



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.

June 16, 2025

Board Meeting

NEWSLETTER MINUTES

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

Staff present: Katrina Giammalva, site manager, and Kevin McQuade, maintenance superintendent

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

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

Minutes

The board approved the minutes of the May 19 board meeting.

Open Session

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

Office updates

Katrina reviewed the office report for June.

There have been 44 statements of credit, 22 statements of charges due, 41 notices to pay and two evictions in process.

Notices were sent about violations:

2 animal

3 yard/common area

5 peaceable possession

13 general household miscellaneous

14 vehicle

Four two-bedroom units and two three-bedroom units are available.

Maintenance summary

Kevin reviewed the maintenance report.

In May, 155 service requests were received and 226 completed. There were one move-in and three move-outs.

Replaced in May:

3 refrigerators

1 bath floor

2 ranges

1 tub refinished

1 kitchen floor

1 kitchen faucet

Fine Lines Lawn and Irrigation mowed four times in May and applied herbicide to grass.

Fourteen rehabs are in various stages of completion.

Tailor Made Property Services

Mike presented the managing agent report.

Two applications were approved.

Processed in accounts payable for May was \$244,606.08.

Financial reports were delivered to the board.

Door prize

Ruth Castillo won the door prize of \$25.

Open ends

The open session ended at 6:25 p.m. The board met in closed session and the meeting was adjourned at 7:50 p.m.

Board Meeting \$25 Door Prize Winner

Member: Ruth Castin

Office Staff: Katrina Giammalva



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,

We hope everyone is enjoying their summer and staying cool!

Thank you to everyone who joined us in the **Community Wide Yard Sale**. We had a fairly good turnout even with the wet weather.

As the 4th of July holiday approaches, we wanted to remind everyone of the current fireworks ordinance in Independence. You can read it on page 5 of this newsletter. Please clean up any debris left over by the next morning. Be safe and follow the law!

Elections for Board Members will be held at our Annual Meeting on September 16, 2025. There are two board positions, each 3 year terms, that will be up for election. Anyone who is interested in running, understands business and has a calling to better our community is encouraged to send their resume to the office or email manager@highleah.com. Reply by July 25th to be included in the August edition, and by August 25th for the September edition of the Highleah Highlights newsletter.

When talking with office staff, maintenance staff, fellow members or Board members, please remember they are also someone's loved one. *Please* be kind and refrain from disrespectful behavior.

Thank you,

Highleah Board of Directors HighleahBOD@gmail.com



considerate

Revised Rules from the Board

Tab 1 Cooperative Member's Responsibilities

Section 1.1 Housekeeping Standards, A. 4. Windows should be clean and must not be nailed shut. All windows must always have acceptable window coverings when the unit is occupied. Acceptable coverings include blinds, shades, vertical blinds, curtains, or drapes. Shades or blinds should be intact. No sheets or blankets are allowed. **"No reflective material or curtains are allowed on the back of window or patio door coverings or on the window or patio door. Doing so may damage the thermal barrier of the window and the member will be charged."**

Section 1.2 Alterations/Installations, G. Window film cannot be applied to windows or patio doors. **"No reflective material or curtains are allowed on the back of window or patio door coverings or on the window or patio door."** Doing so may damage the thermal barrier of the window and the member will be charged.

HAPPY 4th of July

With 4th of July approaching this is a reminder of the city ordinances. Please follow the rules and please play safely.

In the City of Independence,

“The use of Division 1.4G fireworks within the City limits shall only be permitted on July 3 and July 5 of each year between the hours of 10:00 a.m. and 11:00 p.m., on July 4 of each year between the hours of 10:00 a.m. and midnight.” Also, it’s illegal “for any person under the age of sixteen (16) years, unless under the supervision of a parent or guardian, to possess or discharge Division 1.4G fireworks within the City limits.”

Keep in mind, not all fireworks are legal!

It is unlawful to possess, store, handle, or use the following fireworks within the City:

**Bottle rockets, aerial missile, or similar devices
Sparkler bombs, altered or combined fireworks,
or “Sky Lanterns”**

Celebrate Safely!

OFFICE NEWS

Office Closed

The office will be closed Friday, July 4th. If you have a Maintenance Emergency, please call the Maintenance Emergency number at 913-894-3441.

Office Email Changes

Please make a note of the Office Manager, Katrina Giammalva's email has changed to manager@highleah.com. The Assistant Office Manager, Trinity Tart's email has changed to assistant@highleah.com.

Clubhouse Parking

Please **do not** park in the Clubhouse/Maintenance parking spots. They are reserved for Clubhouse rental. 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.

Annual Meeting

Highleah Townhouses Annual Meeting will be held on **Tues., September 16, 2025**. We will have 2 board positions, three year terms, up for re-election. If you or anyone you know are interested in running for a board position please submit a resume to the office or by email to manager@highleah.com. Please submit by August 25th. It will be printed in the September newsletter. This is a volunteer position and requires only a few hours of your time monthly.



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!

Tip of the Month—Place an unused dryer sheet in your mailbox to prevent wasps from building a nest.

