



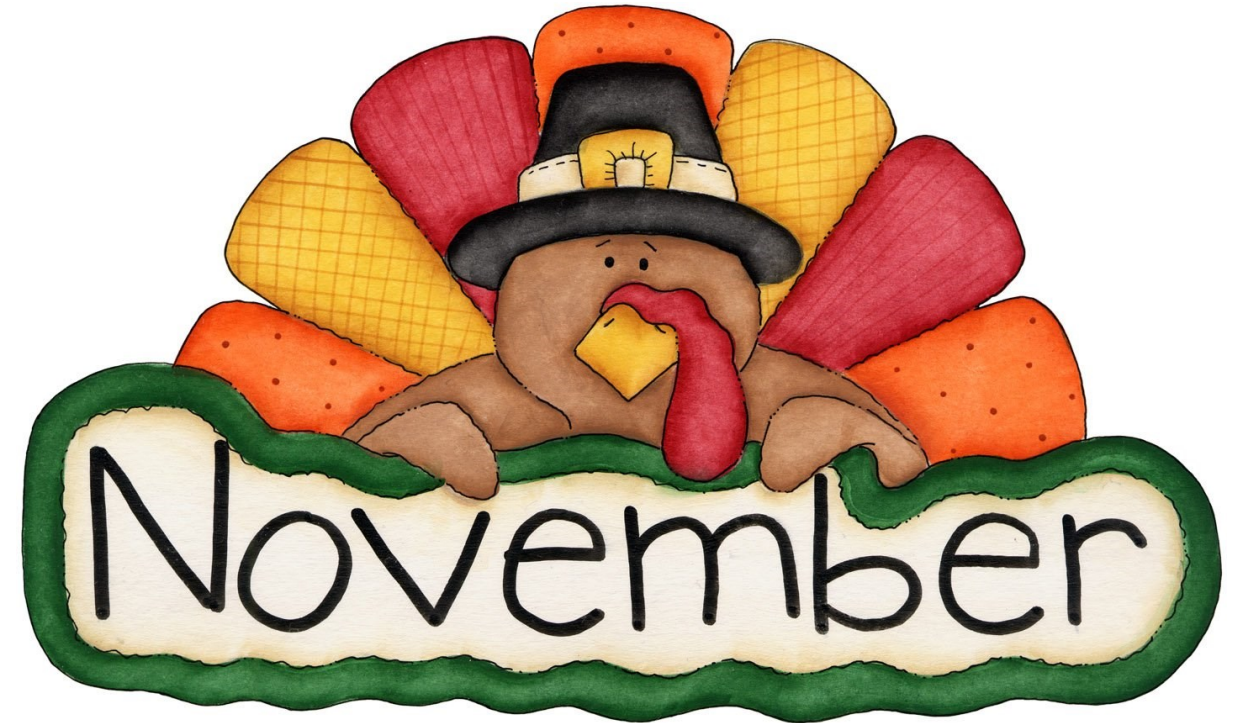




SUN	MON	TUE	WED	THU	FRI	SAT
	1 Carrying Charges Due	2	3	4	5	6 Highleah Vendor Event 11-2
7 Daylight Savings Time 	8	9	10	11 Late Charges 	12	13
14	15 Board Mtg 6:00pm Masks Re- quired	16	17	18	19	20
21	22 Attorney Referrals	23	24	25 Office Closed 	26	27
28	29	30				



## Highleah Highlights

Highleah Office: 816-257-0070

Website: [Highleah.com](http://Highleah.com)

Board Email: [htbod@highleah.com](mailto:htbod@highleah.com)

Maintenance Emergency: 913-894-3441

Homeland Security: 816-802-8020 press 0

Independence Police non emergency: 816-325-7300

Gas Service: 816-756-5252

Power and Light: 816-325-7930

Animal Shelter: 816-325-7207

Highleah Townhouses, Inc.  
October 18, 2021  
Board Meeting  
Newsletter Minutes

**Board members present:** Kathleen Hill, vice president; Jane Leonard, secretary; Jon Jordan; and Donna Cates  
**Board member absent:** Shaunn Flannery, president  
**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

Kathleen called the meeting to order at 4:35 p.m.  
**Board Positions**  
This will be tabled until the November meeting.

