

2024



# 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.

August 19, 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; Trinity Tart, assistant site manager; Kevin McQuade, maintenance superintendent; and Luke Zahniser, assistant maintenance superintendent

**Also attending:** Mike Lauer, regional manager with Tailor Made Property Services, and Brad Constance, cooperative attorney

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

#### Minutes

The board approved the July 15 board meeting minutes.

#### Open Session

Fifteen members signed in for the open session at 6 p.m. in the clubhouse.

#### To order

Jane welcomed all and called the meeting to order at 6:05 p.m.

#### Next board meeting

The next board meeting is the annual meeting on Tuesday, September 17. Sign-in begins at 5:30 p.m. and the meeting opens at 6 p.m. Two members will be elected to serve three-year terms as directors on the board.

#### Office updates

Katrina presented the office report for July.

There have been 17 statements of credit, 32 statements of charges due and 41 notices to pay. Two installation permits were received.

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

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

#### Maintenance summary

Kevin reviewed the maintenance report.

In July, 171 service requests were received and 147 completed. There was one move-in.

Ten rehabs are in various stages of completion and all have move-in dates.

Fine Lines Lawn & Irrigation mowed three times, sprayed herbicides and applied granular fertilizer and grub control.

Building #7 on Westchester Branch was sealed for bats.

Storm-damaged oak trees at the corner of Reading Place and Pembroke Crescent West were removed.

Ten 25-pound canisters of R438A Freon were purchased at a special price of \$326, saving Highleah \$3,263.

### **Tailor Made Property Services**

Mike Lauer reviewed the managing agent's report.

Two applications were approved.

Processed in accounts payable for July was \$262,114.52.

Financial reports were delivered to the board.

Refinancing is complete.



### **Arbor loan**

Jon discussed the refinancing of the Arbor mortgage in the amount of \$4 million on a 30-year loan at a fixed interest rate of 6.56 percent. Of this, \$2.6 million will be used to pay off the existing balloon payment and to make repairs to the property. Thirty-two roofs will be replaced and 102 repairs to concrete will be made

There is no balloon payment for the new loan and Highleah is projected to be debt-free by 2054.

Jane opened the floor to member comments.

### **Door prize**

Brea Baggs won the door prize drawing.

The open session ended at 6:45 p.m. The board met in closed session and the meeting was adjourned at 7:15 p.m.

And let us welcome  
Trinity Tart, our new  
Assist. Office Manager.



Board Meeting  
\$25 Door Prize Winner  
*Member: Brea Baggs*  
*Office: Trinity Tart*



# Community Updates From the Board

Hi Everyone,

September is here and with it comes our annual board meeting. This year's meeting will be held on Tuesday, September 17th. Sign-in begins at 5:30 pm and the meeting begins at 6:00 pm sharp. There are 2 board positions up for election; both are 3-year terms. There are several resumes included in this month's newsletter. When signing in, you will also receive an updated Rules and Regulations handbook. We hope for a large turnout and look forward to seeing you there. If you are unable to attend, you need to pick up your new Rules and Regulations handbook in the office after September 17.

We were able to secure a 30-year mortgage with a fixed interest rate for the cooperative. This is good news for all of us. Special thanks to Jon Jordan, our BOD treasurer, Katrina Giammalva, our office manager and Melanie Philips with Tailor Made Property Services. These individuals spent many hours in our behalf to ensure the best possible outcome. For more information on the mortgage, see Financial News, page 5, of this newsletter.

There have been some concerns about neighbors and/or their visitors speeding through the complex, especially at the entrances to the community. Please remember to abide by the 15 MPH speed limit here in Highleah. And thank you for not parking on the curb and sidewalk at any time of the day or night. In addition to impeding emergency vehicles and school buses, parking in this manner could block the tree company that is currently working in Highleah. It also causes the sidewalks to sink meaning additional concrete work costs for us.

Highleah BOD

[Highleah Board of Directors](#)

*Jane Leonard: Board President*

*Sharon Conn: Vice President*

*Donna Cates: Secretary*

*Jon Jordan: Treasurer*

*Tammy Sutherland: Board Member*

## Financial News from the Board

Hello Members,

We are pleased to announce that we have finalized the new mortgage on the property.

