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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.

October 20, 2025

Board Meeting

NEWSLETTER MINUTES

Board members present: Jon Jordan, president; Debra Taylor, treasurer; Donna Cates, secretary; and Aaron Thompson

Board member absent: Ashley Pitman, vice president

Staff present: Katrina Giammalva, site manager; Trinity Tart, assistant site manager; and Kevin McQuade, maintenance superintendent

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

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

Open Session

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

Next board meeting

Next month's meeting is November 17.

Minutes

The minutes of the August 18, 2025, board meeting were approved.

Office updates

Katrina reviewed the office report for August and September.

There have been 70 statements of credit, 47 statements of charges due, 68 notices to pay, eight attorney referrals and one eviction in process.

Eight installation/alteration permits were received and approved.

Notices were sent about violations:

3 exterminations	6 housekeeping
1 peaceable possession	17 general household miscellaneous
12 vehicle	9 animal
18 yard/common area	1 towing

Two two-bedroom units are available.

Maintenance summary

Kevin reviewed the maintenance report for August and September.

In August, 200 service requests were received and 178 completed. There were one move-in and two move-outs.

Replaced in August:

1 range	3 tubs refinished
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Fine Lines Lawn and Irrigation mowed four times in August.

In September, 207 service requests were received and 181 completed. There were two move-ins.

Replaced in September:

1 refrigerator	2 bath floors
1 countertop	1 kitchen faucet
1 kitchen floor	1 tub refinished

Sixteen rehabs are in various stages of completion.

Thirty-six roofs have been replaced to date.

Power washing of buildings with algae was performed on 67 buildings.

Most of the refinanced concrete work has been completed.

The main sewer line through the basement of 1832 Stafford Lane has collapsed and will be replaced.

Tailor Made Property Services

Mike presented the managing agent report.

Four applications were approved.

Processed in accounts payable for August was \$175,310.16; for September, \$273,123.45.

The audit has been completed and copies distributed to the board.

Financial reports were delivered to the board.

Member concerns

Jon opened the floor to member comments.

Door prize

Tammy Sutherland won the door prize of \$25.

Open ends

The open session ended at 6:30 p.m. The board met in closed session and the meeting was adjourned at 7:25 p.m.

Board Meeting

\$25 Door Prize Winner

Member: Tammy Sutherland

Board Member: Aaron Thompson





Community Updates From the Board

Hello, Highleah Members,

In the spirit of Thanksgiving, we would like to take a moment to thank and acknowledge members working together to make Highleah a successful cooperative. Thank you for continuing to help your neighbors, pick up trash, tend to flower beds, and volunteer to serve the community in a variety of ways. Thank you!

Heartfelt appreciation also goes out to Maintenance Supervisor Kevin McQuade and his team. Despite being short-staffed, the maintenance department has been working diligently on our behalf with 178 service requests being completed in August and September alone. In addition, 36 roofs have now been replaced, 67 buildings were power washed, and concrete work is nearly finished. We are so grateful to Kevin and his team for the great work -- especially in coordinating so many contractors in recent months!

If you know someone looking for maintenance work, please refer them to the office - we're looking for additional individuals to join the Highleah maintenance team.

We also want to thank our dedicated office staff - Katrina Giammalva and Trinity Tart - for their daily efforts to make sure the bills get paid, questions get answered, and our community continues to function smoothly. One of their less popular tasks is sending out notices regarding rule violations. Please remember that the office staff does not set the rules. The rules are established by the Board (past and present), and the Board has tasked the office staff with enforcing them. With 330 families living side-by-side, we recognize that community rules are a necessary part of cooperative living. We are grateful to Katrina and Trinity for handling this often thankless responsibility.

If you would like to see changes to our current rules or if you believe the rules have been unfairly applied to you, please email the Board at HighleahBOD@gmail.com.

Our next board meeting will be held on Monday, November 17th at 6:00 p.m. in the Clubhouse. We're pleased to report that Neighborhood Watch officers have been invited to attend the November board meeting to speak with members and answer questions. Please join us in expressing our gratitude to the Independence Police Department and members of the Neighborhood Watch for their efforts to keep us safe. We hope to see you there!

Warm regards and Happy Thanksgiving!

Your Highleah Board



Highleah Board of Directors

Jon Jordan: President

Ashley Pitman: Vice President

Donna Cates: Secretary

Debra Taylor: Treasurer

Aaron Thompson: Board Member

BRINGING CLARITY TO YOUR WORLD

SERVICES:

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



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WINDOW CLEANING

TJ Ackfeld

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



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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.



OFFICE NEWS

Office Closed

The office will be closed Thursday & Friday, November 27th & 28th for the Thanksgiving holiday. If you have a Maintenance Emergency, please call the Maintenance Emergency number at 913-894-3441.

Parking

Thank you for not parking in front of the Office/Maintenance Building. We need those parking spots open for Office and Maintenance staff, and people using the Clubhouse for holiday dinners and parties.

Furnace Filters

Remember to change your furnace filters every month. Clean filters help your furnace operate more efficiently. They are available in the office.

Turning in Complaints

All complaints must be in writing, signed, dated, and submitted or sent by email to the office. Complaint forms are also available at the back of your Rules and Regulations booklet or in the office.

Tip of the Month

Practice Gratitude – Take a moment to reflect on things you're grateful for. Write one thing you are grateful for each evening. Gratitude helps us focus on what's going well, creating a more positive outlook to share with others.



From



Flowerbed Clean-up

It's time to clean the flowerbeds and yard areas. We have a dumpster in the back lot for your yard debris. Stop by the office and check out a key for the day or even the weekend.

