



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 27, 2025
Board Meeting
NEWSLETTER MINUTES

Board members present: Jane Leonard, president; Sharon Conn, vice president; Donna Cates, secretary; Jon Jordan, treasurer; and Ashley Pitman

Staff present: Katrina Giammalva, site manager; Trinity Tart, assistant site manager; and Kevin McQuade, 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 minutes of the December 16, 2024, board meeting.

Open Session

Ten 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. She announced her resignation from the board effective the end of this meeting. Resumes have been accepted and a new board member will be appointed.

Next board meeting

The next board meeting is February 24, 2025.

Tailor Made Property Services

Mike Lauer reviewed the managing agent's report.

Processed in accounts payable for December was \$191,279.08.

Financial reports were delivered to the board.

Office updates

Katrina presented the office report for January.

There have been 37 statements of credit, 21 statements of charges due, 33 notices to pay, one eviction in process, one abandoned unit and two attorney referrals. One extermination was performed.

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

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

Maintenance summary

Kevin reviewed the maintenance report.

In December, 138 service requests were received and 99 completed. There were one move-in and two move-outs.

Eight rehabs are in various stages of completion. One more rehab will be added.

Fine Lines Lawn & Irrigation finished fall leaf clean-up.

The City of Independence is requiring the installation of new conduit in the ground from the transformer between Westchester and Bristol Way to the secondary junction box in the ground along the same sidewalk and then to the back side of Building #8, 17901 through 17907 Bristol Way.

Jane opened the floor to member comments.

Door prize

Deborah Seneff won the door prize drawing.

The open session ended at 6:20 p.m. The board met in closed session and the meeting was adjourned at 8:50 p.m.



Board Meeting \$25 Door Prize Winner

Member: Deborah Seneff

Board President: Jane Leonard

Community Updates From the Board



We want to thank Jane Leonard for her hard work and dedication on the Board for Highleah. She has volunteered many hours for the betterment of our community. You will be missed.

Let's welcome Viola Solary to the Highleah Board of Directors. She has lived in our community for 42 years. She will be a great addition representing the long time residents here at Highleah.

Thank you to all who helped with the snow removal. It was a big job this time, but we can handle it if we work together. Thanks again.

Please see on page 4 the new and/or revisions to our Rules & Regulations. Think about removing this page and placing it in your current Rules & Regulations booklet for quick access.

Let us be respectful and courteous to each other including our hard working staff. We all want the best for our community.

Thank you,

Highleah Board of Directors

[Highleah Board of Directors](#)

Sharon Conn: Acting President

Donna Cates: Secretary

Jon Jordan: Treasurer

Ashley Pitman: Board Member

Viola Solary: Board Member

Rules & Regulations Revisions

Tab 1 Cooperative Member's Responsibilities

Section 1.10 Vehicles

6. Campers, motorhomes, boats, recreational vehicles, and/or **any type of trailers** must be parked for no longer than 24 hours in the member's numbered spot while they are loaded or unloaded. If a member's numbered spot cannot accommodate, members can use auxiliary parking.
11. Any abandoned or unattended vehicle -- whether operable or inoperable -- may be towed **48** hours after a warning ticket is placed on the windshield of the vehicle or a door tag placed on the townhouse door of the members.

Tab 4 Building

Section 4.2

Solar Powered Security Lights

Solar powered, wall mounted, security lights are considered an alteration. Members are required to submit an Installation/Alteration permit before a solar powered, wall mounted, security light is mounted on the building. A maximum of two wall mounted lights can be installed on the end of the building. The lights are to be mounted at a height of 6 to 8 feet above ground level with heavy duty, double sided tape. No drilling into the brick or mortar is allowed. No wall mounted lights are permitted on the front or back of the building. It is a must for a wall mounted, solar powered, security light to be flush mounted, produce at least 2,000 lumens and have a 2,000 mAh Li-ion rechargeable battery. Anything less will not perform as well. No decorative lights are allowed to be mounted on the building.

In-ground installed, solar powered, security lights must be placed in flowerbeds. If you don't have a flowerbed, solar powered, security lights must be placed against the building out of the way of mowers. Be sure they produce at least 2,000 lumens and have a 2,000 mAh Li-ion rechargeable battery. They can be placed on a 1/2" conduit for height. Be sure lights are placed away from shining into townhouse windows and are not blinding to vehicle drivers passing by.

