



2023

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



2023

# 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

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.  
March 20, 2023  
Board Meeting  
NEWSLETTER MINUTES

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

**Board member absent:** Kathleen Hill, vice president

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

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

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

**Minutes**

The board approved the minutes of the February 27 board meeting.

**Open Session**

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

**Next board meeting**

The next board meeting is April 17.

**Office updates**

Katrina presented the office report.

For one month, there have been 43 statements of credit, 17 statements of charges due and 57 notices to pay.

One installation/alteration permit was received. One extermination was performed.

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

No memberships are for sale.

at 6:25 p.m.





From



Maintenance has reported seeing parking stalls with oil spots. All spots must be cleaned by you the member. Oil dry is available at the maintenance shop. Once you have put down the oil dry, scoop into a bag and place in dumpster.

Please clean your flower bed/garden areas. If there is a boarder you are responsible for anything inside that area. Clean up your flower pots. You can bring your yard waste and sit the bags out by the maintenance shop door or sit them at the curb and call the office to have maintenance pick up.

Lawn care will be starting, make sure your things, such as grills and patio furniture, bikes, and toys (if you have no patio) are up next to building when not in use. This will certainly make it easier for them to mow around.



Cont.

### **Maintenance summary**

Kevin reviewed the maintenance report.

In February, 111 service requests were received and 112 completed. There were three move-ins.

Nine rehabs are in various stages of completion. All are sold.

### **Tailor Made Property Services**

Betsy presented the managing agent's report for February.

Three applications were approved. Three final statements were completed.

Processed in accounts payable for February was \$193,801.02.

Jane opened the floor to member comments.

### **Door prize**

Jackie Howes won the door prize drawing.

The open session ended at 6:15 p.m.

### **Adjournment**

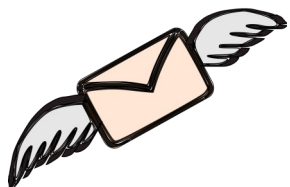
The board met in closed session and the meeting was adjourned at 6:25 p.m.

Door Prize:

Jackie Howes







# Message From your Board President

Co-op living, what does this mean in simple terms? It means you're living in a community of shared walls, with several different types of people's likes, dislikes, children, animals, smokers, and non-smokers. You will hear sounds, TVs, dogs barking, and cats knocking things off shelves. Some people talk louder than others, and kids play inside when it is cold. And yes, people smoke inside and outside their units as well. All of this is part of "Community Living".

Not everyone is made for this type of situation, but they didn't figure this out until they made that move. Coming from a single-family home is different from Co-op living. We need to all be good neighbors, some people are courteous, and others aren't. It's time to re-read your Rules & Regulations to familiarize yourself. Learn what is expected here at Highleah to be a good neighbor.

Also, be aware as you read the Rules and Regulations that once this weather clears and stays warmer, we will start walking the complex to bring attention to Spring Cleaning around your units. You will be sent a letter or door tagged for violations.

Everyone, have a Hippy Hoppity Easter!

Jane – Board President



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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



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

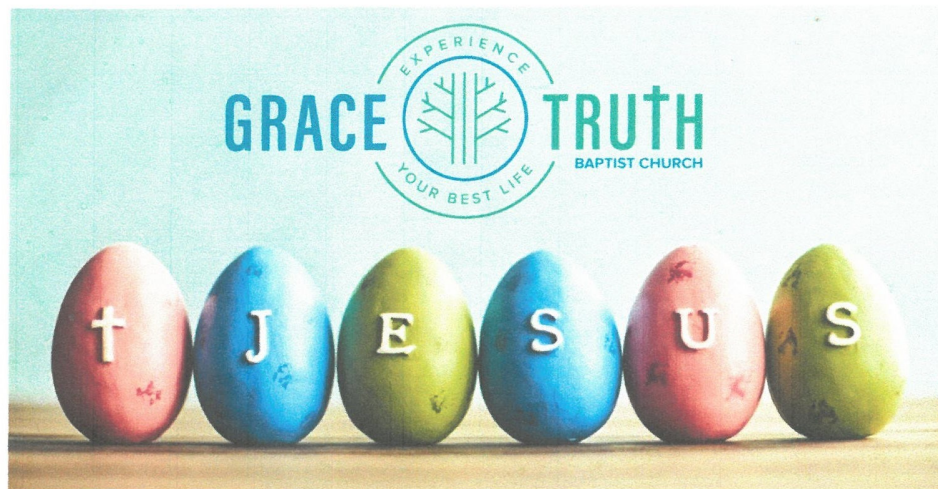


**Lora Lee, Highleah member sells**  
**Tupperware and The Body Shop, if**  
**interested please call for a catalog.**  
**816-560-3878**



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

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GRACE & TRUTH BAPTIST CHURCH

## COMMUNITY EASTER EVENT

**SATURDAY, APRIL 8, 2023 ~ 1:30pm to 3:30pm**  
(Easter Egg hunt starts at 2:00pm)

**Come out and have fun:**

Easter Egg Hunt  
Bouncy House  
Games with Prizes  
Easter Baskets for the Kids  
Take Pictures with the Bunny

**16999 E. 23rd Street South ~ Independence, MO 64057**

# OFFICE NEWS



With warmer weather upon us, a few things to talk about. First, the big green electrical boxes, they are not to be climbed on or played around. Parents please caution your children as to the seriousness of the dangers of playing around these boxes.

Next, riding bikes in the streets, watch for cars and don't ride in between parked cars.



Also, being courteous to the people out walking on the sidewalks.



Keep trash picked up at the playground areas.

Keep your music turned down while driving through the property. Just because you may enjoy loud music doesn't mean everyone wants to hear it.



There have been 2 men's rings found on the property. If you have lost a ring call the office and describe the ring to us.





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:

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Submitting member’s address:

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Submitting member’s phone number:

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Name of the member you are nominating:

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Address of the member you are nominating (if known)

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Reason you are nominating this member:

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Good Neighbor  
Award Winner  
March  
Sharon Conn  
“Sharon has been very friendly and helpful with my yard, she has been an all around good neighbor”.