



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.
November 20, 2023
Board Meeting

Board members present: Jane Leonard, president; Donna Cates, secretary; Jon Jordan, treasurer; and Tammy Sutherland

Board member absent: Sharon Conn, 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 5 p.m.

Minutes

The board approved the minutes of the October board meeting

Open Session

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

Next board meeting

Reminded the members that there is no meeting in December. The next board meeting is January 22, 2024, due to the holiday the proceeding Monday.

Office updates

Katrina presented the office report.

- There have been 34 statements of credit, 31 statements of charges due, two attorney referrals, 41 notices to pay, 3 installation permits approved.
- Recertification packets were mailed to 12 members; seven 2nd notices, one referred to attorney.
- 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 October, 156 service requests were received and 162 were completed. There were two move-ins and no move-outs.



The season is upon us and the Highleah Elves are busy. There is so much to do it tends to make one dizzy. There are service requests and rehabs to deliver in a rush. Snow to shovel and ice melt to put down, carols to sing and such. If you hear on the roof the clatter of little feet, it may be one of the maintenance men fixing that leak. As they come down the ladder and get in their sleigh they wish you a Merry Christmas and Happy New Year.



Steve



Mike



Kevin

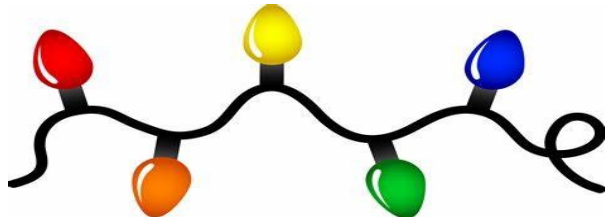


Ken

Hot Cocoa and Cappuccino Bombs



Looking for a gift for your co-workers, beautician, family, friends, let me help. Hot cocoa, 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.



Chiefs wreaths
Mini for \$15.00
Large for \$25.00
Call Tami
816-433-0104

- Nine rehabs are in various stages of completion. Fine Lines Lawn & Irrigation mowed the grass twice in October, applied post-emergent to grass area, and pruned entire fence line.

Tailor Made Property Services

Betsy reviewed the management report.

- Five final account statements completed
- Processed in accounts payable for October was \$233,561.06.

Jane opened the floor to member comments.

Door prize

Jackie Howes won the door prize drawing.

The open session ended at 6:12 p.m.

Closed Session

Adjournment

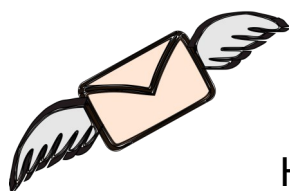
The meeting was adjourned at 6:50pm.

Respectfully submitted,

Betsy Kilker
Regional Manager

Happy Holidays





Message From the Board

Happy Holidays Highleah Members!

Well, we have had our first snow. As pretty as it was it can be dangerous both driving and walking. Our maintenance staff will shovel when necessary, so make sure your porch items are put away to avoid breakage. This is also the time we see more guests in our community. Please have them utilize guest and AUX parking spaces, avoiding blocking the streets by parking at the end of driveways.

There isn't a board meeting in December so the next board meeting will be held on January 22, 2024. It does fall on the fourth Monday due to the MLK holiday. See you all there.

