



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.
August 17, 2026
Board Meeting
NEWSLETTER MINUTES

Board members present: Jon Jordan, president; Aaron Thompson and Rachel Clark

Board member absent: Donna Cates, secretary

Board member resigned: Debra Taylor, treasurer

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

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

Jon called the meeting to order at 5:05 p.m.

Minutes

The board voted to approve the minutes of the July 20 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

The annual meeting is Tuesday, September 15. Sign-in begins at 5:30 p.m. The meeting opens at 6 p.m.

There are three seats on the board to be filled.

Office updates

Katrina reviewed the office report for July.

There have been 33 statements of credit, 13 statements of charges due, 35 notices to pay, two attorney referrals and one eviction in process.

One installation/alteration permit was received and approved.

Notices were sent about violations:

2 vehicle

2 animal

2 housekeeping

3 yard/common area

8 general household miscellaneous

Maintenance summary

Kevin reviewed the maintenance report for July.

In July, 213 service requests were received and 194 completed.

There were two move-outs and two move-ins.

Fine Lines Lawn and Irrigation mowed five times and applied weed killer.

Replaced:

1 refrigerator

2 bath floors

1 countertop

1 kitchen sink

3 bath faucets

1 kitchen faucet

1 bath sink

2 water heaters

2 kitchen floors

2 tubs refinished

Twenty-six rehabs are in various stages of completion.

Fourteen trees have been removed.

Tailor Made Property Services

Mike read the managing agent report.

Processed in accounts payable for July was \$273,821.07.

Financial reports were delivered to the board.

Member concerns

Jon opened the floor to member comments.

Door prize

Rebecca Cooley won the door prize drawing, a \$25 gift card.

Open ends

The open session ended at 6:25 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: Rebecca Cooley

Staff: Trinity Tart





Community Updates From the Board

Hi, Everyone,

September is here, and with it comes our important annual membership meeting. We hope to see a strong turnout, so we can conduct the cooperative's business together.

First, we want to share that Debra Taylor has resigned from the Board of Directors. We thank Deb for her service and the time and effort she dedicated to the community, particularly during the last budget review -- very much appreciated!

The annual meeting will be held on Tuesday, September 15, 2026. Sign-up/check-in begins at 5:30 p.m., and the meeting starts at 6:00 p.m. sharp in the tent behind the office. Only members in good standing may vote or carry a proxy. Please check with neighbors who cannot attend and bring any proxies they received in the mail. **A quorum is required, so your participation is important.**

Three seats on the Board will be up for election:

- A 3-year term for the seat currently occupied by Donna Cates
- A 2-year term for the seat previously held by Debra Taylor
- A 1-year term for the seat currently filled by the interim appointment of Rachel Clark

We look forward to seeing many of you there where members will elect directors who will continue serving our cooperative community.

Thank you,

Your Highleah Board of Directors,

Jon Jordan, President, term through 9/2027

Donna Cates, Secretary, term through 9/2026

Aaron Thompson, Board Member, term through 9/2028

Rachel Clark, Board Member, term through 9/2026



OFFICE NEWS

Office Closed

The office will be closed Monday, September 7th in observance of Labor Day. If you have an emergency maintenance issue, please call the Maintenance Emergency number at 913-894-3441.

Annual Meeting

Highleah Townhouses Annual Meeting will be held on **Tues., September 15, 2026**. We will now have 3 board positions up for re-election. One board position for a 3 year term, one for a 2 year term, and one board position for a one year term. The meeting will be held under the tent behind the office. Sign-in begins at 5:30 p.m. The meeting opens at 6 p.m. This is a volunteer position and requires only a few hours of your time monthly.



Please plan to attend this meeting. If your neighbor can't make it, ask for their proxy. We need a quorum to hold this meeting.

WE NEED YOUR VOTE!!!



Bus Stops

The kids are headed back-to-school. Please be aware of them walking on the streets and waiting at the bus stops early in the morning and after school. Speed limit on the property is 15 m.p.h. Please slow down!

From



Bed Bug Inspections

Annual bedbug inspections will be the first Thursday of the month. You will receive notification on your door when it is your sections turn for the inspections. There are no exceptions for these inspections.



Proper Disposal of Appliances and Large Furniture

REMINDER: Appliances are **NOT** permitted to be placed in or around the storage lot under any circumstances. In addition, large furniture items must be placed inside the designated furniture dumpster ONLY. Furniture should NOT be left in or next to regular dumpsters, outside of the furniture dumpster in the storage lot, or adjacent to the storage lot.



Please note that improper disposal of appliances or furniture may result in a charge of \$100 or more to the member for hauling & cleanup costs. For help with getting rid of your old appliances try:

The **DROP-OFF DEPOT** is held on the 2nd Saturday of each month between April and October. Check www.independencemo.gov for more details.

Location: 875 Vista Ave, Independence, MO 64056
1 mile east of M-291 on Truman Road, north of Vista Avenue

Hours: 8 AM - 3 PM

Dates of Availability: April through October, the 2nd Saturday of each month.

Independence Residents only.

Bring a valid driver's license or recent utility bill.

- **Residential only.** No commercial waste is allowed.
- **Cash or local check only.** No credit cards, debit cards or coins are accepted.

