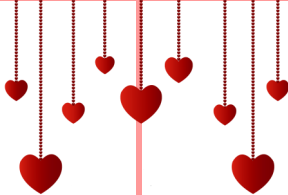




Sun Mon Tue Wed Thu Fri Sat

				1 Carrying Charges Due	2	3
4	5	6	7	8	9 	10
11	12 Late Charges	13	14 Happy Valentine's Day	15	16	17
18	19 Office Closed Holiday	20	21	22 Attorney Referrals 8:00am Thursday	23	24
25	26 Board Meeting 6:00pm Monday	27	28	29		



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 22, 2024  
Board Meeting

NEWSLETTER MINUTES

**Board members present:** Jane Leonard, president; Sharon Conn, vice president; Donna Cates, secretary; Jon Jordan, treasurer; 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, and Mike Lauer, regional manager with Tailor Made Property Services

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

**Minutes**

The board approved the November 20, 2023, meeting minutes.

**Open Session**

Four 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 Monday, February 26.

**Personnel changes**

Jane announced that Mike Lauer is now the Tailor Made Property Services representative for Highleah and Linda Thompson will be retiring on February 2.

Linda will be honored with a party from 2 to 5 p.m. in the clubroom on February 2.

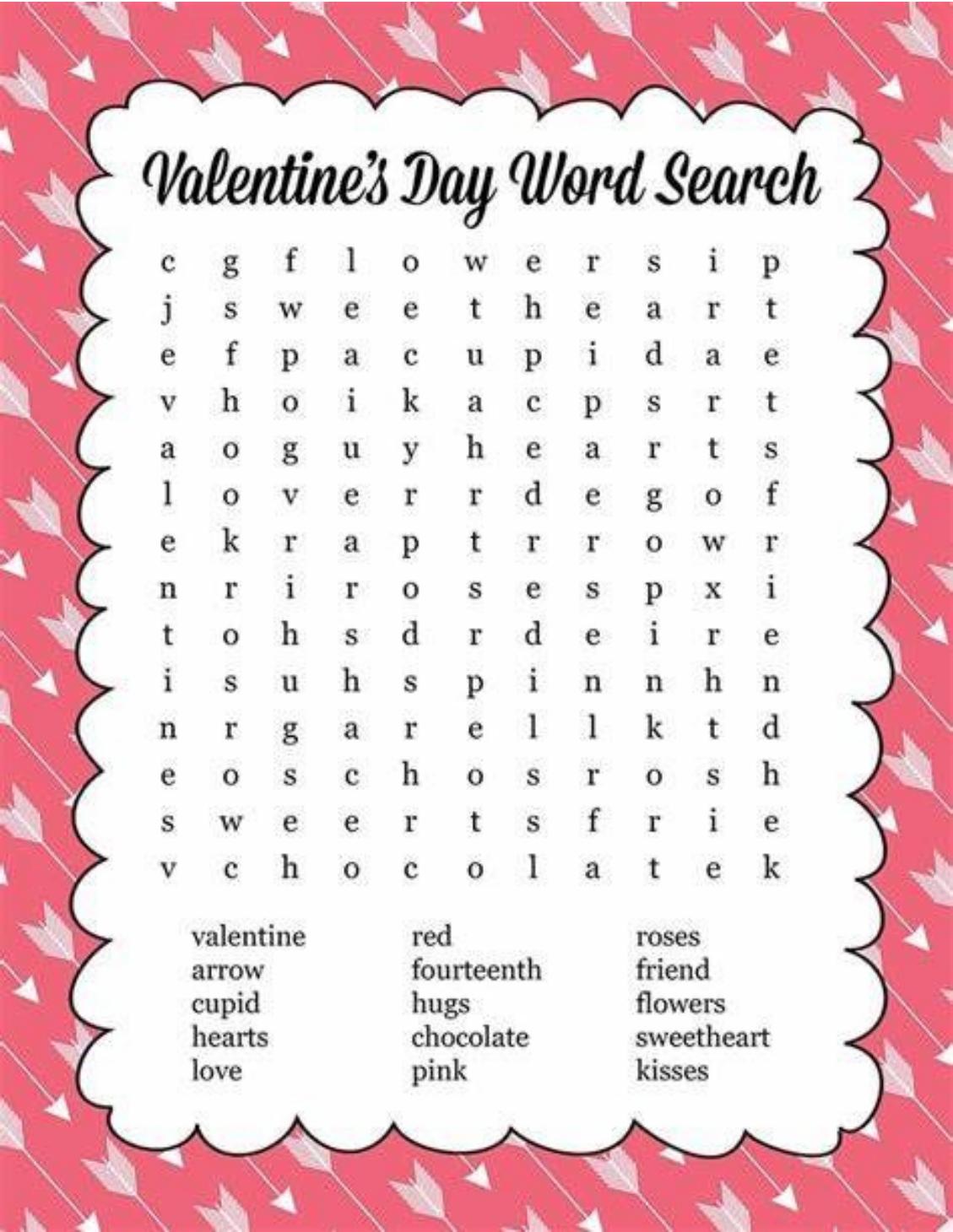
**Office updates**

Katrina presented the office report for two months.

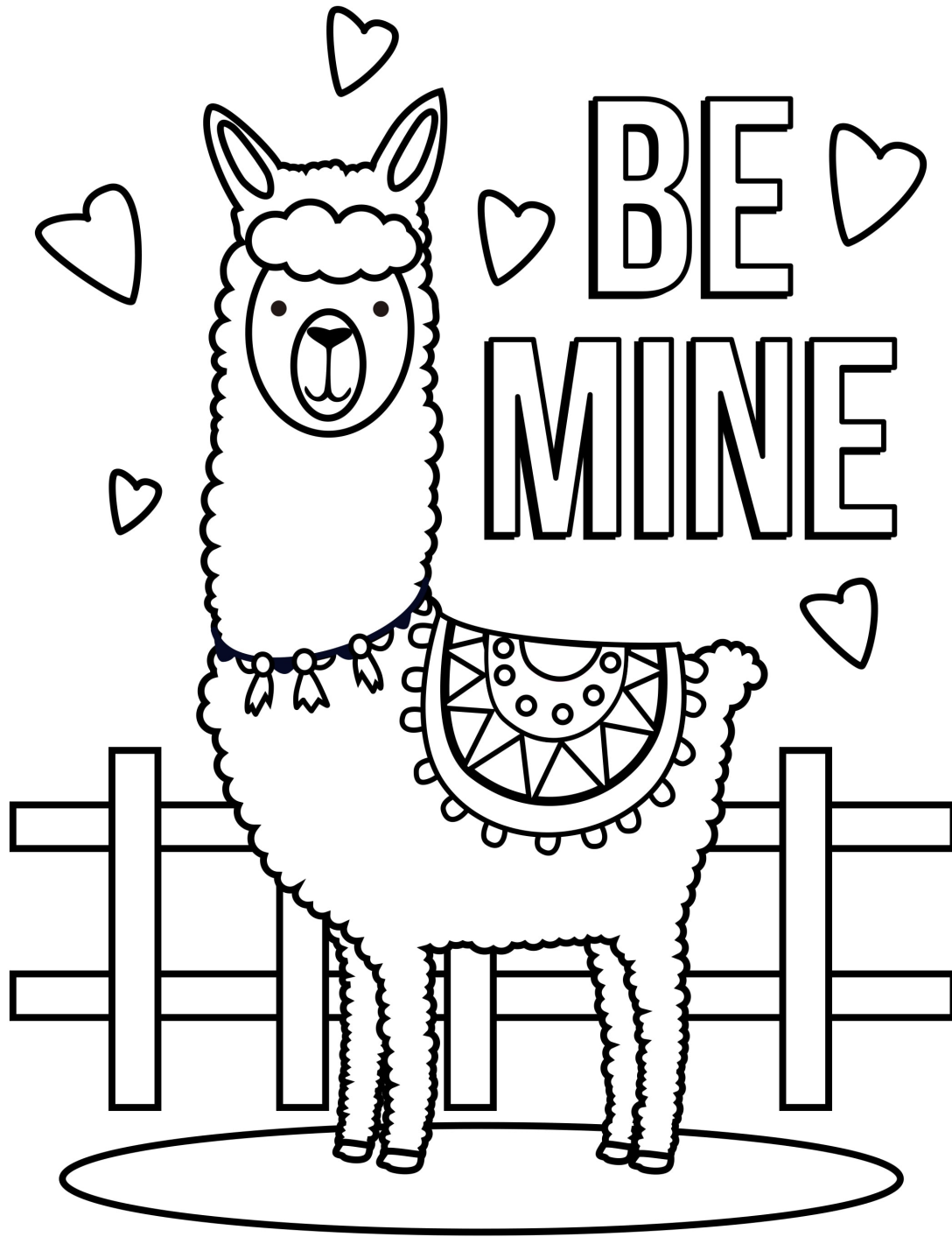
There have been 60 statements of credit, 57 statements of charges due, one attorney referral, 117 notices to pay, two installation permits approved and one denied and five exterminations.