**Code of Ethics**  
The board of directors reviewed and signed the individual code of ethics; group sheet will be signed at the November meeting to be posted in the on-site office.  
**Minutes**  
The board approved the minutes of the August 16, 2021, board meeting.

**Tow Service**  
The office presented to the board of directors the use of Caster’s Tow & Transport for conducting a once-a-month patrol of the property for expired tags, noticeable inoperable vehicles that they tag. With approval of the office staff, they can then tow these tagged vehicles. The cost to the owner of the vehicle is lower and they will help the property by notification of these vehicles. The board of directors voted and approved Caster’s Tow and Transport.

**Open Session**  
Sixteen members signed in for the open session at 6:05pm on the patio. Kathleen welcomed them. Jon Jordan the new elected board of director member was introduced to the members.

Board of Directors Questions/Concerns Form

Since we are not holding meetings outside, some still are uncomfortable being in a group setting, so if you would prefer to submit the below form, it will be addressed by the BOD during the closed session and a response will be sent to you.

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:

The members were notified that starting November 15, 2021, the open session will be held in the clubroom with mandating the face covering and as much social distancing that they can have.

Office update

Andria presented the office report which is information from the August 2021 meeting to the October 2021 meeting:

There have been 69 statements of credit, 45 statements of charges due, seven exterminations and 116 notices to pay. Along with 52 recertification mailed; 46 have been completed; 24 2<sup>nd</sup> notices have all been mailed.

Notices were sent about violations involving animals, peaceable possession, housekeeping, vehicles, yard/common area and general household miscellaneous.

No units are currently on the market and there is a waitlist for all unit sizes.

Maintenance update

Kevin presented the maintenance report:

In the month of August, 162 service requests were received and 137 were completed. There was two move-ins and three move outs.

In the month of September, 141 service requests were received and 145 were completed. There were three move-ins and one move out.

For both August and September, Next Level Lawn mowed the lawn 8 times. In September broad leaf weed control was applied to the lawn.

Kathleen opened the floor to the members for questions and comments.

Door Prize

Tami Stanford won the door prize and the open session ended at 6:20pm.

Adjournment

The meeting was adjourned at 6:25pm.

Respectfully submitted,  
Betsy Kilker



Board Member, Jon  
Member, Tami





# Highleah Vendor Event

Saturday November 6, 2021

11:00-2:00 @ Clubroom

Jennifer



Stacey



Bonnie

MARY KAY



Travis



FARMERS

Tami  
KC Chiefs Decor



Kira

Comcast®

Gail

Twisted Vines

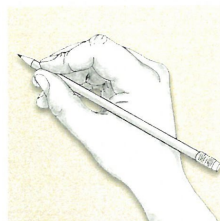


Desiree  
color  
STREET

David



Katie  
Hand Drawn Artwork



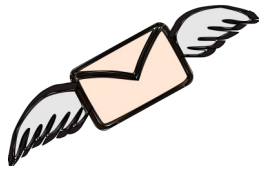
# From



## Bricks, stones and borders...

The maintenance department removes landscaping bricks, etc. from units where current or incoming members no longer want garden/flower beds. These items are in good shape and rather than being disposed of, are stored in the maintenance shop. If any member wants or needs replacement bricks or a new border to mark off the approved flower bed area you'd like to create, contact the office to arrange a time to check out the selection available. They are free to the members, you just have to be able to take them and install them, yourselves, we cannot do that for you.

- All trash should be in a bag before put into the dumpster.
- Large items only to the storage lot M-F, 8:00-5:00pm. Keys may be checked out at the office for after hours.
- Gardens need to be cleaned up so your unit will not be tagged for compliance.
- Outside faucets need turned off and hoses put away. If you need help with turning off a faucet inside your unit please call office for service request.
- With time change coming this is a reminder to leave your porch lights on.



