

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Carrying Charges Due	2
3	4	5	6	7	8	9
10 Daylight Saving Time	11 Late Charges	12	13	14	15	16
17 	18 Board Meeting 6:00pm	19	20	21	22 Attorney Referrals 8:00am Friday	23
24	25	26	27	28	29	30
31 						



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.
February 26, 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; Dee Atieh, assistant manager; and Luke Zahniser, maintenance assistant superintendent.
Also attending: Brandi Burec from the office of 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 January 22, 2024, meeting minutes.

Open Session

Twelve 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 March 18.

New to staff

Dee Atieh was introduced as the new assistant manager in the office.

Office updates

Katrina presented the office report for February.

There have been 38 statements of credit, 32 statements of charges due, one attorney referral, 55 notices to pay, four installation permits approved and two exterminations.

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

All units have waiting lists. There are no units available.

Maintenance summary

Luke reviewed the maintenance report.

In January, 164 service requests were received and 133 completed. There was one move-in.

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

St. Patrick's Day Word Search

Words to Find:

rainbow	luck	green	pot
shamrock	jig	gold	Irish
leprechan	lucky		



Ten rehabs are in various stages of completion.
Fine Lines Lawn & Irrigation have begun cleaning gutters.
Roof flashings on 37 buildings have been painted.
Concrete is being replaced on steps, sidewalks and driveways.
An underground power line to Building #61 has been replaced.

Tailor Made Property Services

Mike read the managing agent's report for February.
Processed in accounts payable for January was \$188,159.47.
Financial reports were delivered to the board.

Jane opened the floor to member comments.

Door prize

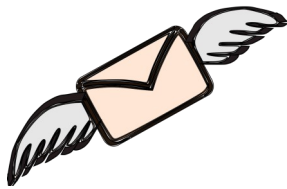
Edna Carver won the door prize drawing.

The open session ended at 6:35 p.m. The board met in closed session and the meeting was adjourned at 7:20 p.m.



Board Meeting
Door Prize Winner
Member: Edna Carver
Office: Dee Atieh





Message From the Board

Hi Everyone,

March and springtime are finally here and with them the return of warmer weather and lots of green. The board of directors wanted to share some information with you as well as several reminders.

This year Highleah will be refinancing the mortgage on the property. Refinancing occurs every 15 years. The BOD is working with Tailor Made, our current property management company, to obtain offers from multiple lenders. We will continue to keep you informed as we seek the best possible financing terms for our community.

Section 6.4 paragraph F of your Rules and Regulations Handbook states that "No animal, cat or dog, is allowed to run loose on the cooperative grounds at any time. All animals, cats and dogs, must be on a lead and under the control of a responsible person when on cooperative grounds". We have had multiple reports of animals, especially dogs, running loose on the property. Even if the animal is briefly outside to potty, it must be on a leash. This is also in accordance with Independence ordinances.

Residents are encouraged to use the dumpsters near their townhouses. Please refrain from using the dumpsters near the entrances/exits to the community unless you live near those dumpsters. Over filled dumpsters incur additional charges. This additional expense is passed on to the members of Highleah.

Finally, the BOD will be walking the property toward the end of this month. Front and back yards should be clean and free of litter. Flower beds should be cleared of dead plants, weeds and grass. If you have further questions about the area around your townhouse, refer to Section 5.10 entitled Grounds Violation and Section 7.6 entitled Front and Back Yards in your Rules and Regulations Handbook.

Thank you for working together to keep our community beautiful! We look forward to seeing everyone's flowers later this spring.

Tammy BOD



SPRING AHEAD!

Don't forget to spring forward one hour. Daylight Saving Time is Sunday, March 10th at 2:00 am. Set those clocks Saturday night.



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



From



Plumbing

Reminders to help avoid clogged drains:

Wipes, of any kind, cannot be flushed down the toilet. Wipes do not dissolve and are unable to pass through the small plumbing pipes.

Please remember NOT to pour grease or food down the sink drain. Please place these items in the trash.

Also, do not use drain opening chemicals. They can damage the pipes and cause chemical burns for our maintenance staff.

We know how annoying clogged drains can be. Following these simple guidelines can help us all.

Dumpsters

It's Spring Cleaning time! Please remember when disposing of lawn debris or large furniture items, we have two large dumpsters in the back lot for these specific items. The back lot gate is unlocked 8:00-4:30 on weekdays. You can check-out a key from the office if you need access to these dumpsters on the weekend.



OFFICE NEWS



Beginning the end of March, the board of directors and management will be walking the property checking for violations. Please make sure your patios and front porch areas are clean and free of items not allowed.

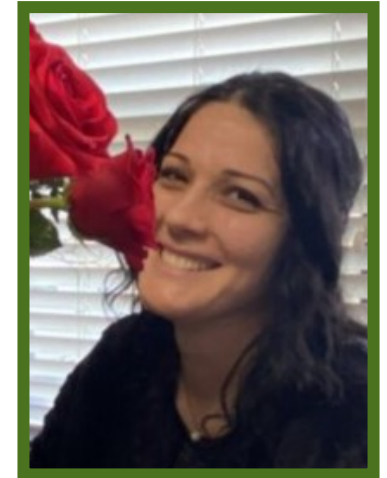
Please refer to your rules and regulations regarding these areas.

Please don't litter. It makes our streets and grounds look awful. As we clean our flowerbeds this spring, let's all help by picking up the litter.

Do you know someone that has been a great help to you or the neighborhood? Don't forget to nominate them for the Good Neighbor Award.

Highleah is proud to welcome Dee Atieh as our new on-site assistant manager. She will be the first smiling face you see as you walk into the office.

Dee, we are so excited to have you join our family!



Highleah Board of Directors

Jane Leonard: Board President

Sharon Conn: Vice President

Donna Cates: Secretary

Jon Jordan: Treasurer

Tammy Sutherland: Board Member

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:



Jim and Carol Whisenhunt was nominated for providing rides for neighbors to doctor appointments and bringing food and supplies.

Highleah is blessed to have neighbors like them!

