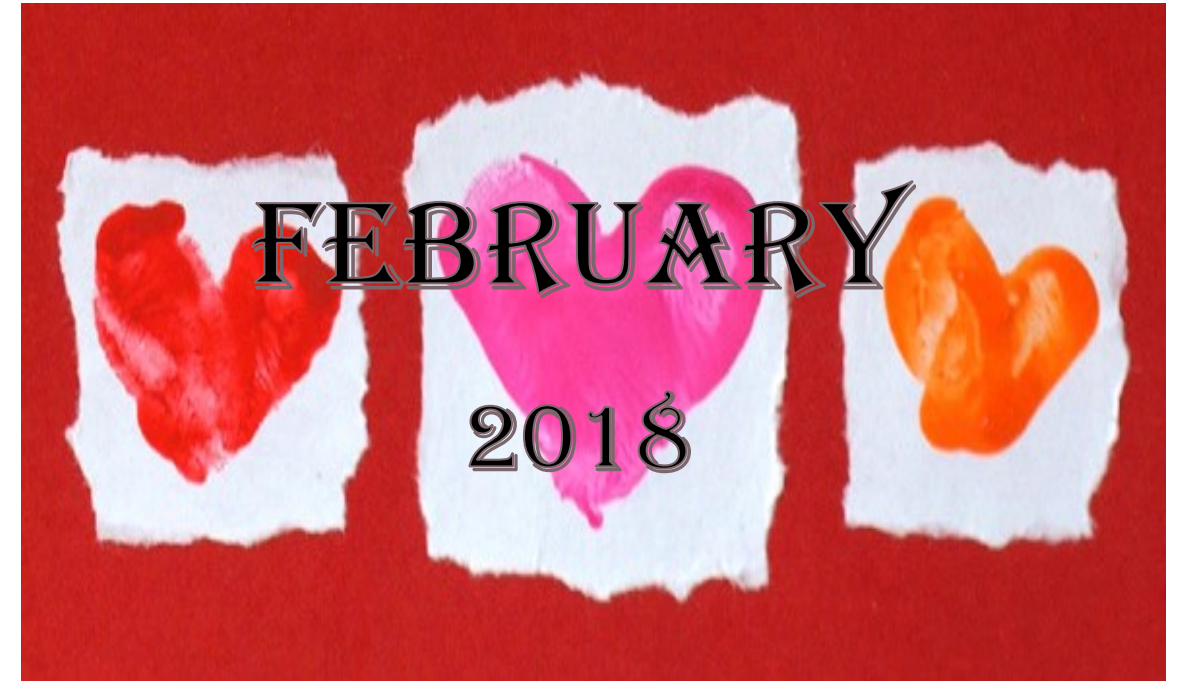


FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Carrying Charges Due	2	3
4	5	6	7	8	9	10
11	12 Late Charges Seniors Event	13	14 Happy Valentine's Day	15	16	17
18	19 Closed 	20	21	22 Attorney Referral	23	24
25	26 Board Meeting	27	28			



Highleah Highlights

Highleah Office: 816-257-0070

Maintenance Emergency: 913-894-3441

Non-Emergency Police: 816-325-7300

Web-site: Highleah.com



Highleah Townhouses, Inc.
January 22, 2018
Closed Board Meeting

NEWSLETTER MINUTES

Board members present: Jordan Baze, president; Andrea Thompson, vice president; Martha Ramcke, secretary; Diane Pulford, treasurer; and Tina Windhausen

Staff present: Gina Zukel, office manager; Linda Thompson, assistant office manager; Kevin McQuade, maintenance superintendent; and Bill Fitzgerald, assistant maintenance superintendent

Also attending: Dudley Leonard, cooperative attorney; Melva Linville, property manager, and Betsy Kilker, administrative assistant, with Linville Management Services, Inc.

The board convened at 3:35 p.m.

Minutes of the November 20, 2017, board meeting were approved.

Gina gave the office report.

There were 75 statements of credit and 58 statements of charges due in November. In December, there were 58 statements of credit and 64 statements of charges due. There were 46 defaults in December and 43 in January.

There have been three attorney referrals, nine installation permits received and approved, 10 exterminations, five animal violations, three vehicle violations, one yard/common area violation and two housekeeping standards violations.

No units are currently on the market.



Recipe Corner

Buffalo Chicken Dip

Ingredients:

Rotisserie chicken

12 oz. Franks Red Hot

2 packages of cream cheese

1 cup ranch dressing (to taste)

Regular size bag shredded sharp cheddar cheese

Instructions:

Best done in a crock pot on low- medium heat

Shred chicken

Combine all ingredients

Stir frequently, 30 min. and until texture is smooth

Let sit for 20 minutes before serving

If you have a recipe you would like to share, let us know for the
next newsletter.



SENIOR EVENT

FEBRUARY 12TH FROM 2-4

HIGHLEAH CLUBROOM

**Bring your favorite dessert and a picture of something
you would like to share.**

SENIORS SAVE THESE DATES

FOR FUTURE EVENTS

April 9 Games Day

August 13 Ice Cream Social

October 8 Games Day

December 10 Holiday Tea

Kevin presented the maintenance report.

In December, there were 286 requests for service received and 167 completed. There was one move-out. Seven rehabs are underway.

Palmer Lawn Professionals completed fall leaf-clean up and applied salt and sand on December 26. Weber Tree Service completed grinding tree stumps.

Foundation Repairs by CC Magic Home Remodeling were completed on six units for a total of \$4,885 in December.

