



| 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 | 17 | 18 | 19 |
| 20 | 21 | 22 Attorney Referrals | 23 | 24 Office Closed  | 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

Website: Highleah.com

Gas Service: 816-756-5252

Power and Light: 816-325-7930

Animal Shelter: 816-325-7207



Highleah Townhouses, Inc.

November 16, 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 4:40 p.m.

Minutes

The board approved the minutes of the October 19 board meeting and the October 22 rules review.

Tailor Made Property Services report

Betsy reviewed the managing agent's report.

The board agreed to close the office to the public. Members and visitors will be seen by appointment only and will be screened.

The board voted to mandate HO4 or HO6 insurance for all members. The insurance must be in place by March 1. The office will send a letter notifying members of this mandate. Betsy will check with Tom Quick about whether Highleah should be named as a certificate holder or as a co-insured.

The revised rules were approved and will be mailed to members at a cost of \$3.50 to \$4 a book.

The Paycheck Protection Program loan for Highleah was forgiven on November 2.

Betsy shared information about the Midwest Association of Housing Cooperatives.

The Member Selection Plan will be discussed at the January meeting.

Nesting Jordache Tapestry Wheeled Luggage Set - \$50.00

- 5 pieces: extra-big, big, carry-on, tote, train/toiletries case (not sure of exact measurements) – extra-big, big and carry-on have retractable handles and wheels.
- Tote is great for packing shoes or necessities just in case your luggage gets lost, lol!
- Love the train/toiletries case because products can remain upright in elastic straps attached to sides – also has a mirror inside of the lid.



Lane Recliner - \$75.00 (or reasonable offer)

- Hues of green, burgundy, taupe, grey, hint of peach.
- Really pretty, if it's your style - like new condition.



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

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

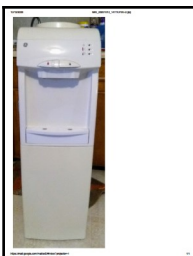


SALE

FOR SALE: Call or text (816) 804-4489; email auroreerenee@gmail.com

GE Water Cooler Dispenser - \$50.00 (or reasonable offer)

- Hot and Cold Water Spigots (electric plug and cord in back).
- Storage Compartment.
- Purchased new for over \$100.00.
- Like new – used for 2 months but stopped due to my grandchildren treating it as a toy (bless their hearts).
- Been in my basement ever since.



Microwave Over-Stove Shelf - \$50.00 (or reasonable offer)

- Purchased new for \$119.00.
 - White with black surface.
 - Used for 8 months.
- **Super Cute Matching Wheeled Carry-On and Toiletries Case - \$45.00**
 - Stackable with retractable pull handle.
 - Used 2x – like new.

Maintenance summary

Kevin reviewed the maintenance report.

In October, 217 service requests were received and 165 completed. There were four move-ins and one move-out.

Palmer Lawn Professionals mowed once.

The board approved a bid of \$800 to bat-proof a building.

Five rehabs are underway.

Office update

Andria presented the office report.

There have been 33 statements of credit, 27 statements of charges due, 55 notices to pay, one attorney referral and six exterminations.

Three installation permits were received. Two were approved.

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

Three two-bedroom unit are available. Two more will be available soon.

Bed bug inspections will be suspended until further notice.

Adjournment

The meeting was adjourned at 7 p.m.



Highleah Board of Directors

Shaunn Flannery: Board President

Kathleen Hill: Vice President

Jane Leonard: Secretary

Samantha Hankins: Treasurer

Donna Cates: Board Member



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:

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

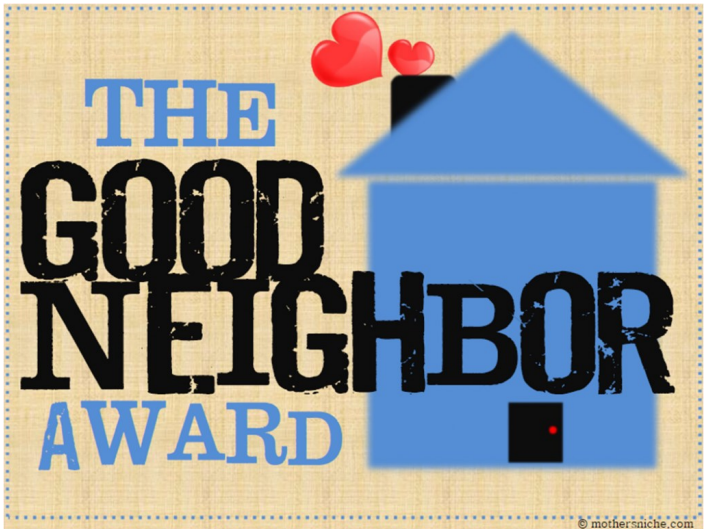
NEED HELP PAYING YOUR UTILITIES?