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

All units have waiting lists.







### Maintenance summary

Kevin reviewed the maintenance report.

In November, 142 service requests were received and 165 completed. There were one move-in and three move-outs.

In December, 111 service requests were received and 127 completed. There were two move-ins and three move-outs.

Ten rehabs are in various stages of completion.

Fine Lines Lawn & Irrigation completed a leaf clean-up in December.

### Tailor Made Property Services

Mike read the managing agent's report for January.

Processed in accounts payable for December was \$262,929.11.

Jane opened the floor to member comments.

### Door prize

LaDon Piepergerdes won the door prize drawing.

### Adjournment

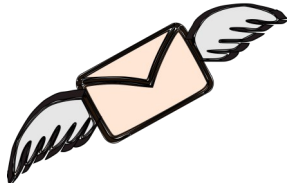
The open session ended at 6:20 p.m. The board met in closed session and the meeting was adjourned at 6:40 p.m.



Member: LaDon

Office: Linda





## Message From the Board

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

Let's wish Linda a Happy Retirement, she will be leaving us on Feb.2<sup>nd</sup>.

PLEASE show more pride in your community by putting the trash INSIDE THE DUMPSTERS! We don't want to incur additional costs from the trash company for not complying. You as members pay the extra cost. For larger items, you may check out a key from the office for evening or weekend use.

Report suspicious activity! Whenever you see suspicious activities or persons on Highleah property, please call the Independence Police Department at 9-1-1. Responding to and investigating all citizen concerns is what the police do. You can help prevent crime by being alert to strangers on the property and questionable behavior. To keep the cooperative safe for all of us, report your concerns to the police and remember to use your porch lights.

Have a LOVELY month

Jane BOD President

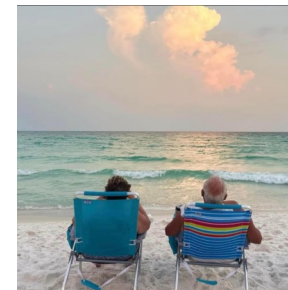


## Retirement Reception

Linda is officially retiring on February 2nd. She has worked for Highleah for 10 years and has been a great asset to the community. We will miss her dearly. A reception for Linda will be held in the clubroom from 2:00-5:00pm on Friday, February 2nd. Cake and punch will be served.



I would like to say thank you to everyone for all the great memories and the not-so-great ones too. LOL It's been a pleasure working at Highleah for so many years. Life is a journey, and we never know where it is going to take us. Thank you for being this part of my journey. My first post-retirement journey hopefully will be a beach vacation. It's never good bye but I'll see you around!



From



If you or anyone you know would be interested in helping shovel stoops and sidewalks for \$10 per hour, please contact the office and leave a name and phone number. We will contact you with the next snowfall.

Please be reminded that if your porch is not clear of items such as flower pots, statues, it will not be shoveled and cleared. Please remove all items.

If you live on a cul-de-sac, when parking your cars do not pull all the way up to the curb. This will make for easier plowing of the sidewalks. If it has snowed and you know they will be plowing, please do not park in front of the office to allow that area to be cleared.

*Valentine's Day*

# OFFICE NEWS

The February board meeting will be on Monday, February 26th at 6:00pm due to the holiday.

Please be reminded we ask you to turn on your front and back porch lights for safety reasons. If you have a light not working, please turn in a work order.

Ice melt and furnace filters are available in the office.

Stop by and pick them up.

Water usage, your water is not free. The water bill is paid through your carrying charges. Please be mindful if you have a toilet that runs constantly or a faucet that is more than dripping.

Highleah Board of Directors

Jane Leonard: Board President

Sharon Conn: Vice President

Donna Cates: Secretary

Jon Jordan: Treasurer

Tammy Sutherland: Board Member



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



## 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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Sharon was nominated for all the long and hot hours she worked on the entrance flower bed.

Thanks Sharon for making Highleah look great.