


DECEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Carrying Charges Due	2 	3 Vendor/ Craft Event 10am-2pm
4 	5	6	7 	8	9	10
11	12 Late Charges	13	14	15	16	17 Grinch Starting at 1pm
18	19	20 	21	22	23 Office Closed for Christmas	24
25	26 Office Closed for Christmas	27 Attorney Referrals 8:00am Tuesday Morning	28	29 	30	31



December 2022 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.

November 21, 2022

Board Meeting

NEWSLETTER MINUTES

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

Staff present: Andria Knapp, on-site manager; Linda Thompson, assistant manager; Kevin McQuade, maintenance superintendent; and Katrina Giammalva

Also attending: Betsy Kilker, regional manager for Tailor Made Property Services

Jane called the meeting to order at 4:30 p.m.

Minutes

The board approved the minutes of the August 15 board meeting, September 20 annual meeting session and September 27 grievance hearing

Open Session

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

Office update

Andria presented the office report.

During the past three months, there have been 125 statements of credit, 70 statements of charges due, one abandoned unit and 126 notices to pay.

One reasonable accommodation request was received and four installation/alteration permits were received. Three permits were approved; one was denied. Three exterminations were performed.

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

Currently on the market are one-, two- and three-bedroom units.

Maintenance summary

Kevin reviewed the maintenance report.

In August, 195 service requests were received and 190 completed. There were one move-in and three move-outs.



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



Lora Lee, Highleah member sells
Tupperware and The Body Shop, if
interested please call for a catalog.

816-560-3878



Bonnie

Your Highleah Neighbor
913-207-6502 call or text



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



Saturday, December 3, 2022

10am to 2pm

Highleah clubhouse

Need to buy for someone on your Christmas shopping list? Check out all the vendors that will be here. Come check it out and do a little shopping with our local people.

Amanda: Ornaments and mugs

Amy: Color Street Nails

Andrea: Ruby Ribbon

Viola: Ceramics

Judith: Jewelry

Amanda: Lotions & Hot Chocolate Bombs

Makenzie: Embroidery Work, t-shirts, Door Candy,

Kristin: Paintings

Gail: Wreaths

Amber: Scentsy



Pg. 2 cont.

In September, 125 service requests were received and 151 completed. There were two move-ins and one move-out.

In October, 147 service requests were received and 124 completed. There were one move-in and two move-outs.

Nine rehabs are underway.

Tailor Made Property Services

Betsy presented the managing agent's report.

One application was denied and one was pending.

Processed in accounts payable for October was \$185,932.32.

Jane opened the floor to member comments.

Door prize

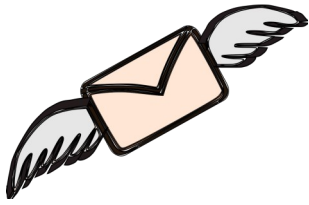
LoraLee Follett won the door prize drawing. The open session ended at 7:15 p.m.

The board met in executive session and the meeting was adjourned at 8:25 p.m.



Office: Andria

Member: Lora Lee



Message From your Board President



Happy Holidays Highleah Members! This year has been a challenge for some of us so let's keep helping others during this holiday season. We are continuing our food drive for the month of December as well, thank you to those that shared food this past month and to those that will drop off this month.

There is a "Santa Letter Drop Box" in the office and a page in the newsletter for your kiddos to have fun. Have them drop their letter and get a candy cane in the office.

Our next Board meeting will be on January 23rd @ 6 pm see you there.

Have a safe and wonderful Holiday Season!
Highleah BOD



From your Board of Directors

Highleah Board of Directors
Jane Leonard: Board President
Kathleen Hill: Vice President
Donna Cates: Secretary
Jon Jordan: Treasurer
Sharon Conn: Board Member



Page: 4

Dear Santa,
Here is my wish list:



Love,





The Grinch

The *Grinch* is going to be here visiting on Saturday, December 17th Starting at 1:00. He will travel to each and every street. Listen for the *Grinch* music and come out and take a picture with him. He will also have treats for all the children of *Whoville*.



OFFICE NEWS

Don't forget about the vendor event happening this Saturday here in the club room. Lots of great things to finish off your holiday shopping. Check out the vendors that will be here on page 6 of this newsletter.

December 3
10AM TO 2PM

* We will continue to collect can goods here in the office to donate to the food bank at Grace & Truth Baptist Church. Thank you to all that donated in the month of November. Jane was able to take a trunk full to them.

* If installing Christmas lights, please refer to you rules and regulations on page 27, Outside Decorations.

* There is no board meeting in December.

* Reminder that as winter is here, to clear your 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. Ice melt is available in the office.

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:



Good Neighbor
Award Winner
for
November
Raul