

Sun Mon Tue Wed Thu Fri Sat

| | | | | | | |
|---|--|---|---------------------------------|--|--|----|
|  | | | 1 Carrying Charges Due | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9  | 10 | 11 |
| 12 | 13 Late Charges | 14  | 15 | 16 | 17 | 18 |
| 19 | 20 Presidents' Day Office Closed | 21 | 22 | 23 | 24 Attorney Referrals 8:00am Friday- morning | 25 |
| 26 | 27 Board Meeting 6:00pm Monday | 28  | | |  | |



2023

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.

January 23, 2023

Board Meeting



NEWSLETTER MINUTES

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

Board member absent: Sharon Conn

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

Also attending: Betsy Kilker, regional manager for Tailor Made Property Services, and Brad Constance, cooperative attorney

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

Minutes

The board approved the minutes of the November 21 board meeting and executive session and the minutes of the January 11 special board meeting.

Open Session

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

Office updates

Katrina presented the office report.

During the past two months, there have been 88 statements of credit, 41 statements of charges due, one eviction in process and 98 notices to pay.

Three installation/alteration permits were received and approved. One extermination was performed.

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

Currently, one two-bedroom unit is on the market.

Maintenance summary

Kevin reviewed the maintenance report.

In November, 127 service requests were received and 143 completed. There were three move-ins and two move-outs.

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OFFICE NEWS

If you have not been by the office recently we have some sad news. Andria has decided to leave Highleah and follow a career path more in accounting and her skill set. Her last day will be Friday, February 3rd. A big welcome to her replacement, Katrina.

Good Luck Andria, you will be truly missed.

Welcome Katrina



A reminder that the February board meeting will be on the 27th of the month due to the office being closed on Monday the 20th, for President's Day.



FROM KEVIN

There are still a lot of garden hoses still attached to the outside faucets. Please detach the hoses and turn that water off from inside your unit.

Front porches must be clear of all items. Porches that have items on them will NOT be shoveled unless those items are removed.

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Maintenance Staff

We have had several members say they don't know who the maintenance staff are. So here is our maintenance staff at this time, Maintenance is still hiring if you or anyone you know might be looking for work.



Luke



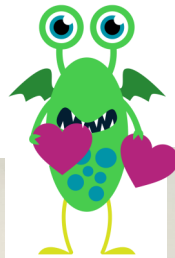
Kevin
Maintenance Superintendent



Mike



Ken



Kevin

Cont.

In December, 125 service requests were received and 97 completed. There were two move-ins and one move-out.

Ten rehabs are underway.

A chain link fence has been installed at the storage lot and the fence along Missouri Route 78 has been repaired.

Tailor Made Property Services

Betsy presented the managing agent's report for November and December, 2022.

Four applications were approved, four denied and two are pending. Three final statements were completed.

Processed in accounts payable for November was \$202,749.63 and for December, \$205,090.05.

Jane opened the floor to member comments.

Door prize

Joann West won the door prize drawing.

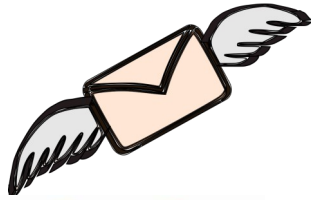
Adjournment

The open session ended at 6:35 p.m. The board met in closed session and the meeting was adjourned at 8 p.m.



Board President: Jane
Member: Joann





Message From your Board President



Happy February Highleah members! Well, it is certainly cold outside. So, just a reminder to change those furnace filters regularly.

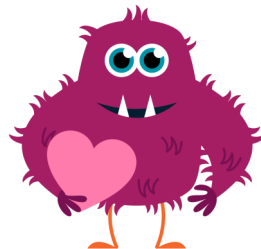
I also want to remind everyone that our guests need to park in a guest or AUX parking space.

All over the complex people are parking behind your cars and that isn't allowed here at Highleah, it doesn't leave very much room for emergency vehicles if needed.

PLEASE show more pride for your community. Please put the trash INSIDE THE DUMPSTERS! We don't want to incur additional costs from the trash company for not complying. We have re-fenced the storage lot that has the large trash dumpster. You may check out a key from the office for evening or weekend use.

Share the LOVE this month and have a Happy Valentine's Day!

Jane BOD



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 review 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: