

2025



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.

December 16, 2024

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; 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 minutes of the November 18, 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.

Next board meeting

The next board meeting is January 27, 2025.

Tailor Made Property Services

Mike Lauer reviewed the managing agent's report.

Processed in accounts payable for November was \$232,329.81.

Financial reports were delivered to the board.

With the refinancing, 32 roofs will be replaced.

Office updates

Katrina presented the office report for November.

There have been 33 statements of credit, 34 statements of charges due and 42 notices to pay. One extermination was performed.

Notices were sent about violations involving animals, vehicles, peaceable possession and general household miscellaneous. One towing notice was sent.

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

Maintenance summary

Kevin reviewed the maintenance report.

In November, 142 service requests were received and 179 completed. There was one move-in.

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

Fine Lines Lawn & Irrigation mowed and mulched leaves once.

Catch-It Wildlife & Pest Control completed the final sealing up of the building for bats at 17904 through 17910 Westchester Branch.

Jane opened the floor to member comments.

Door prize

Tammy Sutherland 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 6:40 p.m.



Board Meeting \$25 Door Prize Winner

Member: Tammy Sutherland

Office Staff: Katrina Giammalva





Community Updates From the Board

Welcome Highleah into 2025! Hoping this new year brings joy and happiness to our community.

I don't know when we will get another snow, but we need help with snow removal. Read through the newsletter for guidelines for being a helper.

We are having issues with our dog walkers who use the school yard next door. Some leave dog waste behind, which isn't kind. We are purchasing another dog waste station for you to have available to clean up when they go on school property. The school and the students deserve our community to be courteous and clean.

Please be kind to our staff, they are quite busy. Brief visits to the office about what is needed would be most helpful. Maintenance is also short-staffed now. Luke Zahniser has taken a position elsewhere, and we wish him luck in his new endeavors.

Be a little kinder than you have to, say hello, and watch out for your neighbors.

Thank you,

Highleah Board of Directors

[Highleah Board of Directors](#)

Jane Leonard: Board President

Sharon Conn: Vice President

Donna Cates: Secretary

Jon Jordan: Treasurer

Ashley Pitman: Board Member



I want to thank all of the members for allowing me to serve on the Board of Directors for Highleah Townhouses. January will be my last month serving and last board meeting. I wish everyone a great new year and hope you continue bringing the community together. If you are interested in filling the open position, please send a resume to the office, so the remaining board members can choose a great candidate.

Jane BOD

Santa's Visit

Thank you to Santa & Mrs. Claus and the Grinch. Good time was had by all!

And thank you to all that came and visited. Can't wait for next year.



OFFICE NEWS

Office Closed

The office will be closed Wednesday, January 1st for the New Year's Day holiday and Monday, January 20th for Martin Luther King Jr. Day holiday. If you have a Maintenance Emergency, please call the Maintenance Emergency number at 913-894-3441.

Newsletter Delivery

We are looking for someone to deliver our monthly newsletters to members of the community. We will pay \$50 per month. You must be 16 years of age or older. Please call the office if you are interested.

Smoke in the Air

Be mindful of your neighbors as the colder months come and windows and doors are shut when it comes to your cigarette/cigar/marijuana smoke. Any unit can create an air quality issue for units within your building. We are encouraging smokers to purchase high-quality HEPA or carbon filtration system air purifiers large enough to accommodate multiple rooms. It is recommended to help eliminate some of the smoke/odor issues.

Furnace Filters

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



From



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.

Faucets/Hoses

Outside faucets need to be turned off and hoses put away. If you need help with turning off a faucet from the shutoff inside your unit, please call the office for a service request.

Holiday Decorations

Outdoor holiday lights and decorations must be removed within 2 weeks of the holidays.

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:





The only cookies you will ever want!



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 



All-natural, mostly organic, body butters & scrubs.

Also featuring scented candles lotion bars, shower steamers,
bath bombs and lip balm.

Amanda McMahon
She Made Beauty

816-225-6797

SheMadeBeauty@gmail.com



BRINGING CLARITY TO YOUR WORLD

SERVICES:

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

VIBRANT
WINDOW CLEANING

TJ Ackfeld

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





GAME NIGHT

B	C	C	T	C	A	N	D	Y	L	A	N	D	M	L
A	O	R	E	C	G	L	O	A	R	B	E	N	N	A
C	N	A	D	H	M	O	U	S	E	T	R	A	P	R
K	N	Y	L	E	E	K	S	I	R	S	N	S	B	S
G	E	O	M	C	T	F	E	C	C	E	M	C	A	B
A	C	B	B	K	O	T	B	C	L	O	O	R	C	N
M	T	A	H	E	A	C	N	M	U	I	N	A	R	C
M	F	N	T	R	R	E	L	H	E	O	O	B	O	L
O	O	S	B	S	S	S	A	N	H	N	P	B	O	C
N	U	O	T	H	E	L	L	O	A	S	O	L	E	P
Y	R	A	N	O	I	T	C	I	P	P	L	E	L	A
R	H	S	A	D	R	E	D	L	A	B	Y	O	I	E
A	B	P	I	H	S	E	L	T	T	A	B	C	O	F
S	I	O	A	S	S	E	H	C	E	A	N	M	H	U
O	I	O	O	P	E	R	A	T	I	O	N	I	R	E

Balder Dash

Clue

Pictionary

Connect Four

Cranium

Mouse Trap

Checkers

Othello

Operation

Monopoly

Scrabble

Candy Land

Chess

Risk

Battle Ship

Back Gammon

2025



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