



Sun Mon Tue Wed Thu Fri Sat

				1 Carrying Charges Due	2	3
4	5	6	7	8	9	10 
11 	12 Late Charges	13	14	15 	16	17
18	19 Board Meeting	20	21	22	23 Attorney Referrals	24
25 	26	27	28	29	30	31 



Highleah Highlights

Highleah Office: 816-257-0070

Maintenance Emergency: 913-894-3441

State Public Safety: 816-425-4027

Web-site: Highleah.com

Gas Service: 816-756-5252

Power and Light: 816-325-7930

Animal Shelter: 816-325-7207

Highleah Townhouses, Inc.
Annual Meeting
September 15, 2020
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; Linda Thompson, assistant manager; Kevin McQuade, maintenance superintendent; and Bill Fitzgerald, assistant maintenance superintendent

Also attending: Brad Constance, cooperative attorney; and Mike Lauer and Betsy Kilker, regional managers for Tailor Made Property Services, Inc.

Call to order

Shaunn Flannery, president, called the meeting to order at 7:05 p.m. He welcomed members and thanked them for attending.

Proof of notice

He referred to the official notice of the Annual Membership Meeting mailed to all members on August 28 as proof of notice of the meeting.

Minutes of 2019 annual meeting

Jane read aloud the minutes of the 2019 annual meeting. The minutes were approved as read.

Managing agent's report

Betsy gave the managing agent's report. She prepared a pie chart illustrating how carrying charges were spent and distributed copies to members. The cooperative's assets are \$12,363,790. Reserves are \$943,771.

Inspectors of election

Shaunn asked for volunteers to serve as inspectors of election. Cindy Lerette, Jon Jordan and Tammy Stanford volunteered.

Candidates

He advised the members that there was one board position open and three candidates have filed: Donna Cates, Kim Schwart and Tina Windhausen.

Nominations from the floor

Nominations from the floor were sought. There were none. Members voted to close the nominations.



Trick or Treat

Not sure what Halloween will look like this year, but if you do not want trick or treaters to knock on your door on Halloween, please turn your porch lights off.



Speeches by candidates

Shaunn opened the floor to speeches from candidates. Samantha informed the members that Kim Schwart was unable to attend the annual meeting and that she would be speaking for her.

Point of order

Dave Johnson rose to a point of order. He voiced an objection to having a board member read a candidate's resume and inquired about the bylaws position on this issue.

Brad explained that the bylaws did not address the issue.

Vote

Jon Jordan moved that the members present be allowed to vote on whether a non-candidate can speak for a candidate. The vote was 18 in favor and 25 against. Samantha did not speak for Kim.

Speeches by candidates

Tina Windhausen and Donna Cates then addressed the members.

Members vote

Members cast ballots. Brad Constance and the election inspectors left to count ballots.

Door prize drawings

Door prize drawings were held. Travis Compton won third prize of \$25; Lora Lee Follett, second prize of \$50; and Jane Leonard, first prize of a month's free carrying charges.

Election results

Brad and the election inspectors returned with results at 7:45 p.m.

Donna Cates received 62 votes; Tina Windhausen, 11; and Kim Schwart, 21. Donna Cates will serve a three-year position on the board.

Quorum

Ninety-four members were present in person or by proxy.

Adjournment

The annual meeting was adjourned at 8 p.m.

Respectfully submitted,

Su Bacon

Recording secretary

Highleah Townhouses, Inc.
September 21, 2020
Closed 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; Linda Thompson, assistant 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.

Board positions

Board members agreed to retain the offices they currently hold.

Minutes

The board approved the minutes of the August 17 board meeting.

Code of Ethics

Board members signed two copies of the code: one a group signing to be posted and the other a copy for themselves.

Managing agent's update

Betsy presented the report for Tailor Made Property Services.

She distributed the audit for 2019-2020 completed by Wieland & Company, Inc., to board members and information on the new property insurance premium.

Shaunn signed federal and state income tax returns for 2019.

The mortgage inspection has been completed. Results should be received in October or November.

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



Bonnie Tyson
Mary Kay
For 30 years
Skin Care and Cosmetics
bonniejmuir@yahoo.com
913-207-6502
Highleah Townhouses



Hello Neighbors,

My name is Dania. I live here in Highleah on Stafford Place. I am currently looking to pick up a few cleaning contacts amongst the community. I have just over 28 years of residential cleaning experience, having ran my own cleaning business. If you or anyone you know is interested in having their home cleaned please feel free to reach out or pass my contact information on. All work will be on a cash basis. 816-877-7554. Thank you

From



Hello Fall! Leaves will be falling soon and we need your help. Please clean all flower beds, flower pots and patio areas so that clean up will be easier for the lawn crew. Yard waste bags can be left at the maintenance shop door.

With colder weather upon us, remember to drain and shut off outdoor water faucets and detach garden hoses.

With holidays approaching, maintenance wants to remind you, please don't overload your garbage disposals. Feed it slow and lots of water.

Office update

Andria presented the office report for August.

There have been 40 statements of credit, 23 statements of charges due, 49 notices to pay and five exterminations.

Two installation permits were received and approved.

Thirty-two notices were sent about violations involving animals, vehicles, peaceable possession, yard/common area and housekeeping.

One three-bedroom unit is available, 18034 Reading Place.

Maintenance summary

Kevin reviewed the maintenance report.

In August, 198 service requests were received and 188 completed. There were two move-ins.

Palmer Lawn Professionals mowed two times.

Six rehabs are underway. Three of these have September move-in dates.

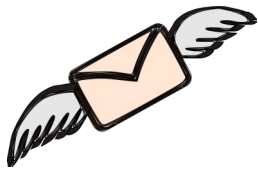
Plumbing waste drains were replaced in three units. One more unit is scheduled.

Foundation repairs were completed on six units.

Adjournment

The meeting was adjourned at 7:30 p.m.





Message From your Board President


Hello everyone,
I want to thank all that attended the annual meeting in person, or by proxy. We had an overwhelming attendance of 94 people. It was a nice surprise to see so many people in our community getting involved. We as a board are working diligently for all of you! We are still reviewing our Rules and Regulations, and hopefully will have the changes completed in the near future.

Thank you,
Shaunn Flannery
Board President



Page: 6

OFFICE NEWS



The office has received multiple complaints of vehicles or motorcycles revving the engines while driving or working on them. Please be reminded of everyone's right to peaceable possession. This includes outside your home as well as inside.



Please don't forget to change your furnace filter. Filters are available at office.

Highleah Board of Directors
Shaunn Flannery: Board President
Kathleen Hill: Vice President
Jane Leonard: Secretary
Samantha Hankins: Treasurer
Donna Cates: Board Member

HALLOWEEN