






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	16 Board Meeting No open session	17	18	19	20	21
22	23 Attorney Referrals	24	25 	26 Thanksgiving Office Closed	27	28
29	30					



Highleah Highlights

Highleah Office: 816-257-0070

Maintenance Emergency: 913-894-3441

State Public Safety: 816-425-4027

Website: Highleah.com

Gas Service: 816-756-5252

Power and Light: 816-325-7930

Animal Shelter: 816-325-7207

Highleah Townhouses, Inc.

October 19, 2020

Board Meeting

NEWSLETTER MINUTES

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

Board member absent: Jane Leonard

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.

Open Session

Shaunn welcomed members and called the meeting to order at 6:05 p.m. on the patio. Twenty members signed in.

Next board meeting

The next meeting is November 16. There will be no more open sessions until further notice. Members can turn in concerns and complaints to the office for the board to consider.

Office update

Andria presented the office report.

There have been 35 statements of credit, 23 statements of charges due, 64 notices to pay, one eviction, one abandoned unit and four exterminations.

Four installation permits were received. Three were approved and one denied.

Eight notices were sent about violations involving animals, peaceable possession, yard/common area and housekeeping.

One two-bedroom unit is available.

**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
Pick-up or free delivery

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. 816-301-3720. Thank you

Responsible 12 year old looking for dog walking opportunities. I have been helping take care of my own dog for 4 years now. Will walk your pooch and give it belly rubs, play fetch/exercise. Whatever you would like. \$2 for 15 minutes. Will pick up after dog on walk.

Contact Adam at 816-874-0598.



Items For Sale

Oak dining table with chairs

Couch, love seat, chair

Hide-a-bed, (needs mattress)

Children's white bedroom set

Chest with book shelf, desk, end table

Oak entertainment center with 4 speakers

Washer and dryer

If interested please call

(816)853-1022 or (816)642-3972



Maintenance summary

Kevin reviewed the maintenance report.

In September, 147 service requests were received and 145 completed. There were two move-ins and one move-out.

Palmer Lawn Professionals mowed four times.

Five rehabs are underway.

The new John Deere tractor was delivered on October 9.

Member comments

Shaunn opened the floor to member comments.

Door prize drawing

Chris Lopez won the door prize drawing.

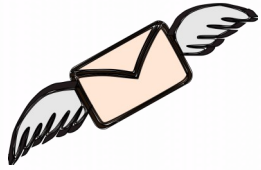
The open session ended at 6:25 p.m. and the meeting was adjourned at 7 p.m.



Attorney; Brad

Member; Chris





Message From your Board President

Hello everyone,
I wanted to let everyone know that we have hired a company to start trapping squirrels on the property. Hopefully we can get them thinned down to an acceptable level. We have also decided to postpone open sessions of the monthly board meeting until further notice. We decided it would be best for everyone, due to COVID restrictions and the weather. If you have any questions, or concerns in the meantime, please send us a note through the office.

We all hope everyone stays safe and enjoys the upcoming holidays.

Shaunn Flannery



From



Yes, its here! ❄️

Ice melt is available in the office..

Please clear porches as it makes for easier shoveling and items don't get broken. Maintenance will not be responsible for broken items

Don't forget to change your furnace filter. Filters are always available in the office. When it's time to pay your carrying charges is a good way to remember to change those filters.

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



This is some information that we received to share with anyone needing help.

NEED HELP PAYING YOUR UTILITIES?

If you're an Independence, MO resident, help may be closer than you think. Community Services League is teaming up with the City of Independence to offer CARES Act assistance to our neighbors in Independence.

If you currently have a past due balance to City of Independence Utilities (electric, water, and sewer), you should apply now at www.cslhousing.org. If you can't access the internet, you may walk into our office at 404 N Noland Rd, Independence, MO 64050 for assistance applying.



OFFICE NEWS

Until further notice the open sessions of the board meeting will be suspended. Please use page 6 of this newsletter if there is a question or concern you would like addressed. The clubroom rentals are suspended as well.

Please check out our new **Good Neighbor Award** page. If you know someone you would like to nominate just fill out page 7 and turn in to the office. The Board of Directors will choose someone to receive the award each month.

There have been numerous reports of dumpster divers. Please be aware of personal information that you may be throwing out in your trash.

At our last board meeting it was discussed that we should remind everyone of a few safety measures for extra security.

Leave front and back porch lights on at night

Make sure your cars are locked and windows up

Be aware of your surroundings

When walking your animals on neighboring properties please be respectful and pick up after them the same as you would in your own yard.



Board of Directors Questions/Concerns Form

The Board of Directors have agreed to continue with closed board meetings due to COVID-19. Please use this form if you have any questions or concerns you would like to address with the Board of Directors.

Name: _____ Date: _____

Address: _____

Comments: _____

Good Neighbor Nomination

Do you have a neighbor that has gone above and beyond? Is there someone you know that goes out of their way to help others? If so, we would love for you to consider nominating them for our good neighbor award! We want to recognize individuals that strive to make our community a better place to live! They could win a \$25.00 credit on their account!

Fill out the form below and turn it in to the office. The board will re-view the submissions and vote on a “good neighbor” to be honored each month at the open session of the board meetings.

Submitting member’s name: _____

Submitting member’s address: _____

Submitting member’s phone number: _____

Name of the member you are nominating: _____

Address of the member you are nominating (if known) _____

Reason you are nominating this member: _____