As reported in recent months, we have been working to obtain refinancing in anticipation of our balloon payment due in October. We obtained initial estimates from three lenders specializing in financing for residential cooperatives. After comparing initial estimates, we decided to pursue financing with Arbor Commercial Funding, LLC, our existing lender, which provided the most favorable terms. Instead of pursuing another 15-year loan with a giant balloon payment, we elected to secure a true 30-year mortgage.

On August 1, 2024, we closed on our new loan, well ahead of our October deadline. We were able to secure a \$4,000,000 mortgage at a fixed rate of 6.56%. This amount includes \$2,641,160.91 to cover the balloon payment on our prior mortgage, plus additional funds for 32 much-needed replacement roofs and 103 locations where concrete is in disrepair. These maintenance items are anticipated to be completed over the next 12-18 months.

Our new mortgage payment is \$25,440.76 per month, which is an increase from \$23,512.54 per month under our prior loan. We are encouraged by the fact that we will not have a looming balloon payment again nor will we be forced to refinance the property in 15 years. If all goes as planned, the property will be debt free by August 2054. We believe this decision will help secure Highleah's financial future and allow our community to weather future economic challenges.

Highleah Board of Directors

# OFFICE NEWS



## **Annual Meeting**

Highleah Townhouses Annual Meeting will be held on **Tuesday, September 17th, 2024**. We will have 2 board positions, each 3-year terms, up for re-election. Sign ins will begin at 5:30pm and the meeting will begin at 6:00pm sharp. Please check with neighbors who are unable to attend and bring along their proxy that they received in the mail. The meeting will be held at the tent out behind the office. Only members in good standings will be able to vote or carry a proxy. We must have a quorum, so please plan to attend. You will have your chance to win a free month's carrying charge or a cash prize of \$50 or \$25. See you all there!

## **New Rules & Regulations Manuals**

The New Rules & Regulations manuals will be available at our Annual Meeting, Tuesday, September 17th. If you are unable to attend the annual meeting, you (the member only) can pick up your manual in the office beginning Wednesday, September 18th. Please reread your new manual as we have made several changes.

## **Parking**

No evening or weekend parking is allowed in front of or beside the Office/ Maintenance building. Only members using the Clubhouse will be allowed to park in front of the building during their event.

# From



## **Lighting**

The Board has discussed the issue of lighting and safety. They approved Solar Lights being placed along patios, garden beds and along the sides of your building. Nothing can be attached to the gutters or the buildings. This is the least expensive, most cost-effective way to light up your areas. You must take into consideration the pole cost, running electrical wire, ongoing charges from IPL for monthly upkeep and costing more money every year. The cost of having something installed would raise carrying charges to a higher rate, more than we feel comfortable asking our members to pay. Keeping your front and back porch lights on will help deter theft. You can also participate in the new Neighborhood Watch being organized by members of the community. More info should be coming soon.



## **Bed Bug Inspections**

Our annual bedbug inspections will continue the first Tuesday of September, October and November. You will receive notification on your door when it is your sections turn for the inspections. There are no exceptions for these inspections.



*Please do not park in front of fire hydrants. It is illegal!*

## 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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*This month's Good Neighbor Award goes to Steve & Liz Allen. Thank you for all you do for the community.*



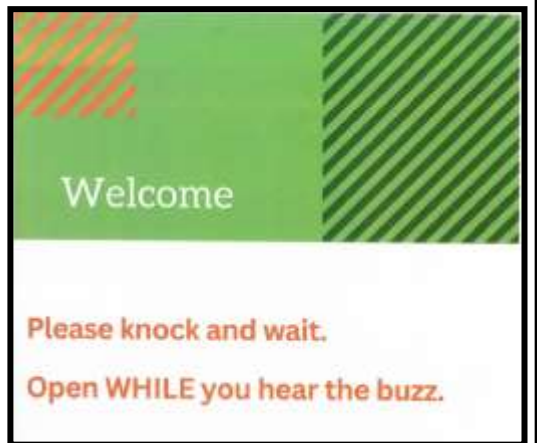
### **Get your pet Vaccinated**



**On the 1<sup>st</sup> Friday of the month, the Pet Resource Center of KC is at the Independence Animal Shelter doing vaccinations. For information call 816-353-0940. Tractor Supply also has VIP Pet Care come to their store. For information call 816-461-7333.**

