



FEBRUARY

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 Holiday Office Closed	16	17	18	19	20
21	22 Board Meeting Closed Attorney Referrals	23	24	25	26	27
28						



2021

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.
January 25, 2021
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.

Minutes

The board approved the minutes of the November 16 board meeting and the December 1 grievance hearing.

Reports

Maintenance summary

Kevin reviewed the maintenance report.

In November, 74 service requests were received and 124 completed. In December, 95 service requests were received and 58 completed. There were five move-outs, one move-in and one transfer.

Palmer Lawn Professionals completed leaf clean-up and removal and finished gutter cleaning on December 10.

Six rehabs are underway.

Trapped and removed were 166 squirrels at a cost of \$9,630.



From



As maintenance has been doing service request, they have seen a lot of dirty furnace filters. Please stop by the office and pick up your furnace filters. An easy way to remember to change your filter is when you are paying your carrying charges, change your filter.



PLEASE REMOVE ALL ITEMS FROM YOUR
PORCH IF YOU WANT IT SHOVELED

Maintenance will not be responsible for any damage
done to your items.



Kevin wants to emphasize, again, about large items being put into or set around the dumpsters. The trash service will NOT pick these items up. These items need to be taken to the storage lot dumpster on Covington Bend. Lot is unlocked during business hours. If you need access after hours please contact office to check out a key.

OFFICE NEWS

Insurance Reminder

All insurance and signed addendums are due by March 1, 2021. Please call if you have questions. We have received a lot of insurance papers from agents but need your signed addendums that were mailed with the insurance letter.



Please don't feed the squirrels. Highleah has spent a lot of time and money removing them and don't want them enticed to come back.



The office has had complaints about people digging through the dumpsters. Please refrain from dumpster diving due to sanitary and privacy issues. Trash bags should be tied and put inside the dumpsters and not set on the ground or on top of the lids.



Plumbing waste drains were replaced under two basement floors at a cost of \$4,300 each.

Tree limbs were trimmed away from buildings and one tree on Dover Fork removed at a total cost of \$15,300.

Office update

Andria presented the office report.

There have been 63 statements of credit, 62 statements of charges due, one attorney referral, 119 notices to pay and five exterminations.

Three installation permits were received and approved.

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

Three two-bedroom units are available. Two three-bedroom units are available.

Tailor Made Property Services

Betsy presented the managing agent's report.

In the month of November, \$159,507.12 was processed in accounts payable and in December, \$190,461.63.

Adjournment

The meeting was adjourned at 8:10 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:

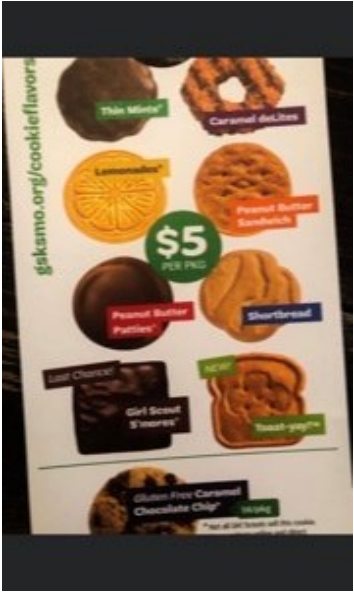
Name of the member you are nominating:

Address of the member you are nominating (if known)

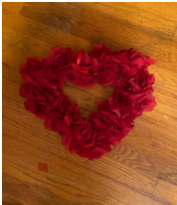
Reason you are nominating this member:

Hi Girl Scout Cookie Lovers. I’m helping my granddaughter Hayden with cookie orders since they are restricted on how they can get orders this year. Thanks Corona Virus! Jane, Please

Send orders to girlynextdoor42@icloud.com. They are \$5 per box with free delivery.



Heart-Shaped Valentine Rose Wreaths for sale. \$15.00 each or 2 for \$25.00. Contact: Kim @ thomp13@comcast.net!





FOR SALE!



Pro Form XL Crosswalk treadmill. Works great! \$60.00

Couch, loveseat and oak end table. \$175.00 obo

Please contact Dana at 816-807-8238 if interested.

Bonnie Tyson

May 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

honey

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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.

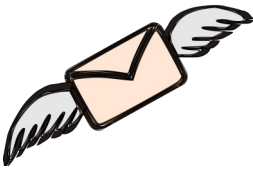
Name:

Date:

Address:

Comments:

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Message From your Board President

Hello everyone,
We hope everyone is doing well! We just want to say that with the snow and ice upon us, we want you to be extra careful coming and going. We would also ask that people watch their speed on property, we have a lot of children here and want to keep them safe. Again, if you need to reach out to the board please do so through the office.

Shaunn Flannery



Thank you all that submitted Good Neighbor Awards. We had quite a few to choose from and all were very good. Below are our winners from December and January. Please continue to submit your nominations.



Carol
Our December Winner



Theresa
Our January Winner