

 DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Carrying Charges Due	2	3	4
5	6	7	8	9	10	11 The Grinch 1:00pm
12	13 Late Charges	14	15	16	17	18
19	20	21	22	23 Office Closed	24	25 
26	27 Attorney Referrals	28	29	30	31 Office Closed	

2021



Highleah Highlights

Highleah Office: 816-257-0070

Website: Highleah.com

Board Email: 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.

November 15, 2021

Board Meeting

NEWSLETTER MINUTES

Board members present: Kathleen Hill, vice president; Donna Cates and Jon Jordan

Board member absent/resigned: Shaunn Flannery

Board member present electronically for vote on board positions: 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

Kathleen called the meeting to order at 4:40 p.m.

Minutes

The board approved the minutes of the October 18 board meeting.

Meetings in 2022

Due to federal holidays, the January meeting will be on Monday, January 24, and the February meeting on Monday, February 28.

Open Session

Members appeared for the open session at 6 p.m. in the clubhouse. Kathleen welcomed them.

Board officers

New officers were announced.

President -- Jane Leonard

Vice president -- Kathleen Hill

Secretary -- Donna Cates

Treasurer -- Jon Jordan

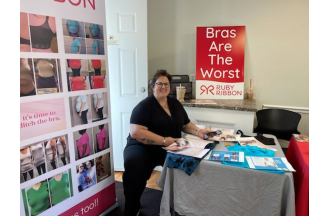
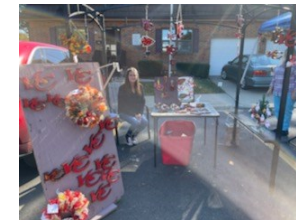


Office Staff: Linda, Andria

Member: Brea

Vendor Event

Here are a few pictures from our successful vendor event that was held November 6th. Everyone is looking forward to doing another one in the spring.



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:

Tailor Made Property Services

Betsy presented the managing agent's report.

Three applications were approved and three final statements were completed. Five letters were sent.

Processed in accounts payable for October was \$186,280.

Office update

Andria presented the office report.

There have been 37 statements of credit, 27 statements of charges, one attorney referral and 52 notices to pay.

One reasonable accommodation request was received and four exterminations were performed.

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

One two-bedroom unit is on the market and move-in ready.

Maintenance summary

Kevin reviewed the maintenance report.

In October, 163 service requests were received and 147 were completed. There were three move-ins, one transfer and one move-out.

NextLevel mowed three times and applied fertilizer. Fall bush trimming was completed.

Thirteen rehabs are underway.

Kathleen opened the floor to member comments.

Door prize

Brea Baggs won the door prize drawing and the open session ended at 6:15 p.m.

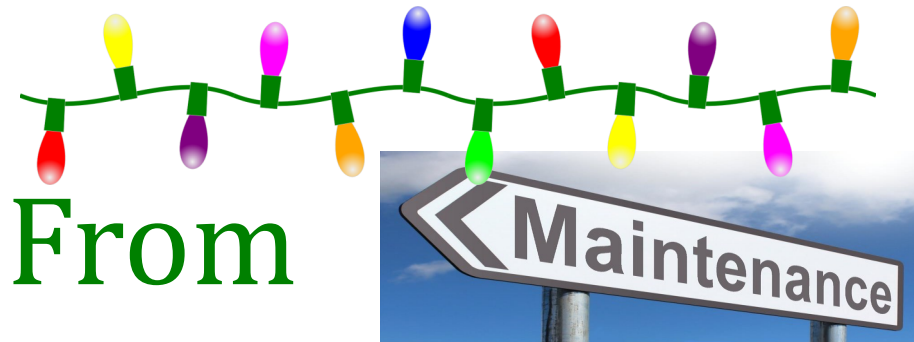
Adjournment

The board met in closed session and the meeting was adjourned at 6:30 p.m.



OFFICE NEWS

- ★ If installing Christmas lights, please refer to your rules and regulations page 27, Outside Decorations.
- ★ Reminder: there will be no December Board Meeting.



- ★ Reminder as winter is here to clear porches so maintenance is able to shovel. If there are items left on your porch it may not be cleared. Maintenance will not be responsible for broken items.
- ★ Please change your furnace filters. They are always available in the office.
- ★ Leaves... this week they have started again with leaf pick up. Please be patient. You are responsible for your garden areas.
- ★ Ice melt is available in the office.

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Guess who's coming to see us
again?

THE GRINCH

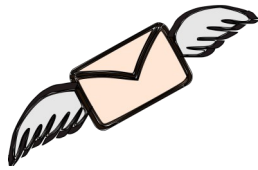


He will be here visiting all the littles of
Whoville, aka "*Highleah*". We will
start on Westchester at 1:00pm and drive
down each and every street. Listen for
the *Grinch* music and he will have good-
ies to hand to all the littles of
Whoville.



Good Neighbor
Award Winner
for
November
Artie





Message From your Board President

Hello Highleah Families!

As the holiday season is in full swing, please remember that the “porch pirates” are too. If you are having packages delivered you may want a neighbor to keep watch or have them delivered to your place of employment if allowed.

As we have welcomed our newest board member Jon Jordan, we also want to say thank you and goodbye to Shaunn Flannery. He has served us well as President the last 2 years and has resigned due to personal reasons. Well wishes to him and his family.

As a reminder there isn't a board meeting in December. We look forward to seeing everyone on January 24th at the open session.

Have a safe and happy holiday see you in the NEW YEAR!!

Jane



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16999 E. 23rd St. So.
Independence, MO 64057
816.209.5069/816.447.1072



Matthew 4:4

But he answered and said, It is written, Man shall not live by bread alone, but by every word that proceedeth out of the mouth of God.

Monthly Food Distribution

2nd Saturday of Every Month

12:00 pm to 2:00 pm

(pre-bagged food items while supplies last)

Curbside delivery to your vehicle
Basic demographic information will be collected

For information, please contact:
816.209.5069/816.447.1072

