


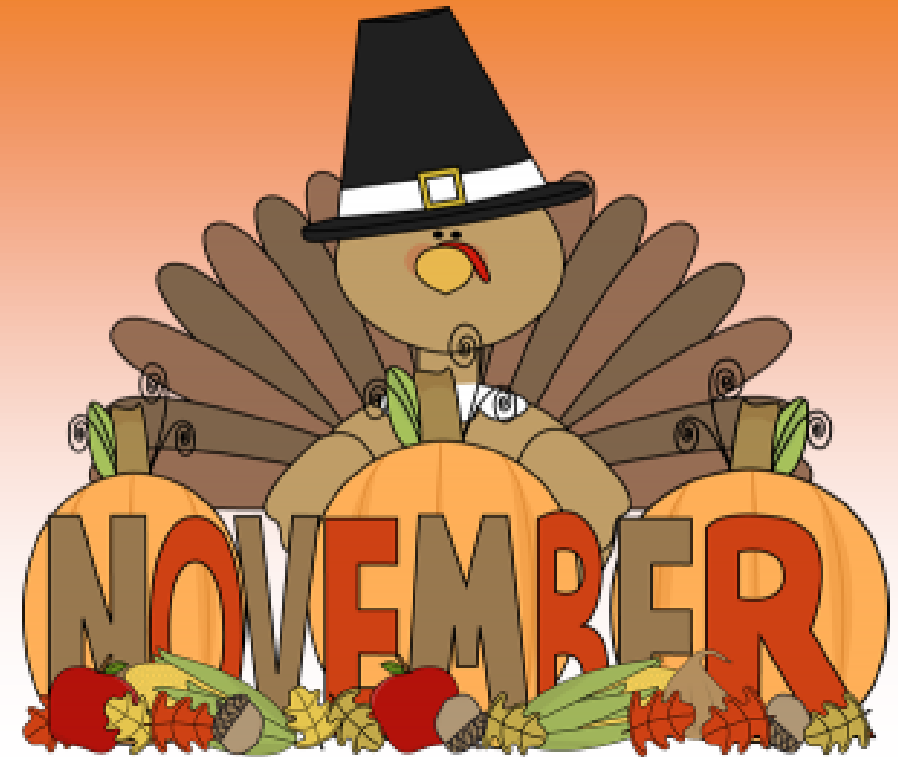




Sun Mon Tue Wed Thu Fri Sat

Happy Thanksgiving			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 Board Meeting 6:00pm Monday	21	22	23  Office Closed	24 Office Closed	25
26	27 Attorney Referrals 8:00am Monday	28	29	30 		



## 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.**

**October 16, 2023**

**Board Meeting**

**NEWSLETTER MINUTES**

**Board members present:** Jane Leonard, Jon Jordan, Donna Cates, Sharon Conn and Tammy Sutherland

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

**Also attending:** Brad Constance, cooperative attorney

Jane called the meeting to order at 5 p.m.

**Election of officers**

The board elected officers for the 2023-2024 year:

Jane Leonard, president

Sharon Conn, vice president

Donna Cates, secretary

Jon Jordan, treasurer

**Minutes**

The board approved the minutes of the August board meeting and the closed session of the September annual meeting.

**Open Session**

Seven 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 November 20. There will be no board meeting in December.

**Yard contest winners**

Linda announced the winners: David and Toni Anway, first place, and Edna Carver, second place.

**Office updates**

Katrina presented the office report for two months.

There have been 80 statements of credit, 49 statements of charges due, two attorney referrals, 106 notices to pay, 16 installation permits approved and seven exterminations.

