



Highleah Highlights

Highleah Office: 816-257-0070

Office Manager: manager@highleah.com

Website: Highleah.com

Board Email: HighleahBOD@gmail.com

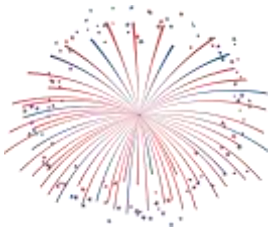
Maintenance Emergency: 913-894-3441

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.
June 15, 2026
Board Meeting
NEWSLETTER MINUTES

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

Board member absent: 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.

Minutes

The board voted to approve the minutes of the May 18, 2026, board meeting.

Open Session

Seventeen 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 July 20.

Office updates

Katrina reviewed the office report for May.

There have been 36 statements of credit, 37 statements of charges due, 34 notices to pay, two attorney referrals and one eviction in process.

Four installation/alteration permits were received and approved.

Notices were sent about violations:

1 extermination	1 animal
3 vehicle	1 peaceable possession
5 housekeeping	2 year/common area
7 general household miscellaneous	

Maintenance summary

Kevin reviewed the maintenance report for May.

In May, 145 service requests were received and 129 completed.

There were one move-out and one move-in.

Fine Lines Lawn and Irrigation mowed four times.

Replaced:

1 refrigerator

1 range

1 countertop

1 bath sink

2 bath floors

1 kitchen floor

2 bath floors

2 water heaters

1 kitchen faucet

Twenty-one rehabs are in various stages of completion.

Five trees have been removed at a cost of \$9,550.

Work continues on the fire-damaged unit.

Tailor Made Property Services

Mike presented the managing agent report.

One application was approved.

Processed in accounts payable for May was \$231,967.51.

Financial reports were delivered to the board.

Member concerns

Jon opened the floor to member comments.

Door prize

Jackie Howes won the door prize of \$25.

Open ends

The open session ended at 7:20 p.m. The board met in closed session and the meeting was adjourned at 8:45 p.m.



Members welcome at all open sessions of board meetings

Open sessions of monthly board meetings begin at 6 p.m. on the third Monday of each month (except September and December).

The sessions involve the board of directors, the site manager, the cooperative attorney, other advisers, and members of Highleah Townhouses.

The sessions are open to all members of Highleah Townhouses.

Minutes of open, closed, and executive sessions are a record of any action taken, votes cast, reports presented, and/or decisions reached during a board meeting. Minutes are not a record of what is said.

To hear member discussions, you are encouraged to attend the open session.



Community Updates From the Board

Hello, Highleah Neighbors -

As we move into the heart of summer, the Board would like to share several updates, reminders, and community notes for July.

Summer Safety & Fireworks Reminder

With the Independence Day holiday approaching, please remember to follow the City of Independence fireworks ordinance. Per Section 4.7 of Highleah's Rules & Regulations, members are responsible for any damage caused by their fireworks. We encourage all members to celebrate safely, be considerate of neighbors, and clean up any debris by the morning of July 5th. Your cooperation helps keep our community safe and pleasant for everyone.

Community Appearance & Outdoor Areas

Summer brings increased outdoor activity, and we appreciate everyone who helps keep Highleah looking its best. Please ensure patios, yards, and common areas remain tidy and free of clutter. Proper disposal of trash and securing personal items helps maintain the cooperative standards we all share. If you wish to attach anything to the outside of your unit, such as a ring doorbell, please submit an alteration permit to the office for pre-approval.

Parking & Vehicle Compliance

As a reminder, vehicles must be operable and properly tagged. Members should use their assigned parking space when available. Visitors should use designated guest parking. Please ensure your household members and guests do not park on the street as we need to keep streets clear for emergency vehicles.

Maintenance & Seasonal Projects

Our maintenance team continues to work through summer service requests, exterior repairs, and ongoing rehab projects. Please submit all work orders through the office so they can be scheduled efficiently. We appreciate your patience as seasonal workloads increase during the summer months.

Board Service

We will have two board positions up for election at the next Annual Meeting on Tuesday, September 15th, 2026 (one 3-year term and one 1-year term). If you are interested in serving on the board, please submit your resume to the office (manager@highleah.com) by July 24th for the August newsletter and August 24th for the September newsletter.

Community Engagement

Thank you to all members who continue to participate in meetings, read the monthly newsletters, and stay involved in cooperative life. At the last meeting, we addressed member concerns regarding Highleah's parking and towing policy, discussed the process for submitting a written complaint to the office, and addressed concerns regarding lawn care.

