

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



Highleah Highlights

Highleah Office: 816-257-0070

Website: Highleah.com

Board Email: htbod@highleah.com

Maintenance Emergency: 913-894-3441

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.

August 16, 2022

Board Meeting

NEWSLETTER MINUTES

Board members present: Jane Leonard, president; Kathleen Hill, vice president; Donna Cates, secretary; Jon Jordan, treasurer; and Dave Johnson

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

Jane called the meeting to order at 4:35 p.m.

Minutes

The board approved the minutes of the July board meeting with a correction in an address.

Annual meeting

The board discussed the annual meeting scheduled for Tuesday, September 20.

The meeting will begin with check-in at 6 p.m. The meeting will start at 6:30 p.m. in a tent outside. Two positions are open on the board.

Open Session

Ten members signed in for the open session at 6 p.m. in the clubhouse. Jane welcomed them.

Office update

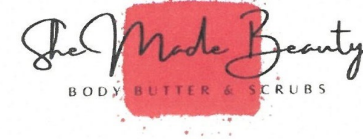
Andria presented the office report.

There have been 39 statements of credit, 18 statements of charges due, one attorney referral and 40 notices to pay.

One reasonable accommodation request was received, and one installation/alteration permit was received and approved. Three exterminations were performed.

Notices were sent about violations involving animals, housekeeping, vehicles, yard/common area, towing and general household miscellaneous. Page: 2

Four two-bedroom units are currently on the market.



All-natural, mostly organic, body butters & scrubs.

Also featuring scented candles, lotion bars, shower steamers, bath bombs and lip balm.

Amanda McMahon
She Made Beauty

816-225-6797

SheMadeBeauty@gmail.com

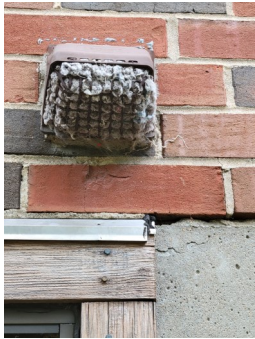


Pure local honey for sale,
and delivery is FREE!
Text me at 816-965-3589

Bonnie
Your Highleah Neighbor
913-207-6502 call or text



OFFICE NEWS



If your dryer vent looks like this, it needs to be cleaned. Board member and management walked the property and found a lot that looked like this. Please check yours and unclog it. This is a fire hazard.

Window wells are not for storage. Please clear any items that may be in your window well and store inside.

Stakes that are put out when you plant grass seed, must be removed when grass starts growing. They cannot be left out permanently as they are a trip hazard for others. If you got them from the office please return to office when taking them down.

All complaints need to be in writing either by email or dropped off at office. If you are complaining about something and after 2 weeks you see no improvement you need to follow up with the office. A second complaint will be addressed by the management company.

As the end of summer draws near when cleaning up old plants and weeds please do not put yard waste in the regulars dumpsters. We have a dumpster at the storage lot for yard waste. If it is on weekends or after hours when that lot would be locked you may drop off your bags by the maintenance shop door.



Maintenance summary

Kevin reviewed the maintenance report.

In July, 174 service requests were received and 167 completed. There were two move-ins and two move-outs.

Ten rehabs are in various stages of completion.

Fine Lines Lawn & Irrigation completed three mowings and fertilized all grass areas. They also treated for weeds and grubs.

Basement sewer lines were replaced in six units for a total cost of \$31,050.

Tailor Made Property Services

Betsy presented the managing agent's report for July 16 through August 14.

Four applications were approved and one was denied. Three final statements were completed and three are pending.

Processed in accounts payable was \$212,612.09.

Jane opened the floor to member comments.

Annual meeting

Jane reminded members of the annual meeting on Tuesday, September 20. Two positions on the board are open.

The meeting will be held outside and begin at 6 p.m. with check-in.

Door prize

Kenny Hayes won the door prize drawing. The open session ended at 6:15 p.m. and the meeting was adjourned at 6:45 p.m.



Board Member: Jane

Member: Kenny



ANNUAL MEETING

Highleah's annual meeting will be held on Tuesday September 20, 2022. We will have 2 board positions up for election. We will start sign in at 5:30 and meeting will start at 6:00pm sharp. (This being a different time from page 2 due to time of sunset and no lighting). See the next 2 pages for resumes that have been submitted. Please watch your mail for your annual meeting notification letter. If you are unable to attend that night, please consider filling out your proxy. Instructions for proxy voting will be included with you letter. Door prizes will be drawn and you must be present to win. First prize of 1 months carrying charge, second prize of \$50.00 cash and third prize of \$25.00 cash.



Good Neighbor
Award Winner
for
August
Ruth



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:

Resume

Sharon Conn

Hello, I’m Sharon Conn. I’ve been a resident of Highleah for over 6 years and my mom for over 17 years. I would like to be a member of the board to help with decisions to make our home the best place to live and raise a family. I believe we can all work together to make out community as it once was. I have held positions on the Hillsdale Church board and Miami County Master Gardeners board as Clerk of Session and Treasurer. I have ac-counting experience and work with budgets. This experience will help me settle in and begin working with the existing board without disruption. Let’s continue to make Highleah a great place to live.

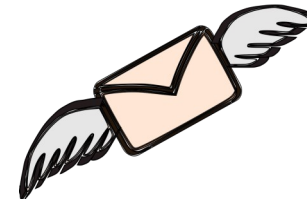




Resume

Jane Leonard

Hi, it's Jane, your current board president. I would love to continue to stay on the board and see through some of the changes that really need to be made in order to make our community better again. As some of you know I have an accounting background, and medical background and have had some experience with rental property. With the current ups and downs in our economy trying to keep things at a minimum here is difficult but I'd like the opportunity to try to continue to work with the board that we have, with our employees here at Highleah, and our management company to keep our expenses as low as possible. Having a single daughter that lives here with a granddaughter makes us a perfect place for our family which is what our community needs to be about. I'd like to see Highleah become a big family community again like it was years ago. So, I'm asking you to please keep me on the board so I can keep trying to help make it that family community.



Message From your Board President

Hello Highleah Members. Well, school is in full swing, so let's remember to watch for children & buses. And please slow down!

The Annual Meeting is on September 20th sign-in time has changed to 5:30PM and the meeting will start at 6:00pm so we still have daylight and will be under the tent behind the office like last year. We do have 2 board positions open so if you're interested, please send or drop off a resume to the office.

We would like our members to know we aren't tolerating cursing at our office staff, management employees, or maintenance personnel. This can put you in default on your occupancy agreement.

Stakes in the ground where grass has regrown or is fully grown need to be removed, they pose a trip hazard to our members and those that are visiting or delivery people. So, if you have them in your yard, please remove them.

See you all at the Annual meeting!

Jane, BOD

