



Highleah Highlights

Highleah Office: 816-257-0070

Website: Highleah.com

Board Email: HighleahBOD@gmail.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.

May 19, 2025

Board Meeting

NEWSLETTER MINUTES

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

Board member absent: Viola Solary

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

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

Minutes

The board approved the minutes of the April 21 board meeting and executive session.

Open Session

Sixteen members signed in for the open session. Sharon welcomed them and called the meeting to order at 6:05 pm.

Member discussion

Sharon opened the floor to member comments.

Office updates

Katrina reviewed the office report for May.

There have been 46 statements of credit, 22 statements of charges due, 37 notices to pay, two attorney referrals and two evictions in process.

Notices were sent about violations:

2 animal

2 vehicle

2 peaceable possession

3 yard/common area

1 towing

5 general household miscellaneous

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

Maintenance summary

Kevin reviewed the maintenance report.

In April, 169 service requests were received and 192 completed. There were two move-ins and two move-outs.

Eleven rehabs are in various stages of completion.
Fine Lines Lawn & Irrigation mowed four times.

Replaced in April:

1 range	1 tub refinished
1 countertop	1 bath faucet
1 kitchen floor	1 kitchen faucet
1 bath floor	

New power lines were installed underground on Building 8 for a cost of \$10,945.43. Nine roofs have been replaced. Concrete replacement continues on Devonshire Place, Stafford Lane, Stafford Place and Buckingham Court. The cast iron main sewer line was replaced at 17888 Buckingham Court for a total cost of \$4,200.

Tailor Made Property Services

Mike presented the managing agent report.

Seven applications were approved.

Processed in accounts payable for April was \$264,376.96.

Financial reports were delivered to the board.

Door prize

Kim West won the door prize of \$25.

The open session ended at 6:30 p.m. The board met in closed session and the meeting adjourned at 8:35 p.m.

Highleah Board of Directors

Sharon Conn: President

Jon Jordan: Vice President

Donna Cates: Secretary

Ashley Pitman: Treasurer

Viola Solary: Board Member





Community Updates From the Board

Hello Highleah,

School is out and children are everywhere, so keep an eye out for the kids playing. Please **DO NOT** speed through the property. It only takes a split second for something bad to happen.

Join us for the **Community Wide Yard Sale** on Friday, June 6th & Saturday, June 7th from 9:00-5:00. This is a great opportunity to get rid of items you no longer need and make a little money in the process.



We have had questions about the “Reserve Account”, what is it’s purpose and why is there so much money in it. Please read ‘ARTICLE IX. FISCAL MANAGEMENT, Section 7, Reserve Account’ of the “By-Laws” which are posted on the Highleah website at Highleah.com. This should be able to answer many of your questions.

We had a big turnout at our last Board Meeting. All members are invited to attend with ideas and questions for the Board. If you have a list of questions, please submit them to the Board several days ahead of the meeting. We would like to be able to discuss them before hand and possibly have answers. Let’s all be courteous. We are here for you!



Note that the Board of Directors has a new email. It is as follows:

HighleahBOD@gmail.com

When working with the office and maintenance staff, please be kind. They are here to help us, not make our lives more difficult.

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

Thank you,

Highleah Board of Directors



Revised Rules from the Board

Tab 5 Grounds, Section 5.9 Fence Regulations

3. Fences can be made of redwood, cedar, CCA-treated wood, black wrought iron and white or wood tone vinyl fencing
4. No painting or staining of wooden fences is allowed but fences can be clear sealed.



EVERYONE IS INVITED!

Saturday, June 21st

**11:00am at
the Clubhouse**

**Join us for the fire trucks,
Independence police,
FOOD, games for the kids
and all around family fun!!!**

*If you want to help out with food or
supplies, contact Ashley Pitman.*

Checkout the new 'Neighborhood Watch' sign
posted at PCW & Bristol. Our Highleah
Neighborhood Watch group has been working
hard for us and has earned recognition
through the Independence Police Dept.
Thank you everyone!



Community YARD SALE

**Friday, June 6th and
Saturday, June 7th**



OFFICE NEWS

Speeding on Property

The speed limit on Highleah property is 15 mph. Please slow down while driving on the property. Let's keep our children safe!

Trivia Party

Don't forget that Desire In-Home Care and Twin Oaks Family Care is sponsoring a Trivia Party on Tuesday, June 17th at 2:00 pm in the Clubhouse. Mark your calendars!

Parking

Thank you for reminding your visitors to park in guest and auxiliary parking. This keeps our streets clear for emergency vehicles and our sidewalks safe for walking.

Office Email Change

Please make a note that the Assistant Office Manager, Trinity's email has changed to assistant@highleah.com.

Leashes

ALL (including your guests) pets and animals are required to be on a leash or lead while on the property. Guest pets are not allowed on property unless they are registered through the office. **No exceptions!**



Community YARD SALE

Friday, June 6th and
Saturday, June 7th



From



Roof and Concrete Work

Thank you for being so patient with the roofing and concrete contractors. They are working hard for us and doing a great job. Thanks again to the members for your support and patience.

Air Conditioners

Please clean the area around your air conditioners. Keep toys, bicycles, flowers, and anything that might obstruct airflow away from them.