Notices were sent about violations involving animals, housekeeping, vehicles, yard/



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*Amanda McMahon*  
She Made Beauty

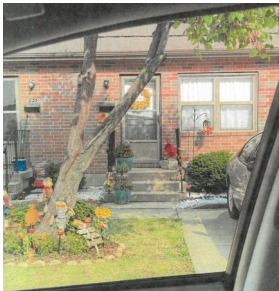
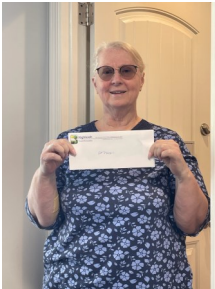
816-225-6797

SheMadeBeauty@gmail.com

# Fall Yard/Porch Contest



Thank you to everyone that made their yard's look nice. The Board voted on the pictures that were taken and the winner in 1st place was Toni on Stafford Lane and 2nd place was Edna on Dover Fork. Here are the pictures of the winners.



common areas, peaceable possession and general household miscellaneous.

All units have waiting lists.

### Maintenance summary

Kevin reviewed the maintenance report.

In August, 183 service requests were received and 194 completed. There were two move-ins and two move-outs.

In September, 161 service requests were received and 147 completed. There were four move-ins and four move-outs.

Eight rehabs are in various stages of completion.

Fine Lines Lawn & Irrigation mowed the grass twice in September, applied weed killer to asphalt and concrete surfaces and pruned all shrubs.

### Tailor Made Property Services

Katrina read the managing agent's report for September prepared by Betsy Kilker, regional manager.

Seven applications were approved, one was denied and one is pending.

Processed in accounts payable for September was \$299,257.53.

Jane opened the floor to member comments.

### Door prize

Betty Forbes won the door prize drawing.

The open session ended at 6:25 p.m. The board met in closed session and the meeting was adjourned at 6:55 p.m.



Tammy: Board Member

Member: Betty







# Message From the Board

This is the time of year to really think about our friends and neighbors. We are having a food drive again this year. If you want to participate, please bring canned goods, boxed items, and paper products you wish to donate to the office by November 16. All donations will be given to the Grace and Truth Church who operates a local food pantry in the area.

As you may have noticed, the tree trimmers have cleaned up a lot of trees in our community. The tree behind the 1-bedroom units that fell on one of the buildings is going to be cut down by the City of Independence thus saving Highleah the expense of the removal. We will only have to haul the wood out.

As we start to put things away for the winter months keep in mind your Rules and Regulations on how things should be stored. Tab 5 on Grounds is a good place to start. Sports equipment, bicycles, and misc. items shouldn't be stored behind front bushes or window wells. Turning off water for the hoses and storing hoses inside before they freeze is necessary as well.

DON'T BE TEMPTED---NO FIRE PITS ARE ALLOWED AS OF  
NOVEMBER 1, 2023

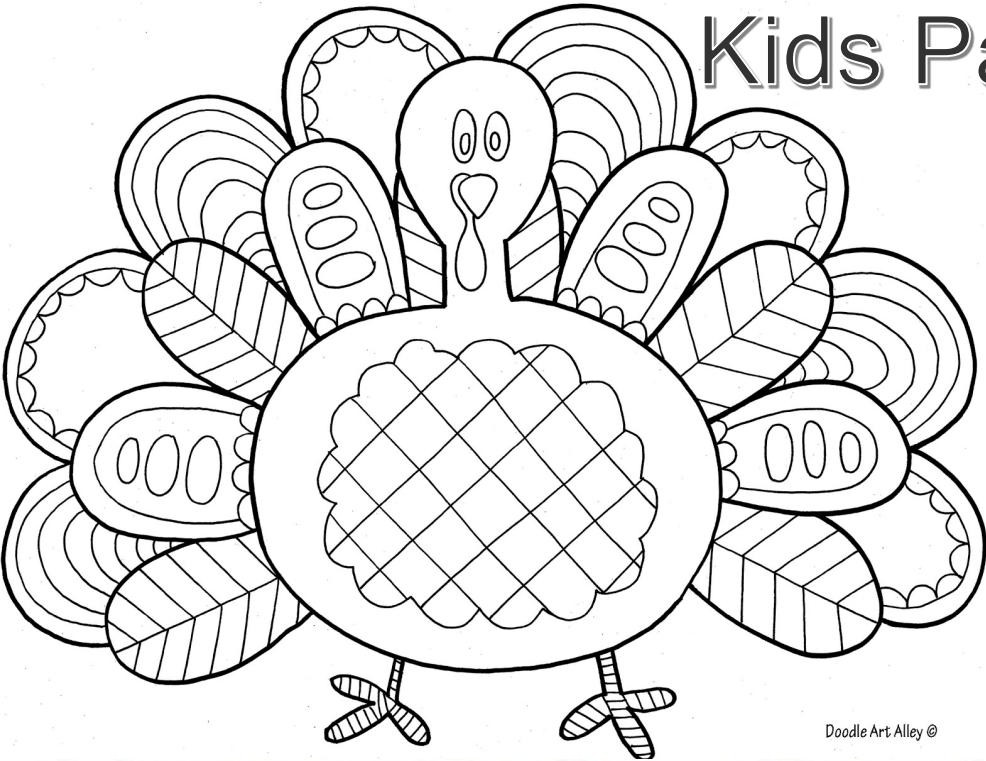
If you have packages being delivered, be on the lookout for porch pirates. We have a lot of traffic through here daily and want you to get your orders. Perhaps having things delivered to your job if allowed or a family member that you know is home would be best.

