

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
 1 Carrying Charges Due	2	3	4	5	6	
7	8	9	10	11 Late Charges	12	13
14	15 Board Meeting	16	17	18	19	20
21 	22 Attorney Referrals	23	24	25	26	27
28	29	30				



2020

Highleah Highlights

- Highleah Office: 816-257-0070
- Maintenance Emergency: 913-894-3441
- Metro Public Safety: 816-436-0401
- Web-site: Highleah.com
- Gas Service: 816-756-5252
- Power and Light: 816-325-7930
- Animal Shelter: 816-325-7207

Highleah Townhouses, Inc.

May 18, 2020

Board Meeting

NEWSLETTER MINUTES

Board members present: Shaunn Flannery, president; Kathleen Hill, vice president; Jane Leonard, secretary; Samantha Hankins, treasurer; and Donna Cates

Staff present: Andria Knapp, on-site manager, and Kevin McQuade, maintenance superintendent

Also attending: Brad Constance, cooperative attorney, and Betsy Kilker, regional manager for Tailor Made Property Services

Shaunn called the meeting to order at 4:35 p.m.

Open Session

The board moved to the patio for the open session and four members were present.

Shaunn called the meeting to order at 6:05 p.m.

Next board meeting

The next board meeting is June 15.

Managing agent report

For February, March and April three applications were approved and six final statements completed. Processed in accounts payable for February was \$180,296.70; for March, \$175,131.94; and for April, \$194,173.34

Office report

Andria presented the office report for February, March and April.

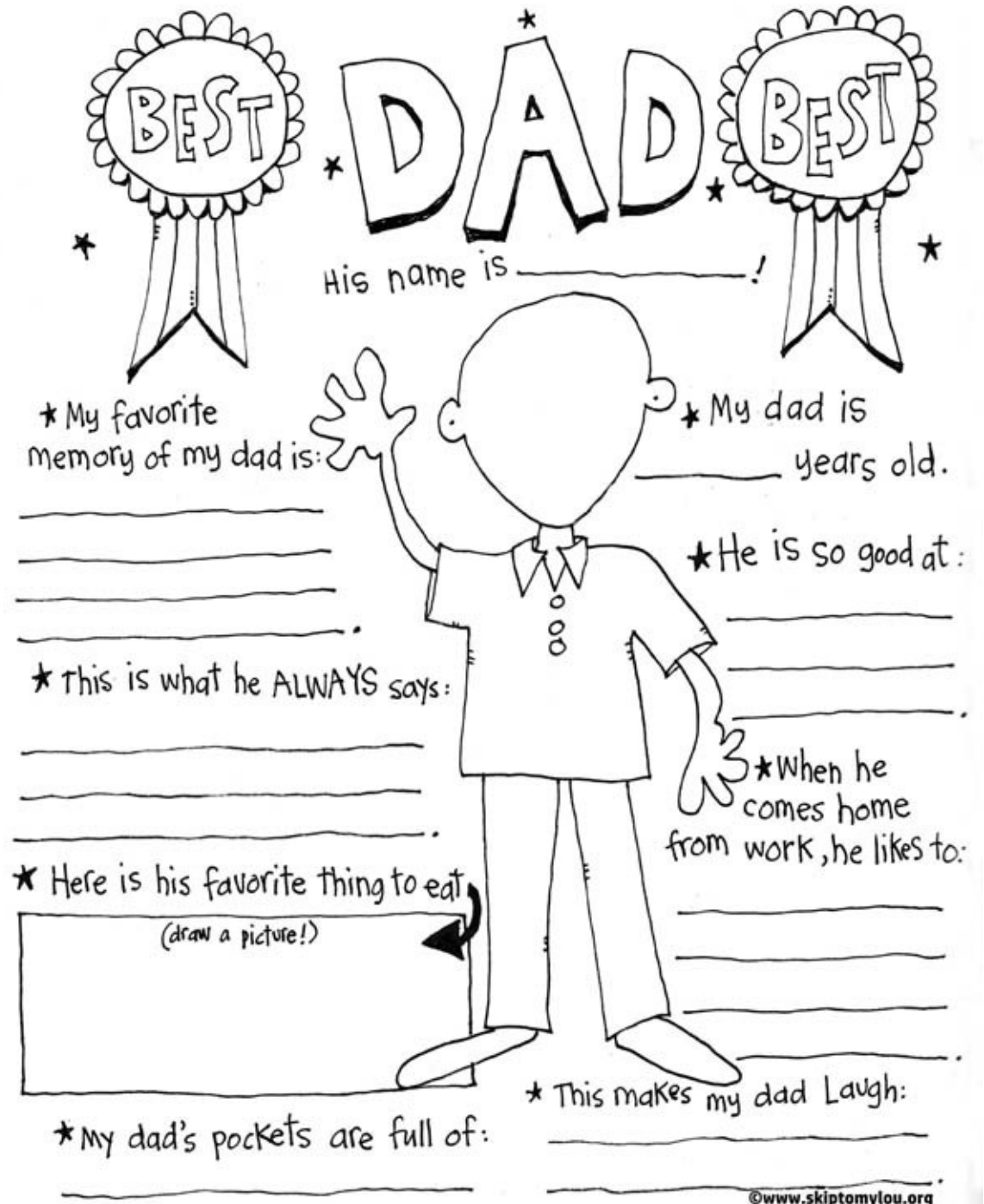
There have been 103 statements of credit, 72 statements of charges due, three attorney referrals and 152 notices to pay.

