

# September 2019

Sun Mon Tue Wed Thu Fri Sat

1 Carrying Charges Due	2 Labor Day Office Closed	3	4	5	6	7
8	9	10 Late Charges	11	12	13	14
15	16	17 Annual Meeting	18	19	20	21
22	23 Attorney Referrals	24	25	26	27	28
29	30					



## Highleah Highlights

Highleah Office: 816-257-0070  
 Maintenance Emergency: 913-894-3441  
 Metro Public Safety: 816-436-0401  
 Web-site: [Highleah.com](http://Highleah.com)  
 Gas Service: 816-756-5252  
 Power and Light: 816-325-7930  
 Great Plains SPCA: 816-621-7722

Highleah Townhouses, Inc.  
August 19, 2019  
Board Meeting

NEWSLETTER MINUTES

**Board members present:** Diane Pulford, president; Tina Windhausen, secretary; and Phyllis Locke, treasurer

**Staff present:** Andria Knapp, on-site manager; Linda Thompson, assistant manager; and Kevin McQuade, maintenance superintendent  
Bill Fitzgerald, assistant maintenance superintendent, joined the meeting at 3:50 p.m.

**Also attending:** From Tailor Made Property Services, Mike Lauer, regional manager, and Betsy Kilker, administrative assistant; and cooperative attorney, Brad Constance.

Diane called the meeting to order at 3:30 p.m.

Kathleen Hill's appointment to the board was ratified and she joined the board at 3:40 p.m.

Minutes of the July 15 board meeting were approved.

Diane signed the federal and state income tax forms for Highleah.

The board voted to accept a July 22 resignation letter from Martha Ramcke to the board of directors.

Betsy distributed copies of the audit conducted by Wieland & Company, Inc. for the fiscal year ending May 31, 2019.

The board voted to approve a renewal of the property's insurance for \$147,203.95. The insurance renews on September 1, 2019.

In July, six applications were approved and one final statement completed.

Tailor Made processed \$175,026.59 in accounts payable for July. Financial reports were delivered to the board on August 8.

Kevin presented the maintenance report.

# Office News

It has been brought to our attention that people are not stopping for the busses. Cars are going out and around busses and not waiting. There is a white bus that comes through for several residents and although it does not have a stop sign, please be courteous and have the same respect as you do for the school busses.



Tread Mill and a NordicTrack  
Call Steven 816-510-5164

## From



Please clean up your flower bed and garden areas. There are a lot of flower beds and gardens over grown with weeds. Our lawn care company does not take care of these areas. It is the member's responsibility to keep weeded and cleaned.

Maintenance is looking to hire. If you are interested or know someone that is interested please contact Kevin or the office.

# Message from your President



Please join me in welcoming Andria as our new office manager and Daniel in maintenance. A big thank you to Betsy, Linda and Kevin for making sure everyone had a chance to vote on the by-laws.

Highleah Townhouses is a non-profit affordable living community. Our carrying charges are determined by the annual budget.

Hope you all have enjoyed the summer. Looking forward to seeing you at the annual meeting in September.

Sincerely,

Diane Pulford

Highleah Board of Directors  
Diane Pulford, President  
Tina Windhausen, Secretary  
Phyllis Locke, Treasurer  
Kathleen Hill, Board Member

During July, 185 requests for service were received and completed. There were two move-ins, two transfers and one move-out.

Palmer Lawn Professionals mowed five times and applied grub treatment and fertilizer to the grass.

Six rehabs are in various stages of completion.

An Arbor Mortgage inspector walked the property and walked through four occupied units and two rehabs on August 5. Arbor cited Highleah with five deficiencies. Kevin is correcting the areas cited.

A new maintenance technician has been hired.

Linda presented the office report.

In July, there were 35 statements of credit, 40 statements of charges due, 61 defaults, one installation/alteration permit approved, four exterminations, three animal violations, one vehicle violation, two yard/common area violations and two housekeeping violations.

One two-bedroom unit is currently on the market.