Merry Christmas & Happy New Year

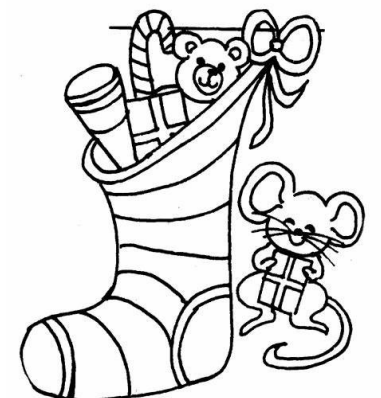
Jane, Sharon, Jon, Donna and Tammy

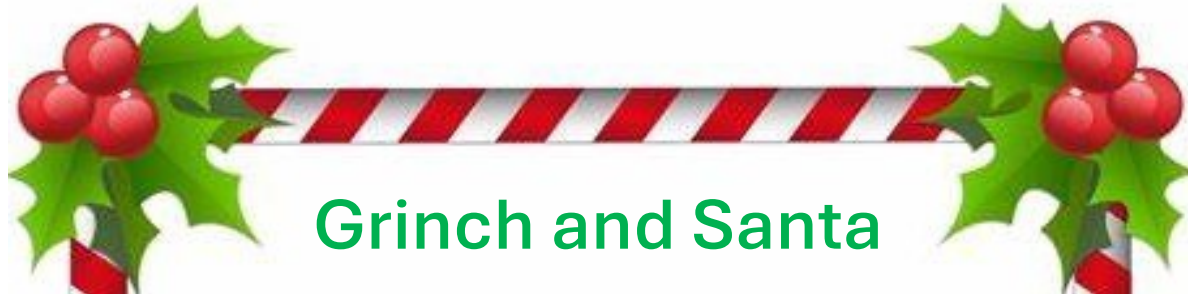


Oak Street Health

On December 8th from 1-3pm, representatives from Oak Street Health will be in the club room to talk with anyone that may be interested in their services. Health services included: help with Medicare, in person or video Dr. visits, coordination to trusted insurance agents and healthcare and social services. Patients can also access clinical programs, including mental healthcare, disease management, and mail in Rx and over the counter delivery service. They also have social events. Conveniently located at 23rd and 291 by Price Chopper. They will serve drinks and treats. Stop by and check them out.

Kids Page





Grinch and Santa

Who's ready for the Grinch and Santa's yearly visit to Highleah?

The Grinch and Santa and all their friends will be here on Saturday December 16, 2023 from 4:00-6:00pm. The parade with **Santa & Mrs. Santa**, **The Mean one-Mr. Grinch**, **Cindy Lou Who**, **Gingerbread Man**, **Snowman**, and **Buddy the Elf** will start on Westchester at 4:00 and make their way through each and every street bringing Holiday Cheer. Be ready for some great picture opportunities. Santa will have treats for the little ones.

Have you been Naughty or Nice?



OFFICE NEWS

The dumpsters at the storage lot on Covingtree Bend are there for our members use only. They cost you, the members, to have those there. We ask that you follow the rules of usage and placing appropriate items where they should be. There are 2 dumpsters, 1 is used for brush, lawn, tree trimmings and is the smaller of the 2. The other bigger one is used for furniture and items that will not fit in your regular street dumpsters. No appliances, no tires, no paint may be placed in either dumpster. The dumpsters are a privilege to have that everyone pays for. Your items must be inside the dumpster, not leaned against it, not just in the lot and not outside the fence. If you need to use after hours you must check out a key with the office. Please return those keys timely. It took 2 maintenance men to appropriately place items that were left this past weekend. We do not have the time and man power to do this. Your account will be charged for the time to correct the problem.



Members are encouraged to turn the front and back exterior lights on for security. Having these on helps deter possible bad activity.



Hustle & Bustle - This time of year brings us cold weather, and people enjoy all the festivities our city offers. We want you to be safe during this time of year. Always be aware! When walking to and from your car, always be ready and have your keys out. Make it a habit to lock your car doors—even when you are making a quick stop. This is the time of year when you may have a prowler looking in your car and see your purse or package's. Please don't make it easy for them to get into your car. Remember these tips when you are out and about enjoying this holiday season.



If installing Christmas lights, please refer to your rules and regulations on page 28, Outside Holiday Light Specifications.

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:



Suzie was nominated by her neighbor for helping them take trash and boxes out to dumpster and trimming grass and overgrown weeds in front of their unit.

From



Make sure your porches are cleared off. If there are items, such as flower pots on your front porch maintenance will not be responsible for broken items.

Highleah’s snow policy is that we will plow and shovel if it is 2 inches or more. Ice melt is available in the office.

Please make sure all hoses are detached and water turned off at shut off in basement. If you need help with this please call in a work order to have this done.