## Message From your Board President

Hello Everyone,  
I hope you all had a fun and safe Halloween! As it is getting colder, I want to remind you to pick up a new furnace filter from the office to keep your furnace running it's best. Our next monthly board meeting will be on November 15th, and we look forward to seeing you all. Also don't forget time change is coming on Nov. 7<sup>th</sup> and we move the clocks back one hour.

Shaunn Flannery



### November Board Meeting

In November we will hold the open session of the board meeting in the clubroom. Mask will be required to attend.

Page: 8



**FOR SALE:** Peach lamp. \$15

Please call/text 816-807-8238.



**FOR SALE: PETSMATE Deluxe Pet Porter, Jr.**  
(Intermediate size with hanging food/water dishes) \$20.00 obo



Heat Surge Fireplace with Infrared Heating Technology & Storage drawer

Remote included. Cherry Finish

37.5 Lx16.5 Wx 35 H

\$100 Contact Amber 816-651-2026



I have a set of mini blinds that fit any double window (in Highleah) in Fawn color.

FREE to whoever will use them

Contact Amber 816-651-2026



### **For Sale:**

Chairlift, less than 1 year old

Asking \$2,000 or make offer

Swivel seat with 2 remote controls

Installed by Mobility First

Contact Jane: 816-547-9013

Page: 5

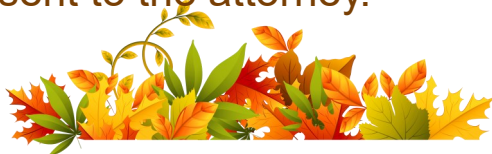


# OFFICE NEWS

## Communication:

At Highleah Townhouses, we want to maintain a happy, healthy and safe environment for everyone who lives here. We strive to accomplish this through keeping our homes clean and in good condition, both inside and out. When you receive a notice form the office, please be sure to read it. We are doing our best to communicate with you and need communication from you. With effective communication, we can work with you to help meet requirements and fulfill the responsibility to Highleah. You may call or email the office with questions or concerns. We can then discuss the situation with you and work to find a solution to resolve any issue there may be.

In addition to this, it must be noted that the office is under no obligation to call members who haven't paid their carrying charges by attorney day. They have been doing this up until now, as a courtesy to members. However, they cannot continue this practice as it is time consuming and ultimately the member's responsibility to stay aware of the dates and deadlines. If for some reason you cannot pay by attorney day, you must call and communicate with the office to make other arrangements. Otherwise, they will be forced to refer your account, per the rules and regulations, the MORNING of attorney day, NOT at the end of that business day. You must make contact with the office BEFORE attorney day, to prevent having your account sent to the attorney.



## TOW INFO:

The Board of Directors of Highleah has opted to switch to a new tow company, Caster's Tow & Transport, as they have lesser hook and storage fees than the previous company. This move is to help reduce the financial burden to any member that may have their car towed. However, this new company will also be aiding the office in monitoring vehicles that may be inoperable, unregistered or sitting with expired registration, all of which are violations of the rules and regulations. The tow company will be doing routine drive-throughs of the property, roughly every other week, and tagging vehicles accordingly. **If you own a vehicle that gets tagged for tow, contact the office immediately to prevent tow. Removing the sticker does not mean the car will not get towed!!** We will have a record from the tow company of which vehicles get tagged and if we do not hear from you by the tow date, they will tow the vehicle for us, without further notice to the owner. Again, COMMUNICATION with the office is key in these situations, for us to be able to work with you and find a solution.

## Vendor Event

Please check out the vendor event page. If you would still like to have a space, please call the office. Hope to see everyone stop by. Come do a little shopping and check your renters insurance rates. Comcast will be here if you want to sign up or if you are needing to make a change. Gift ideas including wreaths, KC Chiefs Décor, Pampered Chef, Color Street Nails and one of a kind art from one of our youths here in Highleah.

