



Highleah Highlights

Highleah Office: 816-257-0070

Office Manager: manager@highleah.com

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.

July 21, 2025

Board Meeting

NEWSLETTER MINUTES



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

Board member absent: Ashley Pitman, treasurer

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

Sharon called the meeting to order at 5:15 p.m.

Minutes

The board approved the minutes of the June 16 board meeting

Open Session

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

Next board meeting

Next month's board meeting is August 18.

Office updates

Katrina reviewed the office report for July.

There have been 43 statements of credit, 23 statements of charges due, 35 notices to pay, one attorney referral and one eviction in process.

Notices were sent about violations:

1 animal	2 yard/common area
1 peaceable possession	2 housekeeping
5 vehicle	3 general household miscellaneous

Seven two-bedroom units and one three-bedroom unit are available.

Maintenance summary

Kevin reviewed the maintenance report.

In June, 170 service requests were received and 169 completed. There were one move-in and six move-outs.

Replaced in June:

1 refrigerator

1 tub refinished

1 kitchen floor

1 countertop

1 bath floor

1 kitchen faucet

Fine Lines Lawn and Irrigation mowed four times in June, applied herbicide and fertilizer, cleaned all gutters and sprayed for weeds on streets, sidewalks and parking areas.

Fifteen rehabs are in various stages of completion.

Eighteen roofs have been replaced to date.

Twelve buildings have been power-washed.

The sewer line under the basement floor of 1906 and 1908 Pembroke Crescent West was replaced. An additional sewer line replacement is needed.

Tailor Made Property Services

Mike presented the managing agent report.

Two applications were approved.

Processed in accounts payable for June was \$199,797.14.

Financial reports were delivered to the board.

Door prize

Dave Johnson won the door prize of \$25.

Open ends

The open session ended at 6:35 p.m. The board met in closed session and the meeting was adjourned at 8:45 p.m.

Board Meeting \$25 Door Prize Winner

Member: Dave Johnson

Recording Secretary: Su Bacon





Community Updates From the Board

Hello Highleah,

It's hard to believe school is starting this month. Where has the summer gone? Please keep your eyes open for children walking to school or to their bus stops early in the morning and after school. Speed limit on property is 15 mph, and remember to stop for the buses. Let's keep our children safe!

There are two board positions, each are 3 year terms, that will be up for election at our Annual Meeting on Tuesday, September 16th. We encourage all members who can, to be there and cast their vote. 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 **August 25th** for the September edition of the Highleah Highlights newsletter. One of the door prizes at this meeting is a free month of carrying charges!

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

Thank you,

Highleah Board of Directors HighleahBOD@gmail.com

Highleah Board of Directors

Sharon Conn: President

Jon Jordan: Vice President

Donna Cates: Secretary

Ashley Pitman: Treasurer

Viola Solary: Board Member



50 Years of Highleah Spirit

One morning I was sitting on my front porch reminiscing about how 50 years earlier I would share “on the step time” with my daughters. We once saw two of our senior members picking up trash while on their morning walk. I thought to myself that they exhibited a “Highleah Spirit”, which is what I would say when I saw someone who cared for the complex and had a friendliness about them.

I moved my family from the *City of Brotherly Love* in Pennsylvania to Highleah in September of 1975. My first morning here I was drinking coffee on the step and neighbors started to come out of their units, introduce themselves, and offered if they could help. They gave me information on Co-op living that affected everyone such as parking, pets, noise, and our responsibilities as residents. In that moment I realized that the “Highleah Spirit” is one that you live not just for yourself but also for one another.

After reviewing my 50 years of cost adjustments, I’m in far better shape here than being a full blown home owner. I appreciate the needed cost adjustments, they’ve helped us get rid of single pane windows and the pilot light from the smelly gas stoves!

During the beginning when I was working full time I enjoyed the lawn care services provided of leaves being mulched/collected, porches and streets being cleared of snow, and the grass being mowed during the summer months (with Kevin working with his equipment as a teenager.)

After I retired in 2005 I knew that I wanted to give back to Highleah and work part-time in maintenance. It was then that I realized the shop also had the “Highleah Spirit” present. They would overhaul and repair first to save money that would allow for updates towards necessary items and newer technology. It was important for them to help in any way they could. (However, I must say doing the 5 a.m. snow removal did test my “Highleah Spirit” and confirmed my decision of not wanting a house to dig out of!)

I always appreciated how the office is organized to process those things under their control and how we have a Board of Directors in case anyone needs help. This is part of our responsibility as members to provide input and exercise our voting power when elections are held here.

It’s ok that we have questions and concerns but I believe they should always carry the “Highleah Spirit” in them. In my 50 years of being here and my 82 years of being alive I have seen ideas and concepts come and go with the residents who move in and move out. The only strength that we truly have here is the strength of our brick homes and the “Highleah Spirited” people in them.

I must testify that people have come to live here by our witness and that I’ll be here until my Spirit leaves. God bless us all and watch over Highleah.

Dave Johnson

OFFICE NEWS

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.



Bus Stops

The kids are headed back-to-school. Please be aware of them walking on the streets and waiting at the bus stops early in the morning. Slow down!

