

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: 800-582-1234
Power and Light: 816-325-7930
Animal Shelter: 816-325-7207



Highleah Townhouses, Inc.
October 19, 2026
Board Meeting
N E W S L E T T E R M I N U T E S

Board members present: Aaron Thompson, president; Phil Mitchell, vice president; Jon Jordan, secretary; Rachel Clark, treasurer; and Nancy Eyerly
Staff present: Katrina Giammalva, site manager; Trinity Tart, assistant site manager; Kevin McQuade, maintenance superintendent; and Chris Clark, assistant 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 August board meeting,

Open Session

Seven 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 meeting is Monday, November 16.

Assistant maintenance superintendent

Chris Clark was introduced as the new assistant maintenance superintendent.

Officers

The board elected officers: Aaron Thompson, president; Phil Mitchell, vice president; Jon Jordan, secretary; and Rachel Clark, treasurer.

Phil is serving a three-year term; Rachel, a two-year term; and Nancy, a one-year term.

Office updates

Katrina reviewed the office report.

There have been 26 statements of credit, 18 statements of charges due, 38 notices to pay, one attorney referral and three evictions in process.

Five installation/alteration permits were received and approved.

Notices were sent about violations:

4 vehicle	7 yard/common area
3 housekeeping	1 extermination
18 general household misc	5 animal

Maintenance summary

Kevin reviewed the maintenance report.

In September, 178 service requests were received and 159 completed. There were two move-ins and one move-out.

Fine Lines Lawn and Irrigation mowed five times, cleared brush and applied herbicide.

Replaced:

2 refrigerators	1 bath floor	3 ranges
1 kitchen sink	1 countertop	1 kitchen faucet
2 bath faucets	2 water heaters	1 bath sink
1 tub refinished	kitchen floor	

Twenty-five rehabs are in various stages of completion.

A maple tree has been removed from Kent Circle.

A painting contractor has been retained for rehabs.

Tailor Made Property Services

Mike read the managing agent report.

Processed in accounts payable for September was $251,917.09.

Financial reports were delivered to the board.

Member concerns

Jon opened the floor to member comments.

Door prize

Jennifer Martin won the door prize drawing, a $25 gift card.

Open ends

The open session ended at 6:35 p.m. The board met in closed session and the meeting was adjourned at 8:10 p.m.

Board Meeting

$25 Door Prize Winner

Member: Jennifer Martin

Staff: Katrina Giammalva



Community Updates From the Board

Hello, Highleah Neighbors!

November is here, and Thanksgiving is right around the corner! We want to take a moment to wish everyone a very happy and safe Thanksgiving. We are thankful for our wonderful residents and the community we all call home. May your holiday be filled with family, good food, laughter, and plenty of leftovers!

As the weather gets colder and the days get shorter, please continue to be mindful and look out for one another. Now is a great time to check on your neighbors, especially those who may need a little extra help this time of year.

We want to remind everyone that the speed limit throughout the Highleah property is **15 MPH.** Please slow down, stay alert, and watch for pedestrians, especially our children and pets. Let's all do our part to keep our community safe.

We also ask parents to please speak with your children about safely riding bicycles, scooters, electric bikes, and other similar equipment on the property. We've noticed some dangerous and unsafe riding habits, and we want everyone to be able to enjoy the outdoors without putting themselves or others at risk. Please remind them to ride responsibly, be aware of vehicles and pedestrians, and follow the same safety rules as everyone else. A little caution goes a long way in keeping Highleah a safe and enjoyable place for all.

Please join us for the next Board Meeting on **Monday, November 16, 2026, at 6:00 p.m. in the Clubhouse.** We encourage all residents to attend, stay informed, and be involved in our community.

Thank you for being a part of Highleah and for making this such a great place to live. From all of us on the Board, we wish you and your families a very Happy Thanksgiving!

