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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.
November 17, 2025
Board Meeting
NEWSLETTER MINUTES

Board members present: Jon Jordan, president; Ashley Pitman, vice president; Debra Taylor, treasurer; and Aaron Thompson

Board member absent: Donna Cates, secretary

Staff present: Katrina Giammalva, 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.

Minutes

The board approved the minutes of the October 20 board meeting.

Open Session

Sixteen members signed in for the open session. Also attending were Raymond Osenbaugh and Prince Seiuli, Neighborhood Watch officers from the Independence Police Department.

Jon welcomed all and called the meeting to order at 6:05 p.m.

Next board meeting

Next month's meeting is December 15.

Office updates

Katrina reviewed the office report for October.

There have been 29 statements of credit, 30 statements of charges due, 40 notices to pay and one eviction in process.

One installation/alteration permit was received and approved.

Notices were sent about violations:

2 exterminations	1 housekeeping
11 vehicle	5 general household miscellaneous
2 yard/common area	4 animal

The open session ended at 6:40 p.m. The board met in closed session and the meeting was adjourned at 7:50 p.m.

Maintenance summary

Kevin reviewed the maintenance report for October.

In October, 167 service requests were received and 175 completed. There were two move-ins.

Replaced in October:

4 refrigerators	3 bath floors	2 bath faucets
2 ranges	1 kitchen faucet	2 kitchen floors
2 countertops	1 bath sink	2 tubs finished

Fine Lines Lawn and Irrigation mowed twice in October and completed the trimming of all bushes.

Seventeen rehabs are in various stages of completion.

All 84 buildings have been power-washed at a cost of \$21,934.

The main sewer line through the basement of 1832 Stafford Lane has been replaced at a cost of \$4,200.

Sewer lines at 1833 and 1835 Stafford Lane will be jetted.

Tailor Made Property Services

Mike presented the managing agent report.

Three applications were approved.

Processed in accounts payable for October was \$282,205.99.

Financial reports were delivered to the board.

Member concerns

Jon opened the floor to member comments.

Neighborhood Watch

Officers Osenbaugh and Seiuli answered member questions and shared information.

They shared statistics showing 9-1-1 calls from Highleah were down in 2025 to 63 calls from 192 calls in 2024.

They discussed the Crime-free Multihousing program. To participate, Highleah would be inspected and assessed for crime-prevention measures through environmental changes. If Highleah participates in the program, more reports about crime in the area would be available.

Door prize

Kim West won the door prize of \$25.

Open ends

The open session ended at 6:40 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: Kim West





Community Updates From the Board

Happy Holidays, Highleah Members!

As we celebrate this holiday season, we're reminded of the joy of living in a community where neighbors look out for one another and friendships grow year after year. Highleah is more than a place to live—it's a place to belong. Thank you for helping make our neighborhood welcoming, safe, and full of holiday cheer.

Thank you to everyone who attended the November board meeting. We were joined by Neighborhood Watch Officers Raymond Osenbaugh and Prince Seiuli, who answered member questions and shared some good news: 9-1-1 calls from Highleah are down significantly—only 63 calls so far this year compared to 192 in 2024! A big thank-you to the community Neighborhood Watch group and to all members for keeping an eye out and reporting suspicious activity to the police.

As winter approaches, please remember:

- Maintenance staff will shovel walks as needed. Be sure to put away porch items to avoid breakage.
- Guests should use guest or auxiliary parking and avoid parking on the streets to keep roadways clear for traffic and emergency vehicles.
- If installing holiday lights, please review page 28 of the Rules and Regulations for Outside Holiday Light Specifications.
- Turn off outdoor water faucets in the basement and disconnect hoses to prevent freezing.
- For package deliveries, consider having items sent to your workplace or ask a neighbor to pick them up. Let's work together to prevent porch theft.

Our next board meeting will be **Monday, December 15, 2025, at 6:00 p.m. in the Clubhouse.** We hope to see you there!

*Wishing you a joyful and
blessed holiday season!*



Highleah Board of Directors

Jon Jordan: President

Ashley Pitman: Vice President

Donna Cates: Secretary

Debra Taylor: Treasurer

Aaron Thompson: Board Member

Santa is coming to Highleah

Friday, December 12th
5:00 pm — 6:00 pm
Highleah Clubhouse

Hot chocolate, cookies, gift bags, photo opportunities and the Grinch!



Inspirational Quote:

Fact: As geese flap their wings, they create an "uplift" for the birds that follow. By flying in a V formation, the whole flock adds 71% greater flying range than if each bird flew alone.

Lesson: People who share a common direction and sense of community get where they are going quicker and easier when they lift each other up along the way.



OFFICE NEWS

Office Closed

The office will be closed Wednesday, Thursday & Friday, December 24th, 25th, & 26th, 2025 for the Christmas holiday, and New Year's Day, Thursday, January 1st, 2026. If you have a Maintenance Emergency, please call the Maintenance Emergency number at 913-894-3441.