Kevin presented three bids for the purchase of 18 G.E. stoves and 18 G.E. refrigerators. The board voted to accept a bid of \$17,552.52 from Lowes.

Clubroom improvements are underway. The board voted to allow the office staff to take Tuesday and Wednesday off due to strong fumes from products being used on clubroom floors.

Betsy gave the managing agent's report for Linville Management Services, Inc.

Six applications have been approved. Three final statements have been completed.

Processed in accounts payable for November were \$213,102.96 and in December, \$184,797.03.

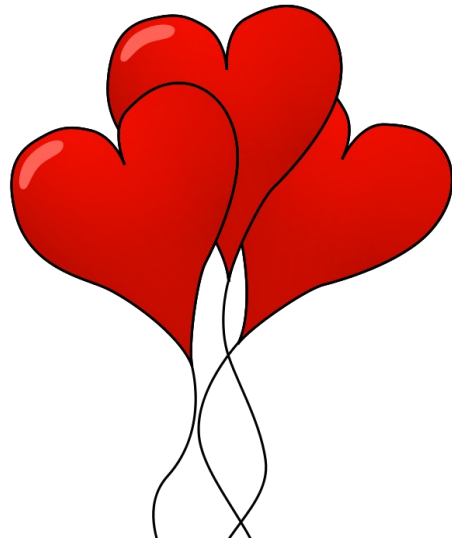
November financial reports were mailed to the board on December 29 and December's on January 5.

The board agreed to a 3:30 p.m. February 5 rules meeting and a 9 a.m. March 13 budget workshop.

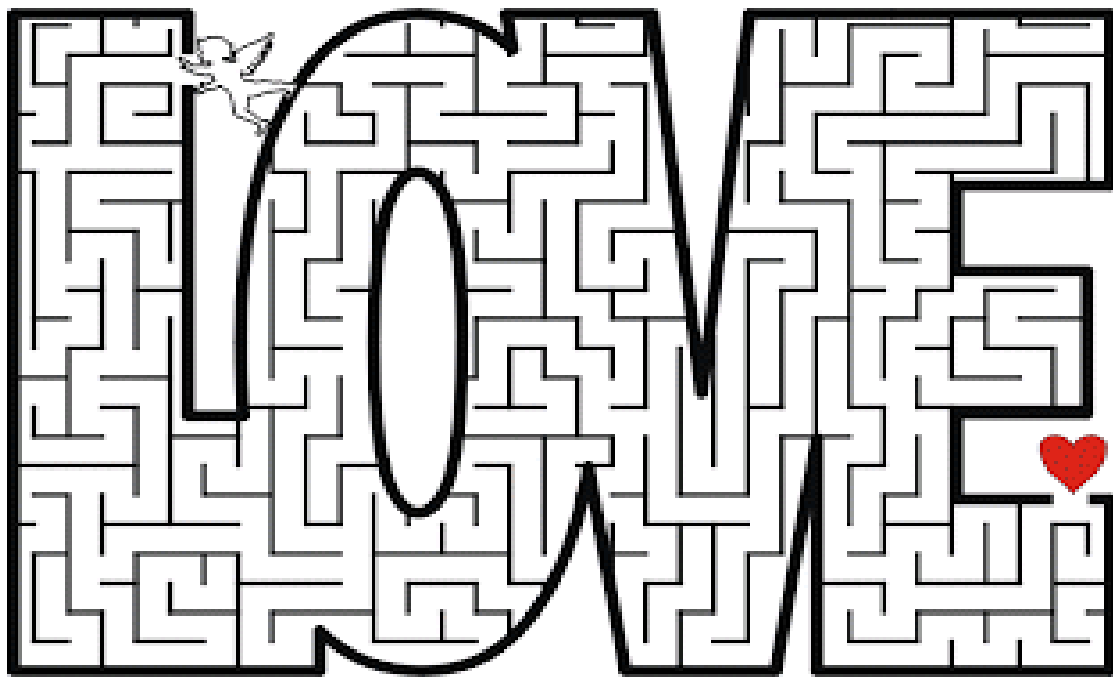
The board approved a bid of \$7,500 from Darel D. Kyle for an audit.

Dudley reviewed the attorney status report.

The meeting was adjourned at 6:15 p.m.



Happy
Valentine's
Day



From Maintenance:

- * Please don't over-fill the dumpsters. The trash service will not pick up a dumpster that is over filled. Please take items to the next nearest dumpster.
- * To be sure that your front porch can be shoveled please remove all items from the porch. This will allow maintenance to do their job without anything getting broken.
- * Please do not pour hot grease down garbage disposals. It will melt the interior of the disposal. Pour hot grease into a can to cool and dispose of in your trash.





Puppies and Kittens
Are fun Christmas presents but
you only have 10 days to regis-
ter them with the office.

We do participate in a POO Prints program. With warm-
er weather coming members will be out walking and re-
porting pet waste on property. So make sure you are
picking up after your pets.



Cake Box Cookies

1 Cake mix

2 Eggs

1/3 cup oil

Mix well and drop rounded spoonful on cookie
sheet, bake at 350 for 10-12 minutes

Try different kinds, chocolate with chocolate
chips, lemon, strawberry, fun fetti



For Sale: Baldwin Fun Machine
Key Board \$35.00
Call Lorna (816)694-0210



Reminders

**Whenever starting a project
outdoors always call Dig Rite
before digging.**

800-344-7483



**As we have warmer days sprinkled in the colder
days, just a reminder about toys and bikes and
where they belong when finished playing. All toys
and bikes should be stored in back of units and not
left out front or in common areas.**