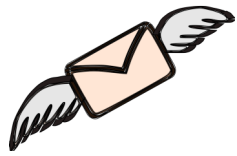
Fifteen installation permits were received and 14 approved. One was denied.

Currently, seven two-bedroom units and five three-bedroom units are available. Two applications are pending.

Maintenance updates

In February, 130 service requests were received and 123 completed. There were five move-outs and two move-ins.





Message From your Board President

Hello everyone,

As everyone knows, we have been diligently working on our annual budget. We have made adjustments, and have been able to come up with solutions to get this years carrying charges to remain the same. This year we will have a \$0 increase in carrying charges. If anyone has any questions, please come to our next board meeting on June 15th. We may not have an answer to all questions, but will definitely get them for you. We all hope everyone is staying healthy through these unprecedented times, and hope to see you at the next meeting!

Shaunn Flannery
Board president



Palmer Lawn Professionals completed a salt treatment on the streets of Highleah.

A light pole near 1839 Pembroke Crescent West was damaged by an apparent hit-and-run driver. The broken pole landed on and damaged Highleah's fence.

In March, 126 service requests were received and 128 completed. There were five move-outs and two move-ins.

Palmer Lawn Professionals finished gutter cleaning on March 31 and completed one mowing.

In April, 86 service requests were received and 58 completed. There were two move-outs and two move-ins.

Palmer Lawn Professionals mowed three times.

Eleven rehabs are underway.

Member comments

Shaunn opened the floor to member comments.

Security patrol concerns, parking issues and carrying charges were discussed.

Door prize drawing

Kim Schwart won the door prize drawing.

The open session ended at 7:15 p.m. The board met in closed session and the meeting was adjourned at 8:15 p.m.



Jane, Board Secretary
Kim, Member

OFFICE NEWS

We have 2 and 3 bedroom units on the market. Refer someone today and receive a \$200.00 referral bonus when they move in.



Bed Bugs

If you suspect you have bed bugs, please contact the office. Using over the counter products can make the issue worse by causing the bugs to run & go up walls to ceilings making it harder to treat.



Water Usage

Your water is not **free!** The water bill is paid through your carrying charges. Please be mindful of water usage and don't let it run down the street. Water slides are not allowed. Pools can be filled but must be emptied daily and stored.



It's Summer!



Parents, a reminder for your children:

Please be respectful while playing outside.

For everyone's safety remember these rules:

- Do not play ball in and around cars.
- Do not ride bikes in the streets, unless being mindful of cars and moving out of their way.
- Do not throw trash on the grounds
- Do not play on/around the green electrical boxes.
- The storage lot area is not a playground and no one should be playing around that lot. There's been vandalism to the fence and objects left outside the fence, that maintenance has to clean up.

These are just a few of the issues we have, so please remind them of the rules as they play outside.



Pure local honey for sale,
and delivery is FREE!
Text me at 816-965-3589