Tab 5 Grounds

Section 5.1 Alterations to Yards

- M. Yard ornaments, flowerpots, and decorative solar powered lights are confined to flowerbeds.
- R. In-ground installed, solar powered, security lights must be placed in flowerbeds. If you don't have a flowerbed, solar powered, security lights must be placed against the building out of the way of mowers. Be sure they produce at least 2,000 lumens and have a 2,000 mAh Li-ion rechargeable battery. They can be placed on a 1/2" conduit for height. Be sure lights are placed away from shining into townhouse windows and are not blinding to vehicle drivers passing by.



Owner: Madalynne Leslie
 Homebased cookie maker
 located in Independence, MO

EMAIL: Madsnacker94@gmail.com
 TEXT: (816)874-5743
 with questions or for quotes.

WEBSITE 

Facebook 

Great gift ideas!




All-natural, mostly organic, body butters & scrubs.
 Also featuring scented candles lotion bars, shower steamers,
 bath bombs and lip balm.

Amanda McMahon
 of Milk Beauty

816-225-6797
SheMadeBeauty@gmail.com



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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.





Happy Valentines Day

OFFICE NEWS

Form 1098—What do I do with it?

Many of you received a Form 1098 Mortgage Interest Statement from our mortgage company mailed through the Highleah office. This statement is provided to you for tax purposes only. It is not a bill or a payment to you. Take it with you to your tax preparer, and they will inform you if it is needed to file your taxes. Many people do not need it for their taxes. The mortgage company is required to send them out.

Office Closed

The office will be closed Monday, February 17th for Presidents Day. If you have a Maintenance Emergency, please call the Maintenance Emergency number at 913-894-3441.

Dog Poop Station

A new dog poop station will be installed this spring near Kent and Pembroke Crescent East. This will provide supplies for owners and their pets that use the Bridger School yard for walks and poop breaks. Let's help keep the school grounds clean and poop free for the school children walking to school.



Furnace Filters

Reminder to change your furnace filters monthly. Filters are available in the office.

**There will be NO Open Session for the
March 17th Board Meeting.**

From



Thank you to all snow shovelers

Thank you for all of the hard work you did helping us clean up after the snow storm. We greatly appreciate all who helped out.

Short Staffed

We are short staffed in Maintenance. Please be patient with us!



Outdoor Dryer Vents

When it snows, be sure to clear your outdoor dryer vent of snow before using your clothes dryer.

Still Need More Snow Shovelers

If we get more snow this season, we need help with shoveling. We are paying \$10 per hour for helpers age 16 and older. If you are interested in helping, please leave your name with the office. Your name will be placed on a call list, and Maintenance will contact you when you are needed.

Snow Removal

Please remember that if your front porches are not cleared of items such as flower pots, statues, etc., they **will not** be shoveled. Please remove **all** items.

If you live on a cul-de-sac, **do not** park your cars all the way up to the curb. This will make for easier plowing of the sidewalks when that white stuff falls. Maintenance only shovels when it snows 2 inches or more.

Ice Melt

Ice melt is available in the office. Stop by and pick up a bag.

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:



This month's Good Neighbor Award goes to Aaron Talato. He volunteers to take care of our American Flag in front of the office. He follows the US Flag Code and Standards of Respect. He takes great pride in his responsibilities.



BRINGING CLARITY TO YOUR WORLD

SERVICES:

- Interior/Exterior Window Cleaning, Screen Cleaning
- Exterior Fascia, Soffit and Gutter Cleaning
- Gutter Clearing
- Power Washing
- Holiday Lights

