assigned to another unit, will be subject to towing.

Other members and guest vehicles will park in available unnumbered spaces.

Entire vehicles must be parked between the lines provided for the parking space and must not extend over the curb. Any vehicle parked in a non-designated area such as the grass, sidewalk, fire lane, driving lane, maintenance driveway, No parking zone or in front of a dumpster will be towed without further notice.

Vehicles can be parked in guest spaces for no longer than 24 consecutive hours. Guest parking spaces are not to be used for storage of vehicles. Any operable vehicle parked in a guest or auxiliary parking for more than 24 hours will be subject to towing.



All members and guests will recognize and comply with universally accepted rules of the road and the 15-mile-per-hour speed limit while on Colonial Square property.

Parking and driving are absolutely prohibited on green areas, sidewalks, 'No Parking' areas and yellow-banded curbs. Violators will be assessed the cost of damages.

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. This is highly recommended in case of gas, water leaks or burst water lines.

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 #: _____