Please join us for our next monthly meeting on **Monday, July 20, 2026 at 6:00pm in the Clubhouse**. We hope to see you then!

Your Highleah Board of Directors,

Jon Jordan, President, term through 9/2027

Donna Cates, Secretary, term through 9/2026

Debra Taylor, Treasurer, term through 9/2028

Aaron Thompson, Board Member, term through 9/2028

Rachel Clark, Board Member, term through 9/2026



Please join us in welcoming our newest member of the Board, Rachel Clark, who has agreed to fill the prior board vacancy until the Annual Meeting in September. Below is Ms. Clark's resume previously submitted to the office.

Rachel Clark's Resume

I am writing to express my interest in filling the open position on the board. I have lived in this community for 4 years. I am deeply passionate about helping the community and changing certain aspects to make the community a better place for everyone. Also, I believe that the communication needs to be better between the office and maintenance and the members and I can help with that so the members can understand better what they are wanting to help the community. I believe that this is a great place to live and would like to help others see that. We also need to hold not only ourselves accountable but we should also hold our neighbors too if we see something that isn't right and I believe I can help with that with my background and experience working with conflict resolution. My background as an interventionist would help on the board because it can help conflict resolution that might be presented. I have seen some of the **issues** that we have had in my 4 years of living here and the problems that it has caused amongst the neighbors and even the community. I have talked with other members of the community about issues that are going on here and I want to help them get them resolved. I want to serve on the board for the interim position because I want to help the community out of the goodness of my heart and see a change among the neighbors and even the community.

Thank you, Rachel Clark

OFFICE NEWS

Annual Meeting

Highleah Townhouses Annual Meeting will be held on **Tues., September 15, 2025**. We will have 2 board positions up for re-election. One board position for a 3 year term and one board position for a one year term. 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 24th.

It will be printed in the August and September newsletters. This is a volunteer position and requires only a few hours of your time monthly.



Speeding on Property

The speed limit on Highleah property is 15 mph. Please slow down while driving on the property. Let's keep our children safe!

Attorney Letters

Members who receive correspondence from the Highleah attorney for any reason will incur a \$40 fee, which will be posted on members ledgers by the office.





From



Fireworks

PLEASE BE CAUTIOUS WITH FIREWORKS AND BE COURTEOUS OF YOUR NEIGHBORS. Always have a bucket of water close by in case of emergency. Do not throw away **hot** embers from the grill or **hot** firework debris in the dumpsters. Clean up any mess made on our streets by the morning of July 5th.

Water Hoses

Please do not leave your garden hose on and unattended. Be sure to turn off the water when you are done. Water hoses constantly running can cause high water bills for Highleah.

Trash at Playgrounds

Help us keep Highleah clean by picking up your trash, especially at the playgrounds. We have trash cans stationed around the property.

Help Keep Mosquitos Away

Pools are not to be left unattended and must be emptied on a daily basis and stored in the back of your unit.



A/C-Furnace Filters

Be sure to change your A/C-Furnace filters monthly. Clean filters help the air conditioner operate more efficiently. Filters are available in the office.



Your Resource for
Recycling in the
Kansas City Area

www.recyclespot.org

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 Billy Harrison for helping his neighbors by giving them rides to work on a regular basis.



HAPPY 4th of July

With 4th of July approaching this is a reminder of the city ordinances. Please follow the rules and please play safely.

In the City of Independence,

“The use of Division 1.4G fireworks within the City limits **shall only be permitted on July 3 and July 5 of each year between the hours of 10:00 a.m. and 11:00 p.m., on July 4 of each year between the hours of 10:00 a.m. and midnight.**” Also, it’s illegal “for any person under the age of sixteen (16) years, unless under the supervision of a parent or guardian, to possess or discharge Division 1.4G fireworks within the City limits.”

Keep in mind, not all fireworks are legal!

It is unlawful to possess, store, handle, or use the following fireworks within the City:

Bottle rockets, aerial missile, or similar devices

**Sparkler bombs, altered or combined fireworks,
or “Sky Lanterns”**

Celebrate Safely!



AMERICA

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FLAG
 CONSTITUTION
 STATUE
 STARS
 GREATNESS

FREEDOM
 EAGLE
 PRESIDENT
 STRIPES
 HOLLYWOOD

LIBERTY
 APPLE PIE
 CAPITOL
 INDEPENDENCE
 JAZZ

DEMOCRACY
 BASEBALL
 WHITE HOUSE
 DIVERSITY
 MOUNT RUSHMORE

July

2026

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