VIBRANT
WINDOW CLEANING

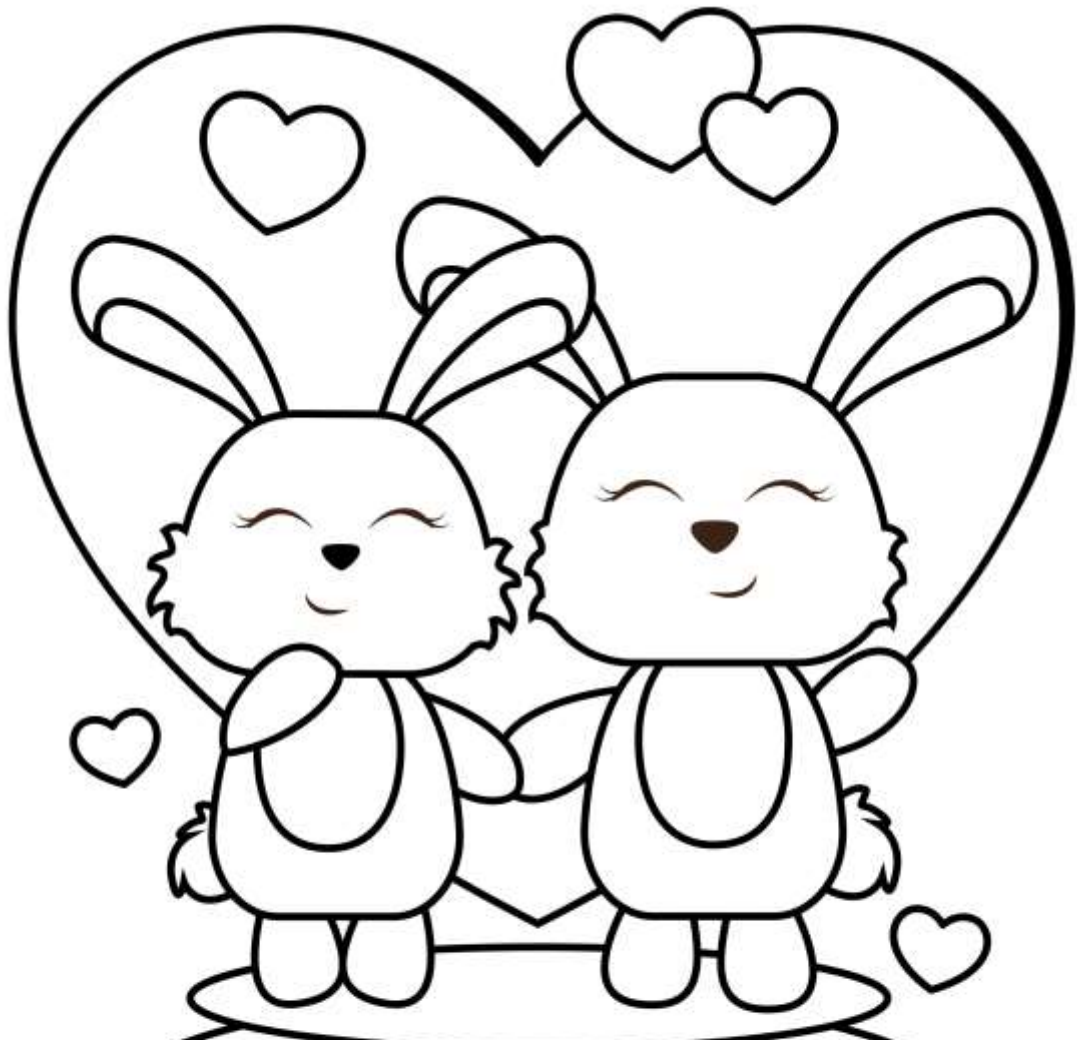
TJ Ackfeld

MyVibrantHouse.com
Email: TJ@MyVibrantHouse.com
Cell: 816-442-3642



Get your pet Vaccinated

On the 1st 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.



HAPPY
VALENTINE'S DAY

BE MY VALENTINE

S I E O F R I C T U U D S D A K O A
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Friends
Chocolate
Love
Hearts
Sweetheart
Hugs

Valentine
Kisses
Stuffed Animals
Candy
Fourteenth
Letters

Flowers
February
Roses
Be Mine
Cards
Admirer



2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Carrying Charges Due
2	3	4	5	6	7	8
		11 Late Charges	12	13	14 	15
16	17 Office Closed President's Day	18 	19	20	21 Attorney Referral 5:00pm	22
23	24 Board Meeting 6:00pm	25	26	27	28 	