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.



Our first
Good
Neighbor
Award



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: _____

Our first good neighbor award was presented to Denise. She was nominated by her neighbor Tami for being so kind and thoughtful. She sees to it that they have food and if they need help of any kind. Thank you Denise from the Board of Directors and Highleah for being a great neighbor to others.

Highleah Member
Denise

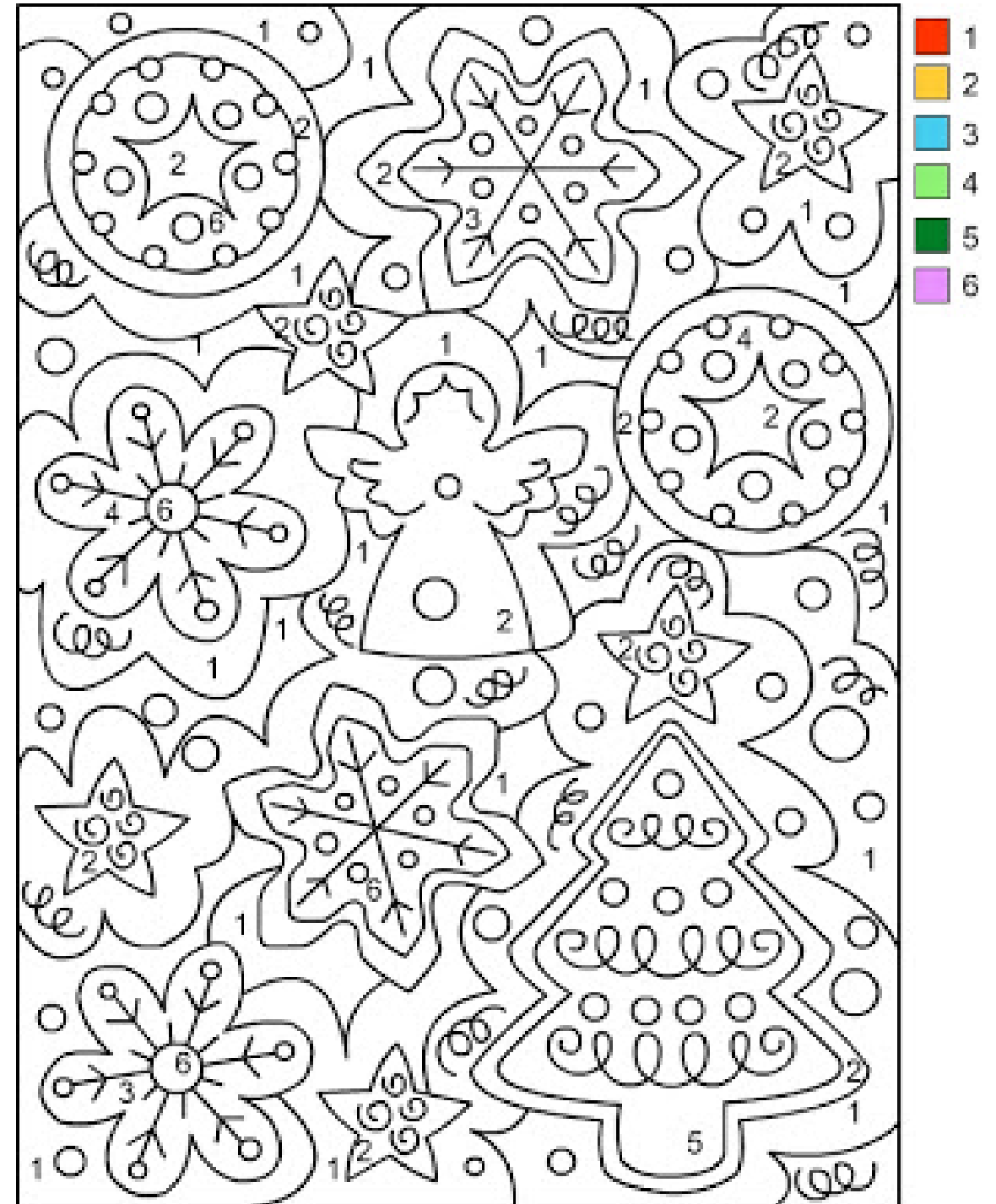


Message From your Board President

Hello Everyone,
We hope you had a wonderful
Thanksgiving, and wish you all Happy
Holidays!! If anyone needs to
reach out to the board, please leave
your correspondences with the office
as we do not meet again until January.