The meeting was adjourned at 5:10 p.m.



Samantha, \$25.00  
Karen, Member

**Highleah Townhouses, Inc.**  
**August 19, 2019**  
**Special Meeting**

**Board members present:** Diane Pulford, president; Tina Windhausen, secretary; Phyllis Locke, treasurer; and Kathleen Hill

**Staff present:** Andria Knapp, on-site manager; Linda Thompson, assistant manager; Kevin McQuade, maintenance superintendent; and Bill Fitzgerald assistant maintenance superintendent

**Also attending:** From Tailor Made Property Services, Mike Lauer, regional manager, and Betsy Kilker, administrative assistant; and cooperative attorney, Brad Constance.

Fifty-five members signed in. Diane welcomed all and called the meeting to order at 6 p.m.

She turned the meeting over to cooperative attorney, Brad Constance.

Brad explained that the purpose of the meeting was to address the amending of the bylaws. To amend the bylaws requires the consent of 164 members of Highleah.

A notice of the special meeting was mailed to all members on July 22. Members were given an opportunity to vote on the amended bylaws in the on-site office in the weeks before August 19 or at the special meeting on August 19.

Brad reviewed the revisions to the bylaws and answered questions.

When there were no more questions or discussion, members who had not participated in early voting cast ballots.

Diane asked for volunteers to serve as election inspectors: Lora Lee Follert, Jane Leonard and Cheryl McIntire volunteered to count the ballots.

Brad broke the seal on the ballot box and deposited the ballots on a table at the front of the clubroom. He instructed the inspectors to count the ballots.

**Resume**  
**Shaunn Flannery**

Hello Neighbors,

My name is Shaunn Flannery, and I have made the decision to run for the board. I have several years experience in management, and volunteering for different organizations. I have recently returned to Highleah and look forward to getting involved with the community.

My prior involvement consists of:

Scoutmaster 1997-2000

Volunteer Baseball coach 1998-2001

Board President for Whispering Winds Village (not for profit)

Board member for KCRAR

Board member for Lions Club

My wife and I have seven children, and seven grandchildren, so we are aware what family means and I will be here to help in any way that I can. Thank you for taking the time to read this short introduction, and I look forward to meeting everyone.

Shaunn Flannery



Resume  
Donna Cates

Hi! My name is Donna Cates and I’m running for a place on the Board of Directors of Highleah.

My husband of 53 years and I have lived in Highleah for 40 years, coming up. We’ve raised 5 kids, we’ve also fostered for 16 years.

As a mother, I am always thinking about our community and well-being. I’ve done many things in the past to help different families and now I want to do it with the people I live next to on a daily basis.

I’ve decided to do something different, get out of my “comfort zone”, so I can scratch it off my bucket list, ha, ha!

I would like to do what I can in working with the other board members in helping to make Highleah a better community for all.

I would appreciate your vote.

Thank you.



Door prize drawings were held for those who voted in advance and for those who voted the night of the special meeting.

Edna Carver won a free month's carrying charges.

Samantha Hankins won \$25.

Emily Fassnacht won a free month's carrying charges among early voters.

The inspectors tallied the ballots and reported the results to Brad.

Brad announced the results of the voting:

17 ballots cast to reject the amended bylaws;

197 ballots cast to accept the bylaws;

and one overvote -- the ballot was marked to both reject and accept the bylaws.

The amended bylaws passed.

Diane thanked members for voting and the meeting was adjourned at 6:50 p.m.



Edna, Free Month  
Karen, Member

Not Pictured  
Emily & Damion Free Month



thank you!

I would like to say thank you to everyone for all the fond memories and the pleasure it was working at Highleah for so many years. Life is a journey and we never know where it is going to take us. Thank you for being part of my journey. It's not good bye but see you soon!

Gina



**Highleah's annual meeting will be Tuesday, September 17, 2019 at 7:00pm. The meeting will be at Bridger Junior High cafeteria just east of Highleah on 78 hwy. Sign in will start at 6:30pm. All 5 board positions are up for re-election.**

## Resume Jane Leonard

Hello Members & Neighbors of Highleah, I'm Jane Leonard and I'm running for a position with the Board of Directors.