Car Registrations

If your vehicle registration is expired or you don't even have plates, please get this taken care of immediately. Hookers Towing will be coming around soon to tag these vehicles.



Tip of the Month—Start switching up those fun summer late nights for early mornings about 2 weeks before school begins. This will help with the early morning tears...from you.

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



From



Air Conditioners

DO NOT run your AC in the On position. Set your desired temperature, set your AC to **Auto**, and let the system cycle according to your desired temperature setting. Any questions, contact maintenance.

Weeding Flowerbeds

We have a few cooler days coming, and it's a great time to weed your flowerbeds. Flowerbeds are your responsibility. The landscaping debris dumpster is now next to the back lot, No key needed. Let's keep our property looking nice.

Bed Bug Inspections

Annual bedbug inspections will start in August. You will receive notification on your door when it is your sections turn for the inspections. There are no exceptions for these inspections.

Watering Flowerbeds

Please don't waste water. Be sure to turn off the water when you are finished watering. Your water is not free. Everyone pays for water through your carrying charges.

Safety Tips

- Call the police (911) if you see anything
- Watch your surroundings
- Lock your cars
- Watch for porch pirates
- Keep valuables out of the car
- 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 Tami Stanford and Blaze. They are always willing to give a helping hand to help their neighbors.



DAYS & MONTHS

I M U E S P L Y D U Y E A A Y M J F
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Sunday	July	April	Wednesday
Friday	March	June	May
August	Monday	November	January
Saturday	Thursday	December	February
Tuesday	October	September	

RESUME

Hello.

My name is Debra Taylor, and I have worked as a driver and safety instructor for 20 years. I moved to Highleah four years ago because it made so much sense financially to be part of a cooperative. I think this is a great place to live, and I would like to give back by serving on the board. I have been impressed with our office and maintenance staff and I would like to help them better communicate how hard they work to make this a nice place to live. I would also like to do what I can to help make this a safe place to live. One of the wonderful things about Highleah is that this is a neighborhood where kids are safe to play outside and be kids. Having said that, I think we can do better, and we need to hold ourselves more accountable. We need to clean up after our dogs and keep our older kids from breaking into cars at night and holding their parents accountable. Finally, I would like to help the board be more collaborative with our members in setting priorities and explaining our financial constraints. I believe we are all in this together.

Thank you for your consideration.

Debra Taylor

RESUME

Hello, my name is Susan Manser. I have lived in Highleah for 14 years. I would like to run for the board to be able to accomplish what needs to be done to be able to become a better community. If elected I promise to be able to help our community become more united and think about the greater good other than just what I feel would be best. I would like to be able to have more community events and listen to members in an unbiased manner to bring us all together. I would like for us all to get to know each other better to be able to figure out the wants and needs of individual members, which would in time hopefully deter some of the crime we have been recently seeing and bring us all together. I have over 10 years in management and would be able to utilize the skills that I have to be able to make hard decisions that would hopefully have a good outcome for all of us as a community.

Thank you for your time!

Susan Manser

RESUME

Hello, I am Sharon Conn, and I am currently on the Highleah Board. I've been a resident of Highleah for over 9 years and my mom for over 20 years. When I was looking for a place to live after my divorce, I was attracted to Highleah because it was affordable. I am so glad I made the decision to move here. I'm close to my mom, I have great neighbors and friends, and I love and care very much for this community. I enjoy caring for the front entrances and helping out in any way I can. This is my home.

My experience includes the Hillsdale Church Board as Elder and Clerk of Session for many years and the Miami County Master Gardeners Board as Treasurer. I worked at Hallmark Cards, Inc. for 22 years before leaving to raise my daughter. I have accounting education and experience, and I have worked with budgets for many years.

While on the Highleah Board of Directors, I was part of a great team that refinanced Highleah last summer. As a result we are getting new roofs and concrete work done. I researched solar lighting to find great prices and choices for our members to use for security around their units. I enjoy the cohesiveness of the Board, staff, and TailorMade to maintain our community while still keeping carrying charges as low as possible.

Please consider voting for me at Highleah's annual meeting on Tuesday, September 16th.

Blessings, Sharon Conn

RESUME

Hi my name is Kim West. I live on Essex in Highleah. I wanted to let people know that I want to try to run for a board position this coming September, when positions come open.

A little about myself. I've grown up here on Croyden Lane. Moved out of here in 1999. Moved to Buckner. Raised my children. I moved back in 2018. I have been here 7 years now. I am trying to start up a Pet Committee. I feel this is a needed amenity for dog lovers. I need the help of members that agree to help me with this. So we can bring it to our current board members attention that this is wanted and support of members. So please keep me in mind voting this September, I would love to represent you and members of Highleah and your goals or amenities you would like to see happen in the years to come. Examples; dog park, security system, gated community, better grounds keeping, etc.

Thanks, Kim West



2025

AUGUST



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
17	18 Board Mtg 6:00pm	19 	20	21 Attorney Ref. 5:00pm	22	23
24	25	26	27	28	29	30
31 						