Faucets and Hoses

Outside faucets need to be turned off, hoses disconnected and put away soon. If you need help with turning off a faucet from the shut-off inside your unit, please complete a service request or call the office for assistance.

Clear Your Porches

It's getting close to bad weather and snow. With that being said your porches need to be cleared of all items, or it will not be shoveled, (ex. flower pots, yard ornaments and toys). Maintenance will not be responsible for any broken items.

Dryer Vents

Please check your dryer vents outside and clean them. Clean dryer vents help clothes dry faster. When vents become clogged, they become a *fire hazard*. It's easier to do them now while it is still warm outside.



Your Resource for
Recycling in the
Kansas City Area

www.recyclespot.org

Highleah Halloween Block Party

Games, food, prizes and lots of candy!
Bringing the neighborhood together one party at a time.



 **HAPPY** 
HALLOWEEN



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:

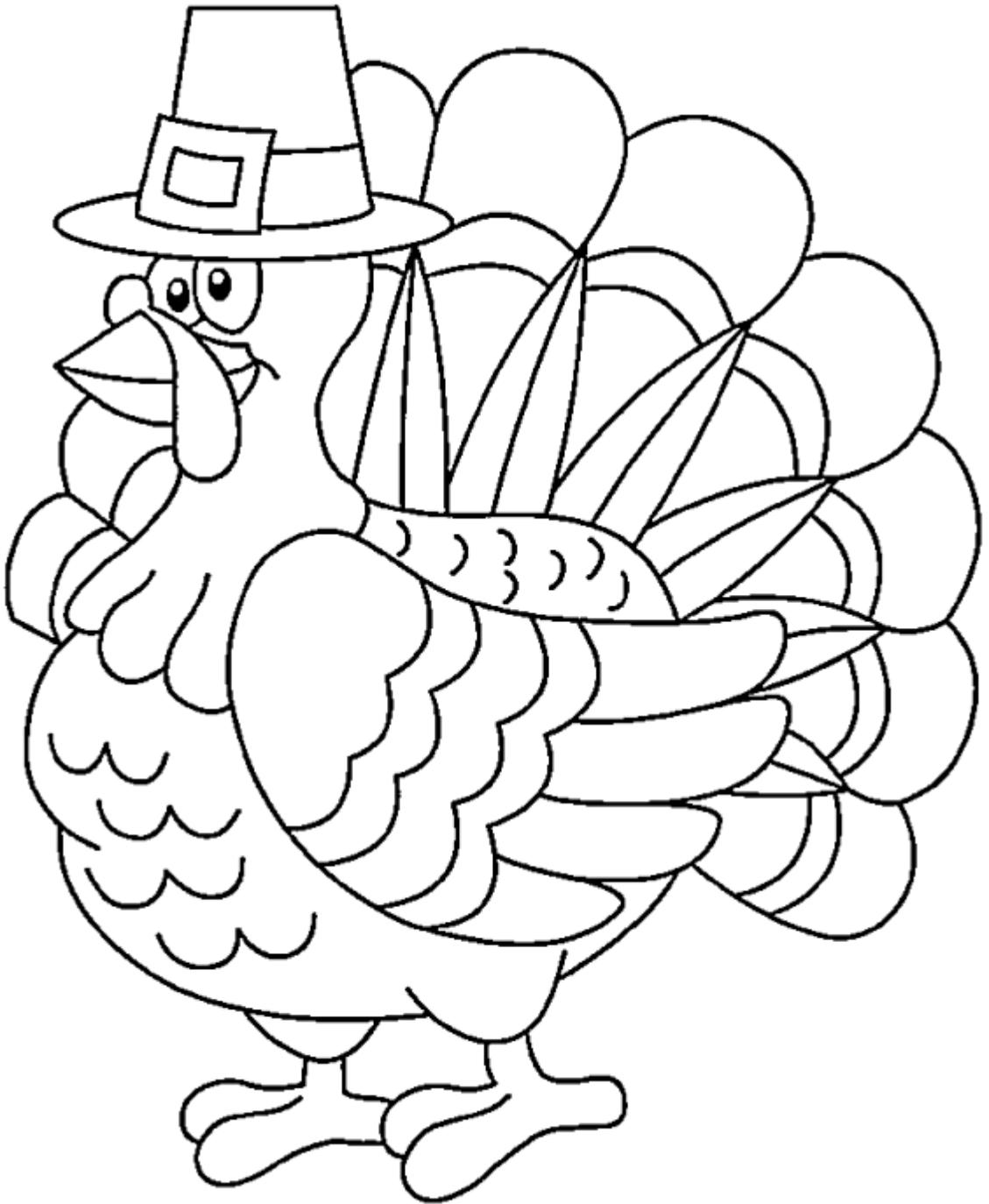
Address of the member you are nominating (if known)

Reason you are nominating this member:



*This month's Good Neighbor Award goes to **Sandra Fisher** for helping her Highleah neighbors.*





Gratitude

S S E N D O O G O C F T L N R E A I
E O T F A A T A N F I I F C S U A D
O O K T C P R A R I F M I H S P J I
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L Y A A R R E L L H L F S R E T M U
N K C U U N H T O H A E T I C L O I
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ABUNDANCE
CHARITY
GIFTS
HARMONY
KINDNESS
NATURE

APPRECIATE
FAITH
GOODNESS
HEART
LIFE
PEACE

BEAUTY
FAMILY
GRATEFUL
HOPE
LOVE
THANKFUL

BLESSINGS
FRIENDS
HAPPINESS
JOYFUL
MIRACLE
TRUST

NOVEMBER

2025

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