

# September

2023

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

# SEPTEMBER

## 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.

August 21, 2023

Board Meeting

## NEWSLETTER MINUTES

**Board members present:** Jane Leonard, president; Jon Jordan, treasurer; Donna Cates, secretary; 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 4:30 p.m.

### Minutes

The board approved the minutes of the July board meeting.

### Open Session

Ten 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 the annual meeting on September 19.

### Office updates

Katrina presented the office report.

Since the last board meeting, there have been 38 statements of credit, 46 statements of charges due, two attorney referrals, 17 notices to pay, five installation permits approved and seven exterminations.

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

### Maintenance summary

Kevin reviewed the maintenance report.

In July, 155 service requests were received and 110 completed. There were one move-in and one move-out.



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*Amanda McMahon*  
She Made Beauty

816-225-6797

SheMadeBeauty@gmail.com



As summer is coming to an end, get those flower bed areas cleaned up. If there is a boarder you are responsible for anything in that area. The lawn crew will not weed eat in a border area.



The lawn crew will be starting to trim bushes soon. Kevin ask to please not put any holiday decorations on or around your bushes until they have been trimmed.



Maintenance ask that you make sure there is at least a 3 foot clearance around your hot water heater and furnace area. There should be nothing stored behind that area and any where close to that area. Make sure there is a 3 foot clearance to your electrical box and front and back windows.



We have had a lot of a/c 's with problems this summer. The biggest problem maintenance is seeing is dirty furnace filters. Filters are available at the office and should be changed monthly. A good reminder would be when paying your carrying charges the first of the month to change that filter.



Nine rehabs are in various stages of completion.

Fine Lines Lawn & Irrigation mowed the grass three times.

Mike's Tree Service removed a large tree limb from Building #30 where it had fallen on 2019 and 2021 Pembroke Crescent East. The cost for removal and hauling was \$7,400. The units sustained significant water damage.

Riteway Plumbing replaced cast iron pipes with PVC pipes in the basements of 1906 Devonshire Place for \$5,050 and 18028 Croyden Lane for \$5,500.

**Tailor Made Property Services**

Betsy presented the managing agent's report for July.

Two applications were approved and one, denied.

Processed in accounts payable for July was \$210,720.57.

Jane opened the floor to member comments.

**Door prize**

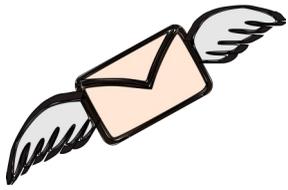
Samantha Hankins won the door prize drawing.

The open session ended at 6:30 p.m. The board met in closed session and the meeting was adjourned at 7:10 p.m.



Board Member:  
Jon

Member:  
Samantha



# Message From the Board

Hello Highleah Members.