HAPPY THANKSGIVING FROM THE  
HIGHLEAH BOARD

Jane-BOD



# Kids Page



Doodle Art Alley ©

Happy Turkey Day!



R	W	S	N	T	F	K
E	O	D	W	S	A	E
N	L	D	O	E	S	G
N	L	E	R	V	Y	N
I	E	R	B	R	Z	A
D	Y	L	F	A	B	R
U	L	M	U	H	N	O

BROWN  
DINNER  
HARVEST  
ORANGE  
RED  
YELLOW





- Outside faucets need to be turned off and hoses put away. If you need help with turning off a faucet from the shutoff inside your unit please call the office for a service request.
- Dumpsters at the storage lot is only for members. If you need to use the dumpsters after hours or on weekends you must check out a key. You can not put items next to fence if it is locked. If you do this and are identified you will be charged for this.
- Don't forget to change your furnace filter. Filters are always available in the office. As a reminder to do this is when you pay your carrying charges is the time to change your filter.
- It's getting close to bad weather and snow. With that being said your porches need to be cleared of all items or it will not be shoveled, (ex. flower pots, yard ornaments and toys). Maintenance will not be responsible for any broken items.



# OFFICE NEWS

It was brought up at the October board meeting that it would be nice to put in the newsletter what was brought up. Kevin discussed tree trimming. They will be trimming trees but only ones that are hanging on the buildings at this time. There will be concrete work started also. Porch pirates were also talked about. 'Tis the season for packages. Watch your porch and surrounding areas. Members reported seeing someone with a blow gun shooting at squirrels. If you see this happening please call the office.

The week of October 16th we have had 3 reported bicycles stolen from back porches. Please turn on your porch lights! One was an adult bicycle that was chained up and they cut the chain. Another, was an adult tricycle and the third was a child's bike. If you have any information please contact the office.



Xfinity has a program that you can qualify to get free internet services. To see if you qualify go to **fcc-gov/acp**. We have a few pamphlets at the office in regards to this program if interested.

Happy Thanksgiving

from Highleah Office and Maintenance Staff



## 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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## Hot Coco and Cappuccino Bombs



Looking for a gift for your co-workers, beautician, family, friends, let me help. Hot coco, milk chocolate and cappuccino, white chocolate bombs make a perfect gift. Order yours today from Amanda at 816-225-6797. Can make for other holidays as well, Halloween, Birthdays, Valentines.



October Winner: Dave

Dave was a big help when a tree fell on our building and was without power. He helped with battery powered lanterns frozen ice jugs, cold water, and refrigerator space. I was able to stay in my unit through it all.