MO State Statute says loads must be tarped or secured so that no part of the load can fall from the vehicle.

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 Doug & Cherie Saltz for helping out a neighbor multiple times with her household concerns and being a friendly face.



RESUME

My name is Phil Mitchell, and I was a resident of Highleah with a young family over 40 years ago. Many things have changed since then. Except, for that sense of community. I have returned to Highleah, in retirement with a desire to once again participate in that sense of community. I am submitting my name for consideration, in being elected as a member of your board at Highleah Townhouses.

I have retired from being an accounts manager, and customer service director at Deco Tools/ MSC Corp. for 13 years. Prior to that, I have over 25 years experience in retail, and pharmacy retail management for Eckerd Drug and CVS pharmacies. I have additional business administration experience in also being a training store manager for CVS. I was tasked at times for taking on pharmacy locations in trouble. Not only in trouble financially, but in their relationship with the community as well. I have volunteered for leadership responsibilities with the Boy Scouts of America/ Scouting USA for over 40 years. I am an Eagle Scout, class of 1973. I have worked with young people most of my life. I have held several offices within the scouting organization. Both at the troop level and district level. More recently, I have served as a lead commissioner at one of the three camps at the H. Roe Bartle Scout Reservation, in Osceola, Missouri. Where my responsibilities was to facilitate direction of adult leaders supporting various programs for youth at said camp from 2023 to the present. I have served on two pastorates where I attend church, as a counselor and advisor. I believe I am an affable person, willing to take time to listen. I believe I bring good discernment with life experience, and good people skills. I have returned to Highleah, remembering that sense of community I first experienced so many years ago. I would promote that sense of community in all of my responsibilities. I would appreciate your support, Thank you! Phil Mitchell

RESUME

My name is Nancy Eyerly. I work part time at Mid-Continent Public Library. I have lived in Independence for 25 years and moved to Highleah 6 months ago. I have a passion for teamwork and am interested in being a part of the Highleah Board. I would like to see how things work here and hopefully be a contributing member of the Board and the neighborhood. In my experience, I have found the best way to learn is to get involved.
Thank you, Nancy Eyerly

RESUME

Hello, my name is Sharon Conn. I've been a resident of Highleah for over 10 years and my mom for over 25 years. When I was looking for a place to live after my divorce, I was attracted to Highleah because it was spacious and affordable. I am so glad I made the decision to move here. I'm close to my mom, I have great neighbors and friends, and I love and care very much for this community. I enjoy caring for the flowers at the front entrances, preparing the monthly newsletter and helping out in any way I can. This is my home as it is yours, and I want to help take care of it.

My experience includes the Hillsdale Church Board as Elder and Clerk of Session for many years, the Miami County Master Gardeners Board as Treasurer, and one term on the Highleah Board of Directors. I worked at Hallmark Cards, Inc. for 22 years before leaving to raise my daughter. I have accounting education and experience and have worked with budgets for many years.

While previously on the Highleah Board of Directors, I was part of a great team that refinanced Highleah resulting in new roofs and needed concrete work. I researched solar lighting to find great prices and choices for our members to use for security around their units. I enjoy working with the Board, staff, and TailorMade to maintain our community while still keeping carrying charges as low as possible.

Please consider voting for me at Highleah's annual meeting on Tuesday, September 15th.

Blessings, Sharon Conn

Another resume on the next page.

Tip of the Month—

A positive, caring attitude is contagious!

*If you have any helpful tips for the newsletter, please send them to HigheahBOD@gmail.com.



RESUME

My name is Rachel Clark, and I am currently serving as an interim board member. I have decided to run for a permanent position on the Highleah Board because I am passionate about our community and want to help make Highleah an even better place to live for everyone.

I have lived in Highleah for four years, and during my time serving in this position, I have had the opportunity to see firsthand some of the changes and improvements that are needed within our community. I believe there are opportunities to strengthen communication between the office, maintenance staff, and members. Clear, consistent communication is essential to building trust and ensuring that residents feel heard and supported. I believe Highleah is a great place to live, and I want to help others see the same. I also believe that building a stronger community requires accountability—not only holding ourselves accountable, but also looking out for one another and speaking up when something isn't right.

My background as a behavioral interventionist has also given me experience in addressing challenges, working through difficult situations, and helping resolve conflicts. I believe these skills can be valuable when working with residents and addressing issues that may arise within our community.

If elected, I will work alongside the other board members to address the challenges we face, including responsible money management, community security, and improving the onboarding process for new members. My goal is to help find practical solutions that benefit the entire Highleah community. I am running for the board because I want to be part of creating positive change—not only within our community, but also among our neighbors. I am committed to listening, communicating, working together, and doing my part to help make Highleah a place where everyone can be proud to call home. I would be honored to have your support and the opportunity to continue serving the Highleah community. Thanks, Rachel Clark



Get your pet Vaccinated

On the 1st 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.

SEA CREATURES

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

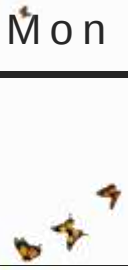
Seal
 Sea Turtle
 Penguin
 Squid

Jellyfish
 Sponge
 Octopus
 Sea Horse

Dolphin
 Otter
 Starfish
 Whale

Shrimp
 Lobster
 Shark
 Crab

September 2026

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