



# Highleah Highlights

**Highleah Office: 816-257-0070**

**Office Manager: [manager@highleah.com](mailto:manager@highleah.com)**

**Website: [Highleah.com](http://Highleah.com)**

**Board Email: [HighleahBOD@gmail.com](mailto: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.**  
**December 15, 2025**  
**Board Meeting**  
**NEWSLETTER MINUTES**

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

**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.

### **Minutes**

The board approved the minutes of the November 17 board meeting.

### **Open Session**

Twelve members signed in for the open session.

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

### **Next board meeting**

Next month's meeting is January 26, 2026.

### **Office updates**

Katrina reviewed the office report for November.

There have been 30 statements of credit, 19 statements of charges due and 44 notices to pay.

One installation/alteration permit was received and approved.

Notices were sent about violations:

1 extermination	3 vehicle
3 yard/common area	1 housekeeping
1 general household misc	2 animal

### **Maintenance summary**

Kevin reviewed the maintenance report for November.

In November, 128 service requests were received and 142 completed. There were two move-outs and one move-in.

Replaced in November:

1 countertop

1 bath faucet

1 bath floor

1 bath sink

1 kitchen faucet

1 kitchen floor

1 kitchen sink

1 range

Fine Lines Lawn and Irrigation completed mowing in November and are cleaning up and removing leaves.

Eighteen rehabs are in various stages of completion.

Sewer lines at 1833 and 1835 Stafford Lane were jetted and a large hole in the bottom of the sewer line was discovered via camera. The sewer line under the basement floor of 1833 Stafford Lane will be replaced with PVC pipe.

### **Tailor Made Property Services**

Mike presented the managing agent report.

Three applications were approved.

Processed in accounts payable for November was \$340,461.14.

Financial reports were delivered to the board.

### **Member concerns**

Jon opened the floor to member comments.

### **Door prize**

Jennifer Martin won the door prize of \$25.

### **Open ends**

The open session ended at 6:33 p.m. The board met in closed session and the meeting was adjourned at 8:15 p.m.

### **Board Meeting**

### **\$25 Door Prize Winner**

*Member: Jennifer Martin*

*Staff: Trinity Tart*





## Community Updates From the Board

Dear Highleah Neighbors,

**Happy New Year!** As we turn the page to 2026, the Board wishes every household health, happiness, and all the good things a fresh start brings. May this year be filled with neighborly connections and cooperative spirit.

Reflecting on 2025, we're proud of what we accomplished together: completing all of the roof replacements and concrete repairs funded by our 2024 property refinancing, seeing a significant reduction in 911 calls from Highleah compared to the previous year (a sign that crime is down), and witnessing neighbors helping each other in ways that truly make our community thrive. Your timely carrying charges kept our reserves strong, positioning us well for ongoing maintenance and future needs.

A heartfelt thank-you to everyone who volunteered—whether preparing the newsletters, participating in community events, keeping an eye out with the Neighborhood watch, or just picking up a stray branch after a storm.

We also want to honor and recognize our **2025 Good Neighbor Award Recipients**: Aaron Talato, Jim & Carol Whisenhunt, Susan Edmond, Bradley Detrick, Madalynn Leslie, Artie Jones, Tammy Stanford and Blaze, Alexander Haegdorens, Judith Killiker, Sandra Fisher, and Ariana Haegdorens. Thank you all for your positive contribution to the community! Please keep the nominations coming in 2026!

Key Reminders for a Smooth Start to the Year:

**Holiday Decorations:** Please remove outdoor lights, wreaths, and displays by mid-January to avoid weather damage and keep sidewalks clear.

**Winter Prep:** Disconnect garden hoses, turn off outdoor spigots, and keep front porches clear for snow shoveling. Change your furnace filter monthly—extra filters are in the office. Ice melt is available too!

**Snow Removal:** Maintenance handles plowing for 2+ inches. If you'd like to earn some extra income helping with shoveling (age 16+), sign up at the office.

**Pet Waste:** Let's keep our grounds (and the adjacent school yard) clean—use the dog waste stations and bags provided.

**Kindness Counts:** With busy staff and short-staffing in maintenance, a quick friendly hello and patience go a long way.

Looking ahead - The office will be closed January 19 for Martin Luther King Jr. Day. Our next Board meeting is **Monday, January 26, 2026, at 6:00 p.m. in the Clubhouse.**

Here's to a wonderful 2026 filled with community spirit and cooperative success!

Warmly,

Highleah Board of Directors

Highleah Board of Directors

*Jon Jordan: President*

*Ashley Pitman: Vice President*

*Donna Cates: Secretary*

*Debra Taylor: Treasurer*

*Aaron Thompson: Board Member*



### **Inspirational Quote:**

Keep your thoughts positive because your thoughts become your words. Keep your words positive because your words become your behavior. Keep your behavior positive because your behavior becomes your habits. Keep your habits positive because your habits become your values. Keep your values positive because your values become your destiny.

*Mahatma Gandhi*



# OFFICE NEWS

## **Office Closed**

The office will be closed Thursday, January 1st, 2026 for New Year's Day and Monday, January 19th, 2026 for Martin Luther King Jr. Day. If you have a Maintenance Emergency, please call the Maintenance Emergency number at 913-894-3441.

## **Thank You**

We would like to thank the volunteers who helped make our Santa Visit such a success.



## **Holiday Decorations**

Outdoor holiday lights and decorations must be removed within 2 weeks of the holidays.

## **Smoke in the Air**

Be mindful of your neighbors as the colder months come and windows and doors are shut when it comes to your cigarette/cigar/marijuana smoke. Any unit can create an air quality issue for units within your building. We are encouraging smokers to purchase high-quality HEPA or carbon filtration system air purifiers large enough to accommodate multiple rooms. It is recommended to help eliminate some of the smoke/odor issues.



# From



## **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.

## **Snow Shovelers**

If you are interested in helping with snow shoveling this year, 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.

## **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.

## 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:

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Submitting member’s address:

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Submitting member’s phone number:

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Name of the member you are nominating:

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Address of the member you are nominating (if known)

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Reason you are nominating this member:

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*This month's Good Neighbor Award goes to **Aja Ritter**. She is always a helper with all the kids in the neighborhood.*



# Santa & Mrs. Claus Visit Highleah

## Along with The Grinch!

Thank you to Santa & Mrs. Claus and the Grinch!  
Everyone enjoyed hot cocoa, cookies and backpacks of goodies for the kids. And thank you to all that came and visited. Can't wait for next year.





# Winter Sports

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

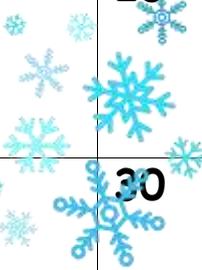
Skiing  
Bobsled  
Biathlon  
Camping  
Curling  
Snowboarding

Hockey  
Slalom  
Snowmobiling  
Luge  
Handball  
Fishing

Climbing  
Football  
Skating  
Exploring  
Sledding  
Badminton

# JANUARY

2026

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