Shaunn Flannery

Happy Holidays



Section 5.5 Pools (changed final sentence)

Pools must be emptied daily, stored at the back of the unit and not allowed to collect water.

Section 5.6 Outside Decorations (wood burning fire pits are no longer allowed)

Complete change to:

In accordance with Section 9.01.003, Sec. 307.1.1 of the Fire Code for the City of Independence, using propane-fueled fire pits is restricted to the back yard within an area the size of a patio authorized for your unit.

Chimineas can be used only for decoration. Fire bowls and propane-fueled fire pits must be stored and kept behind the unit.

Section 5.10 Grounds Violation (sentence change in first paragraph)

Back yards are limited to lawn furniture, barbecue grills, outdoor toys, garden hoses and propane-fueled fire pits.

Tab 6 Animals

Section 6.4 Restrictions

Was deleted – there is no longer a weight restriction

Changed to - Tie-outs must not cause any type of trip or mowing hazard, allow the animal to cross a sidewalk or obstruct common and limited common areas

Tab 8 Appendix

Section 8.3 – New recycling insert

Section 8.8 – Updated Animal Permit Form

Section 8.9 – Updated Vehicle Registration



OFFICE NEWS

New Fee Notice

Starting January 1, 2021 all members, rather paying by portal or through the office will be charged the 3.5 percent credit card processing fee. All payments using a routing number and checking account number will no longer have a fee.



Due to the rising cost of insurance our insurance provider and Highleah's Board of Directors are requiring that each member have renter's insurance, HO4 or HO6 by March 1, 2021. There will be a letter coming in the next week to explain more.



If installing Christmas lights please refer to your rules and regulations page 27, outside holiday lights and decorations for more information.



The Board has made a decision to suspend bedbug inspections until further notice. During this time of uncertainty they feel this is best for our members. Please contact the office if you suspect you have an issue.

Rules and Regulations Changes

The board of directors reviewed and made some changes to the Rules and Regulations for the property. In the month of December new books will be mailed to all members and updated on Highleah's webpage.

Tab 1 Cooperative Member's Responsibilities

Section 1.7 Keys (sentence added)

Maintenance will make extra keys available at a cost to the member. Members must bring the original key to the office.

Section 1.10 Vehicles

#13 changed to "a vehicle rated more than one ton."

#14 added - Please notify the office if you plan to be gone for more than 72 hours.

Tab 2 Conduct (added definition of common and limited common area)

Common area shall be that area of the cooperative not within the units nor the limited common area of every unit. The members of the cooperative shall have non-exclusive use of the common area subject to the rules and regulations of the cooperative.

Limited common area shall be defined as an area drawn from the exterior front and back walls of the unit out 16 feet, which such area includes but is not limited to the front and back stoop of every unit. The unit member shall have exclusive use of the limited common area for the member's respective unit subject to the rules and regulations of the cooperative.

Tab 4 Building

Section 4.6 Combustibles (added the wording)

Kerosene heaters, wood stoves, gasoline or gasoline engines of any kind are not allowed inside or outside townhouses."

Section 5.1 Alterations to Yards

changed to – Members are allowed to have flower beds/vegetable gardens in the front, side and back of their units.



changed to – All gardens and flower beds must be kept weed free and maintained by the member.

Added – Window wells are not to be used for storage.

Added - Members must maintain a two-foot clearance around the outside air conditioner unit."

Tab 5 Grounds

Section 5.2 Yard and Common Areas (definition of common and limited area)

Common area shall be that area of the cooperative not within the units nor the limited common area of every unit. The members of the cooperative shall have non-exclusive use of the common area subject to the rules and regulations of the cooperative.

Limited common area shall be defined as an area drawn from the exterior front and back walls of the unit out 16 feet, which such area includes but is not limited to the front and back stoop of every unit. The unit member shall have exclusive use of the limited common area for the member's respective unit subject to the rules and regulations of the cooperative.

B. changed to – Members are not allowed to have any type of structure, including playground equipment, outside their unit with the exceptions of:

Barbecue grills, which cannot be used on a balcony

Outdoor toys

Garden hoses

Propane-fueled fire pits per city code 9.01.003, Sec. 307.1.1

New – Lawn furniture appropriate to the space is allowed in front of the unit as long as the furniture and the ground around it are maintained by the member.

Added the word – Freestanding

All other letters were changed and the section ended with I.

Section 5.4 Trash Disposal (added to the last paragraph)

Members can check out a key from the office for weekend use of the large dumpster.