*If you have any helpful tips for the newsletter, please send them to HighleahBOD@gmail.com.



From



Air Conditioners

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

Help Keep Mosquitos Away

Pools are not to be left unattended and must be emptied on a daily basis and stored in the back of your unit.



Fireworks

PLEASE BE CAUTIOUS WITH FIREWORKS AND BE COURTEOUS OF YOUR NEIGHBORS. Always have a bucket of water close by in case of emergency. Clean up any mess made on our streets by the morning of July 5th.

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!



For Sale

One Ticket to see Matt Rife, September 13, 2025 @ 8 pm, T-Mobile Center. Seat in section 116 on lower level, rated 'very good.' Will sell it at a loss: \$200.
For ticket contact: 816-806-0688.



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:

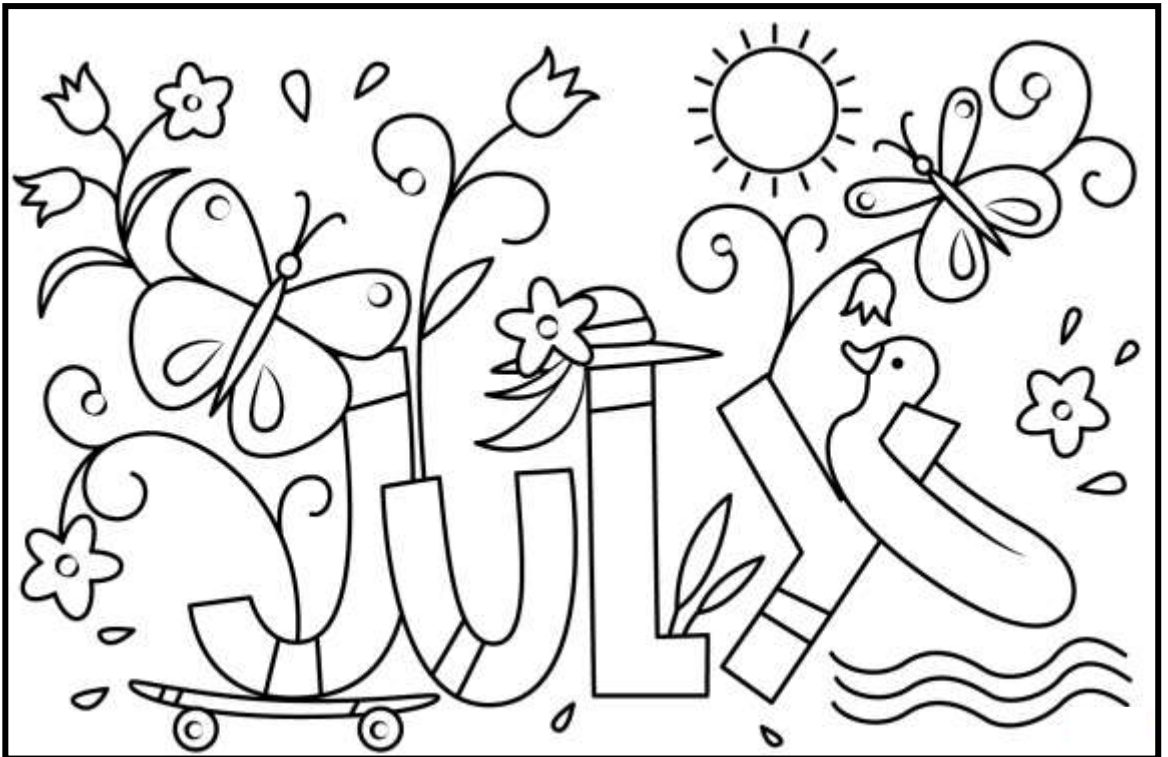
Name of the member you are nominating:

Address of the member you are nominating (if known)

Reason you are nominating this member:



This month's Good Neighbor Award goes to Artie Jones. Artie has been helping his neighbor with snow removal, landscaping upkeep and keeping our community clean and tidy for over 30 years. Thank you Artie.



Highleah Neighborhood Watch Block Party



9-1-1



Everyone had a great time at the Block Party. All had a chance to cool off while the fireman sprayed the firehose. There was plenty to eat including popsicles. The police officers spoke to the group about things we can do to help them. **1) Help your kids learn their address and parents phone numbers.** Many kids can't tell the police their own address. **2) Keep your weapons under lock and key.** **3) CALL 911 FIRST** instead of posting on social media. Even if the criminal is gone, the police need a record of issues in our area.

The Independence Neighborhood Watch Program meets every first Tuesday of the month at 6:00 pm at the Police Station to get updates from the officers of what is going on in Independence. It is very informative. Everyone is welcome!

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

4th of July!

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

Bonfire
Party
Block Party
Summer
Freedom
Parade


Hot Dogs
Picnic
America
Pool
Cookout
Patriotism

Lemonade
Sparklers
Philadelphia
Holiday
Fireworks
Concert

Celebration
Music
Independence
Reunion
Barbecue
Beach

2025

JULY

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