Summer Water Usage

Children love water! When considering your water play purchases, keep Section 5.5 of your Rules & Regulations Handbook in mind. Note that plastic or inflatable wading pools should be no larger than 6 feet in diameter and 12 inches deep. Pools are not to be left unattended and must be emptied on a daily basis and stored in the back of your unit. No slip and slide type water activities are allowed. Help us control water usage this summer. It may seem free, but we pay for it through our carrying charges.

Safety Tips

- Watch your surroundings
- Lock your cars
- Watch for porch pirates
- Keep valuables out of the car
- Call the police (911) if you see anything
- Keep your back and front porch lights on!



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 Madalynn Leslie. Thank you for making our neighborhood a better place to live.



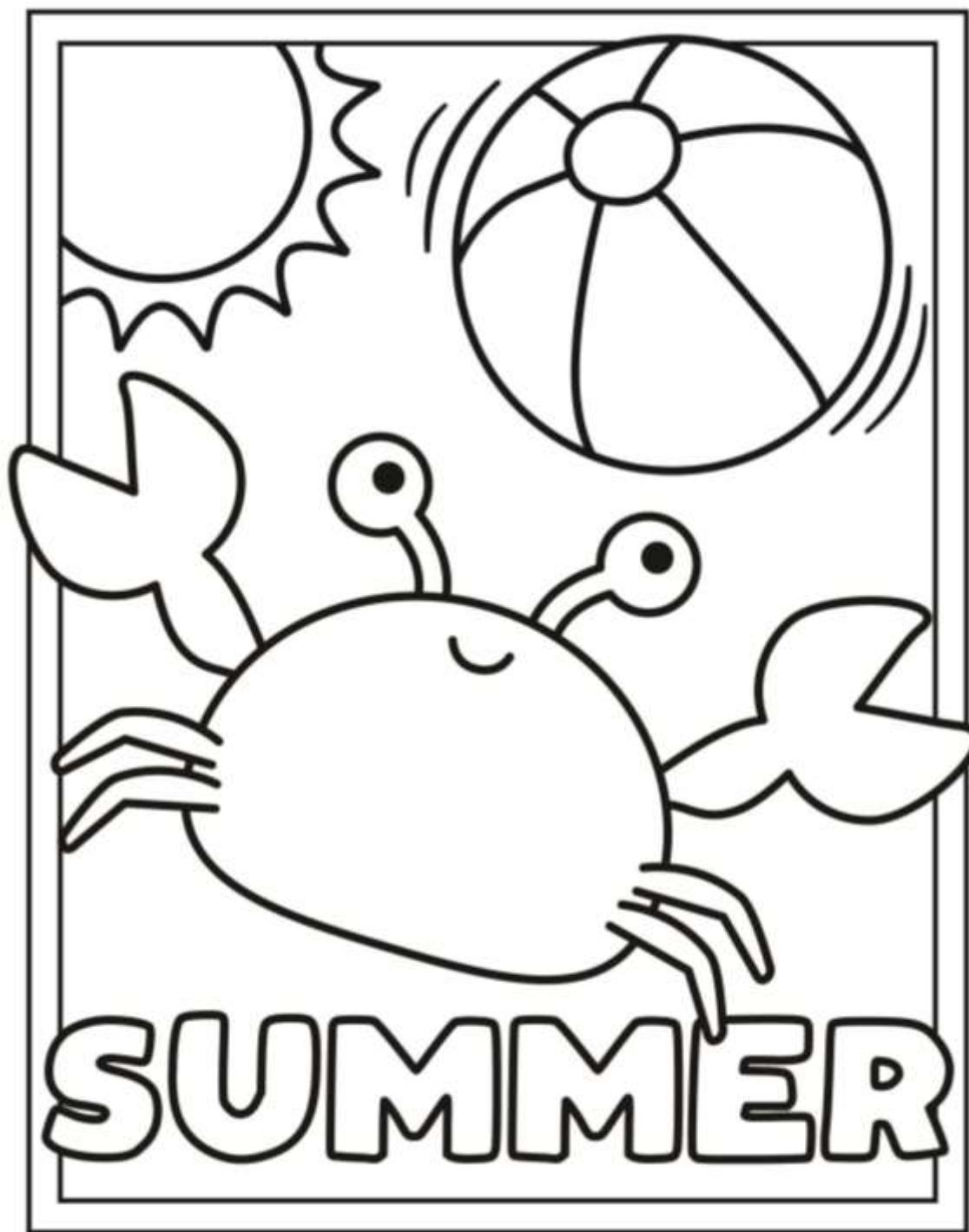
Trivia Party

Tuesday, June 17th

2:00 pm

at the Clubhouse





HERE COMES SUMMER!

S N C H A I C E C R E A M E R T I C O I
 N N O L E M R E T A W O S G S D E A E T
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 C A B B W R E T O S A N S C O L S C L E

Sunscreen

Picnic

Outdoors

Vacation

Heat

Grilling

Sandcastles

Lemonade

Shorts

Ice Cream

Baseball

Flowers

Lake

Pool

Sunglasses

Relaxation

Swimming

Barbecue

Fireworks

Festivals

Hiking

Beach

Camping

Watermelon



2025

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 	16 Board Meeting 6:00pm	17 Trivia Party 2:00pm	18	19	20	21 Block Party 11:00am
22	23 Attorney Referral 8:00am	24	25	26	27	28
29	30					