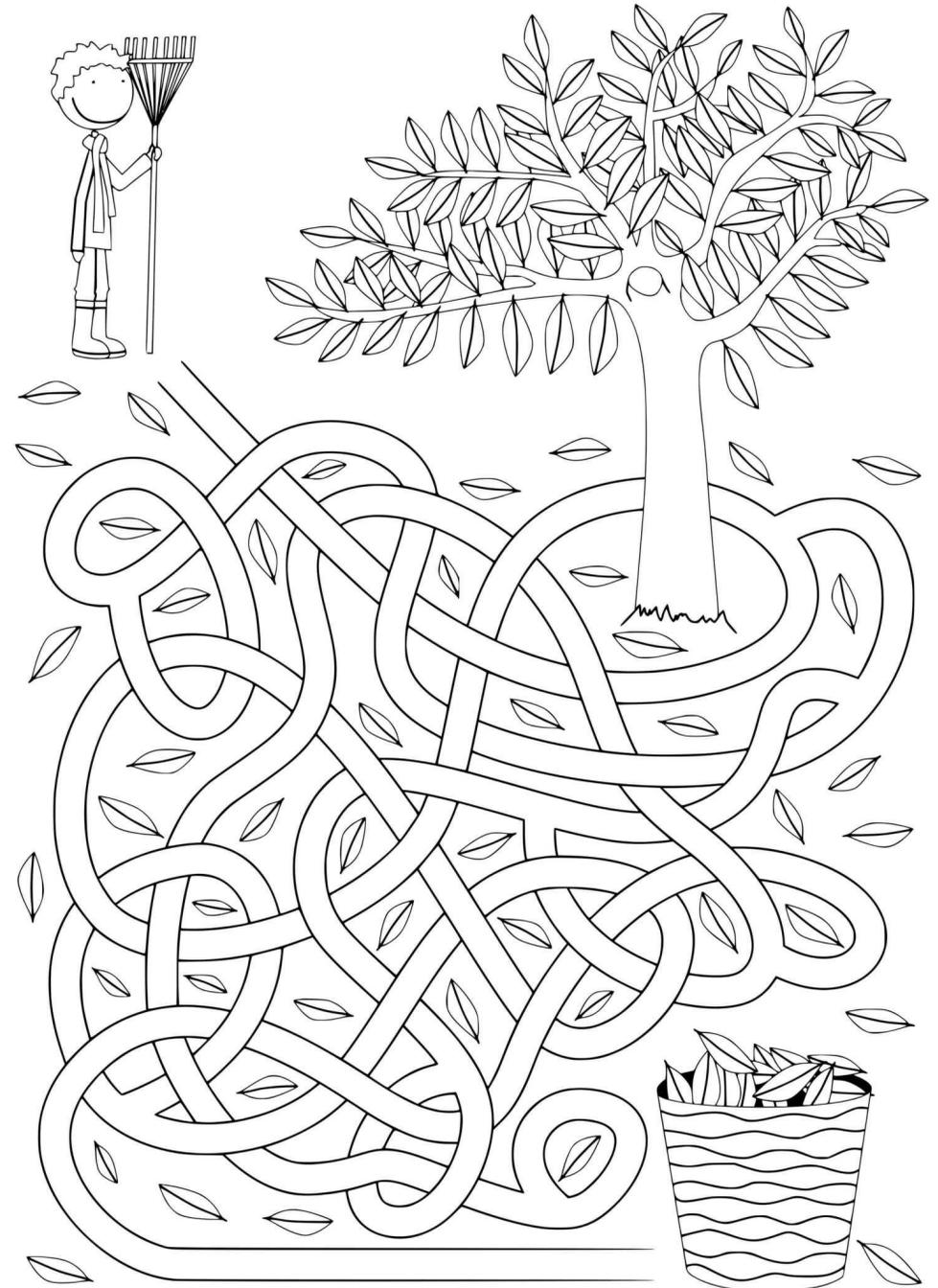
Well, the kiddos are back to school. Let's remember to watch for them walking (and running) to and from the bus stops. Please slow down and look!

The Board has made a few changes to the Rules and Regulations. Please watch for future newsletters and flyers for updates!

The Fall Yard Contest is approaching quickly. Fall is a great time for new annual plantings like mums and asters and decorating with pumpkins and gourds. The Board will be walking the property the weekend of September 23 to find the best decorated front porch and flowerbed in the community. Best of luck to everyone!

The Board hopes to see everyone at the 2023 Annual Meeting. If your neighbor can't attend, please bring their proxy with you. It takes all of us participating to make Highleah a great place to live.