I have lived in the Highleah Community for almost 7 years and have known people that have lived here for several years prior to that, thus the reason I moved here.

I would like to say we have had some nice people on the board over the years, but I see change coming and would like to be part of the change to better our Cooperative. I want to be this voice that keeps our community a great place to bring families to and keep the ones we have had for years. I have had children live here in the past as well. I have 3 grown kiddos and 3 granddaughters in the area. I have been married 39 years. And can't leave out my 2 ornery pups.

I have been employed with the State of Missouri Dept. of Developmentally Disable in the Finance Department and then changed over to the medical field.

In 2007 became a Mo. State Board Certified Medical Coding Associate working in an Orthopedic office and from there in 2016 a Mo. State Board Certified Phlebotomy Technician, yes that horrible lady that draws blood. I currently work doing Health & Wellness clinics part time and Military clinics on some weekends.

I'm ready to learn more about everyone that lives here, be an open ear and a voice that you can count on with INTEGRITY! Come on out to the annual meeting and get to know me I'm ready.

Thanks so much, Jane

## Resume Samantha Hankins

My name is Samantha. I've lived in Highleah for 20 years. I plan to live here another 20 years. I would like to be a more active participant in our housing co-operative community, and a voice for the members/residents by running for our board. Please consider allowing me to represent our neighbors.



## Resume Diane Pulford

My name is Diane Pulford and I have been on the Board for over five years. I have tried my best to listen to each individual person's concerns. When making my decisions for Highleah, I have made them taking into consideration all interests of the members, the rules and the betterment of the community.

I have been involved in working on the budget for the last five years. I have been committed to finding ways to keep our costs down while keeping our standards high.

I have been asked to run again. If you would like for me to serve on the board for Highleah, I ask for your vote.



## Resume Kathleen Hill

Hello Neighbor!

My name is Kathleen. I have decided to run for a place among the Board Members of Highleah.

I have lived in Highleah for about 15 years. I have a bachelor's in Human Resources and Business Management. I've worked in many positions throughout the Independence School District schools and currently hold the position of Stay-at-Home-Mother and Wife. My husband and I are raising two young men of the ripe old ages of 11 and 1 with a mystery baby due this fall. I attend as many board meetings as possible to know what is going on in our neighborhood. Sometimes the conversations get pretty interesting. I encourage you to try to make it to at least one of these meetings. I am the reason for the extra flyers you may have noticed on your door regarding Highleah Field Days. This idea, still in it's early stages, comes from past events in Highleah. I remember attending neighborhood BBQs and out-door movie nights held behind the office via a projector. The focus behind these events then and now, was/is a way to get to know our neighbors. I have had the privilege of meeting and getting to know many of you, young and wise within our Highleah community. A few of the youngsters have helped me out with some odd jobs in my yard when they are bored. I have run out of things to keep them from being bored outside and that is where the Field Days came to mind. I believe that by working together as a community we can make a better and safer place for our families. It takes one voice to make a difference in someone else's ear. I would like to be a voice for as many of you as possible with ways to make a better community, life within and for all Highleah families.

Thank you for reading.

Kathleen Hill

## Resume Tina Windhausen

Hi, fellow members. My name is Tina Windhausen and I'm running for the Board of Directors of Highleah.

I've served as your representative on the board for the past five years. As a person who loves Highleah, and has lived here for 27 yrs, it's been my pleasure to do so.

We address the issues you put in writing and bring before the board in our meetings, as well as maintenance concerns, the budget and other things.

I've put a lot of time in that is all volunteer, but interesting and worth it. I believe in the concept of cooperative living; of keeping standards high and carrying charges low.

I'm a graduate of Northeast High School, UMKC, and read everything I get my hands on. I also love to garden and my little dog, "Lola."

Please come to the annual meeting and remember to vote--for me!

Thank you.

--Tina.