Your Highleah Board of Directors,

President: Aaron Thompson – 2 years
Vice President: Phil Mitchell – 3 years
Secretary: Jon Jordan – 1 year
Treasurer: Rachel Clark – 2 years
Board Member: Nancy Eyerly – 1 year



MAINTENANCE



Back row, left to right: Ken, Darryl, BJ, and Chris Clark, assistant maintenance superintendent. Front row, left to right: Kevin D., Kevin McQuade, maintenance superintendent, and Thomas.

Behind every well-kept building, clean common area, and completed repair is a dedicated maintenance team working hard to keep our community running smoothly. Whether they are responding to service requests, preparing homes for new residents, maintaining our grounds, or addressing unexpected issues, their commitment helps make Highleah a place we are proud to call home.

Our maintenance crew often works behind the scenes, in all types of weather and at all hours, to ensure the comfort, safety, and appearance of our community. Their professionalism, positive attitude, and willingness to go the extra mile do not go unnoticed.

The next time you see a member of our maintenance team, please take a moment to say thank you. Their hard work and dedication make a difference every day, and we are grateful for all they do to serve our residents and community.

Thank you, Maintenance Team, for helping keep Highleah Townhouses a great place to live!

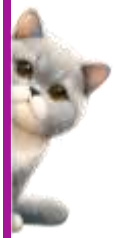
OFFICE NEWS

Office Closed

The office will be closed Thursday & Friday, November 26th & 27th for the Thanksgiving holiday. If you have a Maintenance Emergency, please call the Maintenance Emergency number at 913-894-3441.

Spay or Neuter Pet Events

Spay & Neuter Collaborative of Kansas City (SNCKC) is a group of animal welfare organizations focused on humanely reducing pet overpopulation by offering free spay/neuter to pet owners.



SNCKC will have one more Free Spay/Neuter event before the end of 2026 that will include cats and dogs. Please watch social media for an announcement about the date for that event.

Check out **snckc.org/schedule** for events and other free or inexpensive resources for pet care.

Front Porch Lights/Porch Pirates

Remember to turn on your porch lights as there have been porch pirates, and there could be more as it gets closer to the holidays. Get together with your neighbors and help them collect their packages until they get home from work.

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 the-se inspections.



From



PLEASE READ THIS!!!

REMINDER: Car parts, tires, oil, electronics, appliances, paint, and other hazardous items are **NOT** to be placed in or around a dumpster, and are **NOT** permitted to be placed in or around the storage lot under any circumstances. Try contacting:

- Environmental Campus, 4707 Deramus Ave, Kansas City, MO 64120, at 816-513-8400
- DROP-OFF DEPOT, 875 Vista Ave, Independence, MO 64056, at **independencemo.gov** search DROP-OFF DEPOT.
- Another source is **recyclespot.org**.
- Check out junk yards and scrap metal businesses.
- Check Best Buy for recycling electronics.
- Missouri Dept. of Natural Resources: **dnr.mo.gov/waste-recycling**

In addition, large furniture items must be placed inside the designated dumpster for furniture **ONLY**. Furniture should **NOT** be left in or next to regular dumpsters, outside of the furniture dumpster in the storage lot, or next to the storage lot. The member can get a key to the back lot from the office.

Please note that improper disposal of appliances, furniture, electronics, car parts, tires, oil, paint, including other hazardous items may result in a charge of $100 or more to the member for hauling & cleanup costs.



RecycleSpot

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:

_____

_____

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This month's Good Neighbor Award goes to Sharon Conn for helping her neighbor identify plants and pull weeds in her flowerbed.





Don't forget to fall back one hour. Daylight Saving Time is Sunday, November 1st at 2:00 am.

Tip of the Month

Practice Gratitude – Take a moment to reflect on things you're grateful for. Write one thing you are grateful for each evening. Gratitude helps us focus on what's going well, creating a more positive outlook to share with others.






GOBBLE
GOBBLE

Thanksgiving Fun!

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

DESSERT
NOVEMBER
MACARONI
AUTUMN
CORNBREAD

JOYFUL
GRATITUDE
GATHERING
THANKFUL
EATING

PARADE
LEAVES
DECORATIONS
TRADITIONS
TURKEY

HOME
WISHBONE
YAMS
BREAD
SEASONS

November 2026

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