### **New Office Security Procedure**

When visiting the office, you will see a new sign. It explains the procedure for using the new security system. The new security requires members to knock at the office door and wait. When you hear the BUZZ, open the door during the buzzing sound.



# RESUME

Hi, Neighbors –

My name is Jon Jordan. I have had the privilege of serving on Highleah's board for the last three years.

From childhood, I have fond memories of visiting my aunts and uncles when they lived on Buckingham Court and Essex Court. Later, my mother and step-father moved to Bristol Way, my sister moved to Stafford Lane, and I moved to Devonshire Place. Although my career took me away from the area for a while, I returned to Highleah several years ago and bought a townhouse a stone's throw from my previous home on Devonshire. I love my home, the neighborhood, my neighbors, and all of the dedicated staff that keep our lives functioning relatively easily. I am truly blessed to be a resident of this community.

My background is in management, and I currently work at a law firm in Kansas City. I enjoy working with fellow board members, Highleah staff, and TailorMade to maintain our community while still keeping carrying charges as low as possible. I am pleased with the outcome of our recent property refinancing, which puts our community on a path to becoming debt free.

Please consider voting for me at Highleah's annual meeting -Tuesday, Sept. 17.

Kind Regards,

Jon Jordan, Devonshire Place

# RESUME

*My name is Viola Solary. I have lived at Highleah Townhouses for 44 years. I raised both of my daughters here, and I've also had my grandchildren come here to visit. I've stayed here because I think it's a nice place to live and affordable. I worked at American Bakerys for 20 years. I also worked at Ameristar Casino for 25 years as a dealer. I want to be a part of the Board to see what I can offer as a member. I want to work for the people that live here, so please let's make Highleah a great place to live. Vote for me!*

*Viola Solary*

# RESUME



My name is Ashley Pitman. I've been a member of this community for 12 years and it has been a great place to live and raise my two children. This last year I've really noticed a change in the safety and security of our neighborhood, especially the last two months. The crime rates have significantly increased and with no centralized communication it was hard for neighbors to understand what was going on. Many people on my street felt uneasy, myself included. Therefore, I took upon myself to make a change. I started talking to my neighbors, going door to door and introducing myself for support of a neighborhood watch. I reached out to the office for suggestions, meanwhile contacting the Independence Police Department to take the proper steps in creating our own Neighborhood Watch group for Highleah. I didn't do all this because I wanted to, I did it because it needed to be done. I knew this would help to give people the feeling that they could help prevent the negative impact the recent crime wave was taking along with bringing us closer together. I genuinely care about this community. While I was meeting more people in Highleah I was able to meet some really great people. People that have lived here for years, growing up and now raising their own children in this community. There is a sense of pride that I haven't seen anywhere else, living here is special. Every house I went to and every person had a story of what brought them here and I loved getting to hear all of them. I know how to get things done, I'm not afraid to put in the work, I know how to have those hard conversations with people without being confrontational, and to show respect and kindness, to be a team player. Integrity, respect, and hard work. These are my values. This is what I will bring to the board and to our community so we can make this the best place for everyone living in Highleah. Thank you for your consideration.

Best Regards,

Ashley Pitman



# September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b> Carrying Charges Due	<b>2</b> Office Closed Holiday	<b>3</b> 	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Late Charges	<b>12</b>	<b>13</b> 	<b>14</b>
<b>15</b> 	<b>16</b>	<b>17</b> Annual Mtg Sign-in 5:30 Mtg at 6:00	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> Attorney Referrals 8:00am	<b>24</b>	<b>25</b>	<b>26</b> 	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	