





Highleah Townhouses, Inc.  
May 15, 2023  
Board Meeting



## NEWSLETTER MINUTES

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

**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 April 17 board meeting.

### Speed bump on Coventry

The asphalt company will relocate the speed bump placed incorrectly on Coventry Bend.

### Open Session

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

### Next board meeting

The next board meeting is June 19.

### Office updates

Katrina presented the office report.

Since the last board meeting, there have been 40 statements of credit, 16 statements of charges due, one attorney referral, one abandoned unit, 45 notices to pay and five exterminations.

Notices were sent about violations involving animals, housekeeping, towing, vehicles, yard/common areas and general household miscellaneous.

No memberships are for sale.

# Kids Page

## Father's Day Word Search



DADDY  
UNCLE  
STRONG  
GOLF  
PROVIDE



FATHER  
TEACH  
BRAVE  
FOOTBALL  
PARENT



GRANDPA  
RESPECT  
NECKTIE  
PROTECT  
LOVE





Highleah's annual meeting is coming up. The date is September 19th, 2023. There will be 1 board position up for re-election. If you are interested in running for the position please submit a resume to the office or email to linda@highleah.com. It will be printed in the upcoming newsletters. This is a volunteer position and requires a few hours monthly of your time.

#### **Maintenance summary**

Kevin reviewed the maintenance report.

In April, 144 service requests were received and 95 completed. There were one move-in and two move-outs.

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

Fine Lines Lawn & Irrigation mowed the grass three times.

Numbering and striping will be done on Pembroke Crescent West on Wednesday and on Devonshire and Croyden on Thursday.

#### **Tailor Made Property Services**

Betsy presented the managing agent's report for April.

One application was denied and one is pending.

One final statement was completed.

Processed in accounts payable for April was \$417,010.05.

Jane opened the floor to member comments.

#### **Door prize**

Jackie Howes won the door prize drawing.

The open session ended at 6:40 p.m. The board met in closed session and the meeting was adjourned at 7:10 p.m.

**Highleah Board of Directors**

**Jane Leonard: Board President**

**Kathleen Hill: Vice President**

**Donna Cates: Secretary**

**Jon Jordan: Treasurer**

**Sharon Conn: Board Member**







# Message From your Board President

Hello Highleah members, Let's welcome summer! With that comes the time to give out a few reminders. So here goes!

1. If your front door is open, ensure you lock your screen doors for safety, but the wind also blows them.
2. Watch children playing, they are everywhere you don't think to look. Baby pools are to be emptied DAILY.
3. Window wells aren't for storage, please roll the water hose up close to your building so the mowers don't ruin them for you.
4. Move things out of the mower's way so we can get a good cut around furniture.
5. If you have wood collected for a smoker, please pile that under your smoker when possible and away from the building. It can attract unwanted bugs. Move those grills and smokers to the farthest corner of your patio area, and don't put the coals on the ground when finished using them.
6. Remove all your potting soil and planting items from your front porches if finished using them.
7. No bikes are to be stored in the front areas or behind the bushes. No dog kennel storage outside.
8. PLEASE don't feed stray animals, it causes major concerns to the health and cleanliness of our pets on the property.
9. On property, Boats, campers, and any other recreational vehicle can be parked for only 24 hours.
10. PLEASE CLEAN YOUR DRYER VENTS (see the picture in newsletter, pg. 9), if you can't reach it call maintenance, they will clean it.

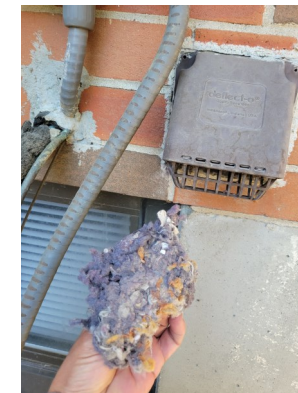
Everyone, have a happy and safe summer and be kind to your neighbor, it's as simple as a wave.

Jane, Kathleen, Jon, Sharon, Donna



Page: 4

Pictures of a full dryer vent. Please check your vents and make sure they are clean.



**For Sale**

Sofa sleeper, never been slept on and looks brand new. Originally paid \$1,110.00 asking \$600.00

Call 816-965.3589



Many of you have called and asked about donations to the family of the fire unit. The family has set up a GO FUND ME account. The account is as follows:

Gofund.me/418b836e

Page: 9





## Health resource fair.

Join Oak Street Health for a special senior resource fair, where you'll find music, games, food, and prizes plus community resources to help you stay active and healthy. Light refreshments will be served.

### Event details

**Highleah Town Houses**      Saturday, 06/10      10:00 AM - 12:00 AM  
2001 Pembroke Crescent W  
Independence, MO 64057

RSVP today by calling **(816) 381-5682**

With special guest Medical Assistant Free Blood Pressure Checks .

\*Oak Street Health limits one (1) prize per person with the value not exceeding \$15, while supplies last, one time use only. Doctor's authorization may be required to participate in select events. We are not affiliated with and do not endorse other parties' services or products. Sales agents may be present with plan specific information and enrollment options. Oak Street Health provides a community service to help seniors understand Medicare facts. Please note that we are not insurance agents or Medicare employees nor does Medicare in any manner endorse our educational assistance. The assistance is provided as a service to the community by Oak Street Health.



## Health Resource Fair

Don't forget to stop by Highleah club room for the Health Resource Fair on Saturday, June 10th from 10am-12pm

### Fireworks

4th of July is fastly approaching. Fireworks are legal in Independence, however there are specific dates and times for that. Be courtesy of your neighbors and clean up all messes and make sure you are not around other members cars, patios and other yard items.

### Cars

If your car has been "broke" into and you have seen people late at night roaming around please **call 911** or the non emergency number on the front of this newsletter, The office receives many of these calls and they need to be directed to the police at the time it happens. There is not much we can do if we can not identify them .

### Gas Smell

If you are smelling gas in your unit, your first call should be to Spire Gas Service. They will come out and detect the leak and then you will call for maintenance.

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)

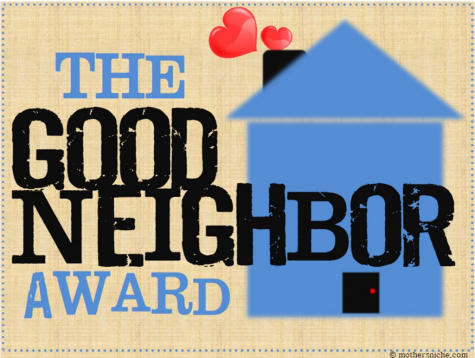
---

Reason you are nominating this member:

---

---

---



Good Neighbor

Award Winner

May

Marcus & Tammy  
Sutherland

“Marcus and  
Tammy have  
swept leaves and  
removed snow.

They help with  
mail and deliver-  
ies and help look  
out for things”.