Garbage Disposals

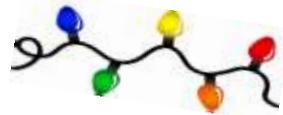
The worst time for a garbage disposal to quit working is the holidays. Here are a few tips to keep your disposal working.

The Do's of Using Your Garbage Disposal

- **Do Run Cold Water While Using the Disposal** Once the grinding is complete, turn off the disposal and let the water continue to run for 30-45 seconds to flush any remaining debris down the drain.
- **Do Cut Large Food Items Into Smaller Pieces** Large chunks of food can put a strain on your disposal's motor, leading to jams or a clogged drain.
- **Do Use the Disposal for Organic Waste Only** Garbage disposals are designed to handle organic waste, such as fruit and vegetable scraps, and very small amounts of meat.
- **Do Clean Your Disposal Regularly** You can grind up ice cubes or citrus peels to help clean the blades and eliminate odors.

The Don'ts of Using Your Garbage Disposal

- **Don't Put Non-Food Items in the Disposal**
- **Don't Dispose of Grease or Oil** Grease, fats, and oils should never go down your garbage disposal. When these substances cool, they can solidify and cause clogs in your pipes. Instead of pouring grease down the drain, collect it in a container and dispose of it in the trash.
- **Don't Overload the Disposal** Add food waste in small batches, allowing the disposal to grind the food efficiently before adding more.
- **Don't Use Your Disposal as a Trash Can** While a garbage disposal is a helpful kitchen tool, it's not a replacement for your trash can.
- **Don't Ignore Strange Noises or Smells** If your garbage disposal starts making unusual noises, becomes jammed, or isn't working properly, stop using it immediately and turn in a work order.





From



Faucets and Hoses

Outside faucets need to be turned off, hoses disconnected and put away now. 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.

Snow Removal

Priority for snow removal of 2" or more is as follows: 1)Streets; 2)Sidewalks and steps; 3)Main walks. Members are responsible for clearing their assigned parking spots. Place all snow removed in grass areas. Ice melt is available in the office. Stop by and pick up a bag.

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.

Snow Shovelers

The snow is coming and we need help with shoveling. 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.



Trash or Recyclable

After Christmas we have a lot of trash, but some can be recycled. Remember to break down boxes and put them in the Recycle Bin behind the Office.

Dumpsters in Back Lot

If you have furniture or large items to throw away, please use the largest dumpster in the back lot. If you have yard debris, please use the shorter dumpster in the back lot. Stop by the office and check out a key for the day or the weekend.

Close Dumpsters

Remember to close the top of the dumpster when throwing away trash. It helps keep critters like raccoons and opossums out.

FOR SALE

For Sale: MeoWant Self-Cleaning Cat Litter Box (New/Slightly Used)

Plenty of room for the kitty to use the box (not cramped like other self-cleaning litter boxes). It is very clean and works well. Asking \$200 (will include special MeoWant cat litter which was purchased separately).



MeoWant Self-Cleaning Cat Litter Box, Open-Top Automatic Cat Litter Box with Safety Protection, App Control, Odor-Free, 75L Large Space for Multiple Cats

4.2 ★★★★★ (431 ratings)
754 reviews (great benefit)

3 sustainability features for 100% recycled inner liner

\$258 (12/26/24 / month)

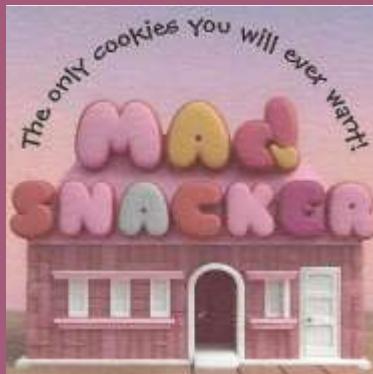
Get \$50 off instantly. Pay \$198.00 upon approval for the Amazon Store Card.

Color	Yellow
Brand	Meowant
Size	X-Large
Material	Polycarbonate (PC)
Product	30" x 21.5" W x 20" H

Your kitty will "MeoWant" it for Christmas!

Call or text 816-807-8238 if interested or have questions.

Great gift ideas!



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



Hot Cocoa and Cappuccino Bombs

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.



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 **Ariana Haegdorens** for being a bright light to the community and helpful in many ways to the Highleah members.*





Christmas Wishes



BEST WISHES

COZY

FRIENDSHIP

GRATITUDE

JOY

SANTA

BLESSING

DREAMS

FULFILLED

HAPPINESS

LETTERS

SURPRISE

CHEER

FAITH

GIFT

HEALTH

LOVE

TOGETHER

COMFORT

FAMILY

GOODWILL

HOPE

PEACE

TOYS

December 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 Board Mtg 6:00pm	16 	17	18	19	20
21	22 Attorney Ref. 8:00am	23	24  Office Closed	25 Office Closed	26 Office Closed	27
28	29	30	31 	