








# APRIL 2024

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



## 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.  
March 18, 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 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 February 26 meeting minutes.

**Open Session**

Eight members signed in for the open session at 6:05 p.m. in the clubhouse. Jane welcomed them.

**Next board meeting**

The next board meeting is April 15.

**Office updates**

Katrina presented the office report for March.

There have been 33 statements of credit, 31 statements of charges due, three attorney referrals, 43 notices to pay, two installation permits received and two exterminations.

Notices were sent about violations involving animals, vehicles, peaceable possession and general household miscellaneous. Three cars were towed.

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

**Maintenance summary**

Kevin reviewed the maintenance report.

In February, 159 service requests were received and 163 completed. There was one move-in.

Ten rehabs are in various stages of completion.

Fine Lines Lawn & Irrigation has finished cleaning all gutters and has begun the second fall leaf clean-up.

Independence Power and Light company cut down the tree behind 2019 Pembroke Crescent West.

# SPRING WORD SEARCH

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

BIRDS	BLOSSOM	DAFFODIL	EARTHDAY
FLOWERS	GARDEN	KITE	MUD
NEST	PUDDLES	RAIN	SEEDS
TULIPS	UMBRELLA		





**Happy Earth Day!**

**Tailor Made Property Services**

Mike read the managing agent's report.  
Processed in accounts payable for February was \$179,954.91.  
Financial reports were delivered to the board.

Jane opened the floor to member comments.

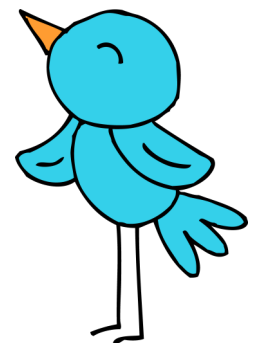
**Door prize**

Cheryl McIntire 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 7:15 p.m.



Board Meeting  
Door Prize Winner  
*Member: Cheryl McIntire*  
*Office: Mike Lauer*





# Community Updates From the Board

Hi Neighbors,

We all understand how hectic life can get; sometimes we run late and find ourselves hurrying. Thank you for driving in a slow and watchful manner as you make your way through the community, and for reminding your visitors to do the same. The warmer, longer days mean more people walking dogs and more children playing outside and riding bicycles.

As you may recall, the balloon payment on our current mortgage comes due in October this year. In an effort to refinance the property at the best possible terms, we are working with three different lenders which specialize in financing for residential cooperatives. We are optimistic that the process will be completed well ahead of our October deadline.

In the coming weeks, we will also be finalizing the budget for the coming fiscal year. As a not-for-profit cooperative, our carrying charges are based solely on projected expenses. We continue to work diligently on your behalf to minimize community expenses.

The BOD will be walking the property the first week in April. Please have your front and back yard areas clean, and your flower beds cleared of dead plants and weeds.

Wanting to get rid of some clutter and make a little money at the same time? A community wide yard sale is being planned for the month of June. Specific dates and times will follow in an upcoming newsletter.

And finally, thank you for keeping your front porch and back yard lights on at night. It helps to discourage crime in the community.

Highleah BOD



## Earth Day, April 22, 2024

Let's pick up trash and keep our community tidy.  
If we all do a little, WE can make a big impact!



*"To leave the world better than you found it, sometimes you have to pick up other people's trash." —Bill Nye*




**Always**  
**CLEAN**  
Service LLC  
Yina Rivera  
Professional & Reliable  
Residential, Commercial, and Office Cleaning  
(816) 715-5803



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

April  
SHOWERS  
BRING  
May  
FLOWERS

From



Plumbing

Please do not flush kitty litter down the toilet. Even if some products state they are flushable, they are NOT!

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 after hours or on the weekend. If it is only a few bags of lawn debris, you can leave it near the maintenance shop door.

Climbing Dangers

We have an issue with kids climbing on the utility boxes and dumpsters. Please keep your kids off, and let them know the dangers!



# OFFICE NEWS



Office Flag Pole

Please do not take it upon yourself to raise or lower the office flag. We have a wonderful young man who volunteers and is honored to be responsible for dropping our flag half mast and raising it again when our country calls for it.

Dryer Vents

Please check your dryer vents outside and clean them out. We forget these things during winter. When vents become clogged, they become a *fire hazard!*

Warmer Weather

As you drive through Highleah and your car windows are down, not everyone wants to hear your music. Please be respectful and turn it down.

Helpers

It's time to clean flower beds. If you are a member needing help with your yard/flowerbed OR are a member willing to help someone with their yard/flowerbed, please contact the office.

Highleah Board of Directors

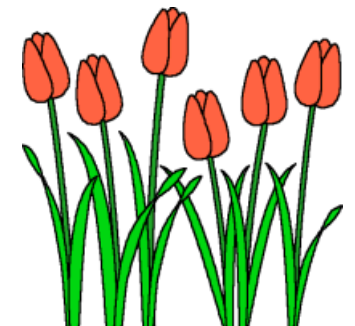
*Jane Leonard: Board President*

*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:

---

---

---

---



Edna Carver was nominated for helping a neighbor out after she wrecked her car. Edna took her to Price Chopper, Walmart and helped with other errands.

Highleah is blessed to have a neighbor like her!

