



# 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.  
April 20, 2026  
Board Meeting  
NEWSLETTER MINUTES

Board members present: Jon Jordan, 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: Jessica Foxx, cooperative attorney, and Mike Lauer, regional manager with Tailor Made Property Services

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

#### Open Session

Fifteen members signed in for the open session.

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

#### Next board meeting

The next board meeting is May 18.

#### Office updates

Katrina reviewed the office report for February and March.

There have been 72 statements of credit, 35 statements of charges due, 66 notices to pay, six attorney referrals and two abandoned units.

Seven installation/alteration permits were received. Five were approved and two denied.

Notices were sent about violations:

2 extermination	5 housekeeping	7 animal
6 peaceable possession	8 general household misc.	1 towing
10 vehicle	6 yard/common area	

#### Maintenance summary

Kevin reviewed the maintenance report for March.

In March, 172 service requests were received and 169 completed.

There was one move-out.

Fine Lines Lawn and Irrigation applied herbicide and fertilizer.

Replaced:

1 refrigerator	1 kitchen faucet	1 bath faucet
1 range	2 water heaters	2 kitchen floors
1 countertop	2 bath floors	

Twenty-one rehabs are in various stages of completion.

Management and maintenance have received a scope of work for the fire-damaged unit.

Another bid for abatement is necessary before work can start.

Appliances purchased: 18 refrigerators (\$711 each), 18 stoves (\$566 each) and 18 range hoods (\$64 each). For a total of \$26,304.39 of a budgeted amount of \$30,000.

A new handrail at a cost of \$3,100 has been installed for the retaining wall between 1908 and 1910 Pembroke Crescent West.

#### Tailor Made Property Services

Mike presented the managing agent report.

Four applications were approved.

Processed in accounts payable for March was \$235,074.

Financial reports were delivered to the board.

#### Google Fiber

A representative from Google Fiber answered member questions. After Highleah signs the agreement, it will take approximately six months for installation to be completed. Members then can choose to sign up.

#### Member concerns

Jon opened the floor to member comments.

#### Door prize

Pamela Dodds won the door prize of \$25.

#### Open ends

The open session ended at 6:40 p.m.

#### Adjournment

The board met in closed session and the meeting was adjourned at 9 p.m.

**Board Meeting**  
**\$25 Door Prize Winner**  
*Member: Pamela Dodds*  
*Staff: Trinity Tart*





## Community Updates From the Board

Greetings, Highleah Neighbors –

We had a good turnout for the last board meeting where Jay from Google Fiber was available to answer questions. Following the meeting, the board approved moving forward with the Google Fiber installing its underground fiber optic internet service lines throughout Highleah. This will provide members with another option for high-speed internet service.

The Google Fiber installation will take several months and will be completed at no cost to Highleah or its members. The only cost will be for any individual members who sign up for services -- with basic 1-Gig internet service packages starting around \$70/month. We will continue to provide project updates.

We have not yet made an interim appointment to fill the vacancy on the board. After helpful discussion with members at the last meeting, the board would like to extend the deadline to submit resumes. ***If you are interested in serving on the board for the remaining months until the September meeting, please submit your resumes to the office by close of business Monday, May 11, 2026.*** Thank you, in advance, for your willingness to serve the community.

We look forward to seeing you at the next meeting on ***Monday, May 18 at 6pm in the Clubhouse.*** For your calendars, below are the dates of the remaining board meetings this year:

- Monday, June 15
- Monday, July 20
- Monday, August 17
- Tuesday, September 15 (Annual Membership Meeting)
- Monday, October 19
- Monday, November 16
- *[No Board Meeting in December]*

Thank you!

Your Highleah Board of Directors

[Highleah Board of Directors](#)

*Jon Jordan: President*

*Donna Cates: Secretary*

*Debra Taylor: Treasurer*

*Aaron Thompson: Board Member*

# MEMORIAL DAY

*Remember and Honor*



**“Home of the free,  
because of the brave.”**

***-Unknown***



HONORABLE

# OFFICE NEWS

## Community YARD SALE

Friday, June 5th and  
Saturday, June 6th



### Highleah Yard Sale

The advertising is taken care of. All you need to do is set up your tables and sell. It is also a time for the community to get to know each other. Join us!

### Office Closed

The office will be closed Monday, May 25th, 2026 for Memorial Day.

### Household Recertification Paperwork

On the Highleah.com website under Membership, we have added fillable Household Recertification paperwork.



*Congratulations to the students of any age in our community who are graduating this month. We wish you all the best in your future endeavors.*

# From



## Green Electrical Boxes

Please remind your children **not** to play or sit on the large green electrical boxes in the common areas. It is dangerous!

## Outdoor Faucets

It is safe to turn on (at the indoor shut-off valve) the outdoor faucets. Please check for any leaks.

## Dryer Vents

Please check your dryer inside tubing and vents outside and *clean them out*. When vents become clogged, they become a **fire hazard!** You can easily blow them out with a leaf blower. Remove the lint catcher on the outside of your building. This will allow you to clear the tubing by blowing with a leaf blower from the inside of your basement out the tubing to the outside. Then pick up the lint on the outside of the building and replace clean lint catcher. Please check this often.

## Air Conditioners

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

**IN LOVING MEMORY  
OF THOSE WHO  
HAVE FALLEN.**



## 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 Krystina Reese for being so friendly and helping her neighbor with taking trash to the dumpster. Thank you Krystina.*



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*Get your pet Vaccinated*

On the 1<sup>st</sup> Friday of the month, the Pet Resource Center of KC is at the Independence Animal Shelter doing vaccinations. For information call 816-353-0940. Tractor Supply also has VIP Pet Care come to their store. For information call 816-461-7333.



# MEMORIAL DAY

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

Decoration

Celebration

Peace

Duty

Worship

Veteran

Heritage

Friendship

Gatherings

Bravery

Banner

Cemetery

Memorial

Military

Service

Battlefield

Flags

Hero

Legendary

Tribute



# Hello May

2026

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