Sharon, BOD

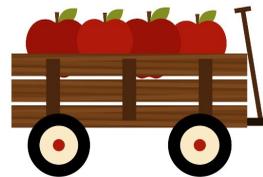


# Apple Picking Word Search

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# Fall Yard Contest



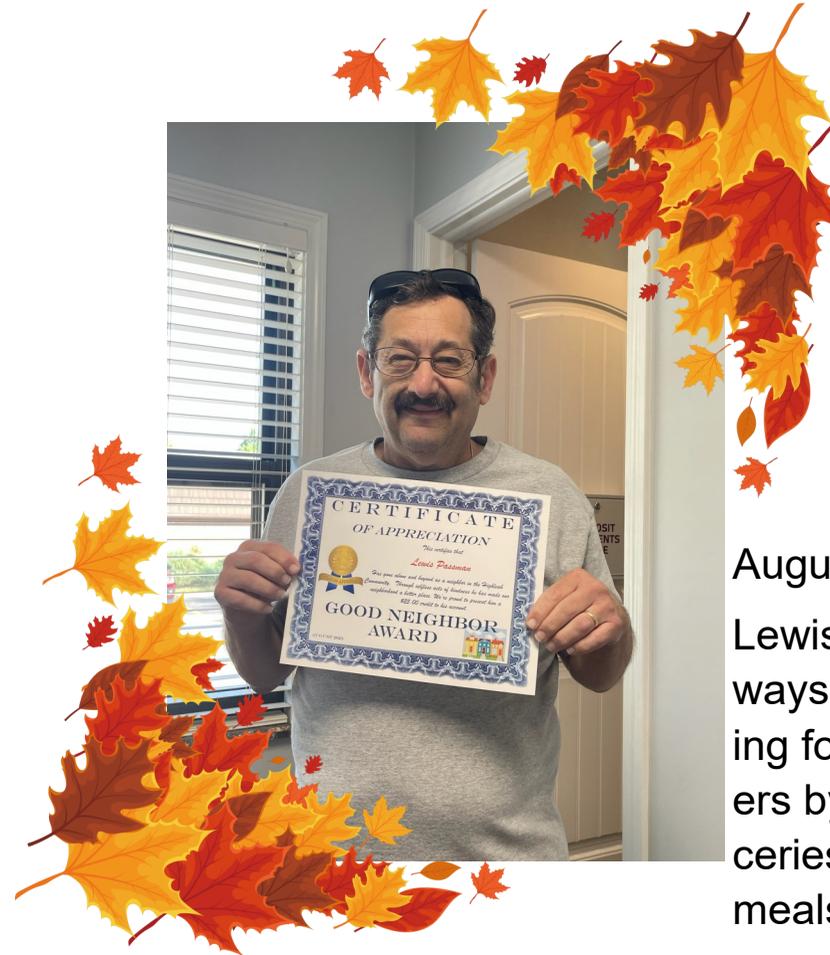
Highleah and the board of directors will be judging a fall yard contest. Front yards only. So decorate those porches and clean up those flower beds and get ready! They will be walking the property on or around September 23, 2023 and looking for the best looking yard/porch areas. There will be \$50.00 first place prize and a \$25.00 second place prize. Lets see what you can do! The winners will be announced in the October newsletter.



# ANNUAL MEETING

A graphic for an annual meeting featuring a blue banner with the text "ANNUAL MEETING" in bold black letters. Below the banner are several colorful hands in yellow, pink, green, orange, and blue, reaching upwards.

Highleah's annual meeting is almost here. The date is Tuesday, September 19th, 2023. There will be 2 board positions up for election. One, 1 year and one, 3 year term. Sign ins will begin at 5:30pm and the meeting will begin at 6:00pm sharp. Please check with neighbors who are unable to attend and bring along their proxy. The meeting will be held at the tent out behind the office. Only members in good standings will be able to vote or carry a proxy. Plan to attend to have your chance to win a free month's carrying charge or a cash prize of \$50 or \$25. See you all there!



August Winner

Lewis and Jacob are always helping out. Looking for ways to help others by bringing in groceries and providing meals,

## 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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Hi Neighbors,

My name is Tammy Sutherland and I would like the opportunity to serve on the board here at Highleah. My husband and I have lived here almost 4 years. I was a pediatric speech therapist for about 20 years, but now I am a full-time caregiver to my husband who has Parkinson's disease. I would like to continue addressing the same issues that our current board has been focused on, mainly keeping Highleah a safe, family friendly place to live.

I believe I could work well with Donna Cates if re-elected, and the other board members. I recognize that now, more than ever before, families are in need of safe, well maintained and affordable housing with neighbors that are looking out for each other.

Thank you for your consideration.

Tammy Sutherland



# resume

Hi Everyone,

To those that don't know me, my name is Donna Cates. My husband and I have lived here in Highleah for 43 years. We raised 5 kids. We were foster parents for the state and a private agency for 16 years. I babysat for 36 years. Jack, my husband, retired from KCATA after 25 years. Jack passed last October 14, 2022, from a massive stroke.

I would like to continue serving on the board. I enjoy working with the other board members. Since I've been on the board, I have learned a lot. I would like to continue on the board and serve you along with the other board members if you will let me. We try our best to keep Highleah a safe and friendly community for you and your children.

Thank you for reading this and thank you for your vote.

Your Neighbor,  
Donna Cates



# OFFICE NEWS

Start your fall clean up and get your front area ready for the fall yard contest. Clean out those flower beds and get your pots and plants cleaned up.



Window wells are not for storage. Please clear and clean all items from back and front window wells.



Don't forget the annual meeting Tuesday, September 19th. Door prizes included. Must be present to win. Who wouldn't want to win a **FREE** months carrying charge.



Please **DO NOT FEED THE SQUIRRELS!** We have had many members that have needed car repairs due to the squirrels destroying wires under the hood.



We have had several car break in recently. Keep your cars locked and any valuables out of sight. We encourage you to call the police with any and all suspicious activity. Please keep your porch lights on back and front of your unit.

