

OCTOBER



2026

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.
Annual Meeting
September 15, 2026
NEWSLETTER MINUTES

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

Board member absent: Donna Cates, secretary

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

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

Call to order

Jon confirmed that a quorum had been met. Present in person or by proxy were 68 members. He called the meeting to order at 6:10 p.m. Jon welcomed members and thanked them for attending.

Proof of notice

Jon referred to the official notice of the Annual Membership Meeting mailed to all members on August 10 as proof of notice of the meeting.

Minutes of 2025 annual meeting

Members moved to waive the reading aloud of the 2025 annual meeting minutes and voted by acclamation to approve the minutes.

Managing agent's report

Mike gave the managing agent's report. He prepared a pie chart illustrating how carrying charges were spent and distributed copies to members. The cooperative's total reserves are \$1,472,962.86.

Annual expenses are professional services, \$196,101; office, \$191,910; utilities, \$229,225; maintenance, \$1,068,934; taxes and insurance, \$649,238; mortgage, \$305,289; capital improvements, \$923,188; and reserves, \$119,866.

Annual income sources are clubhouse rental, \$2,750; investment income, \$30,618; concessions, -\$132,995; charges, \$44,388; and gross potential from carrying charges, \$2,989,848.

Inspectors of election

Jon asked for volunteers to serve as inspectors of election. Jane Leonard, Cindy Lerette and Tami Stanford volunteered.

Candidates

Jon advised the members that there were three board positions open:

- a three-year position
- a two-year position
- and a one-year position.

The candidates are Rachel Clark, Nancy Eyerly, Sharon Conn and Phillip Mitchell.

Nominations from the floor

Jon asked for nominations from the floor. Kim Schwart and Samantha Hankins were nominated and they accepted their nominations.

Closing nominations

Members voted to close the nominations.

Speeches by candidates

Rachel Clark, Sharon Conn, Phillip Mitchell, Samantha Hankins and Kim Schwert addressed the members.

Jon read a statement from Nancy Eyerly who was absent.

Vote

Members cast ballots. Jessica and the election inspectors left at to tabulate results.

Election results

Jessica and the election inspectors returned with results. Phillip Mitchell received 53 votes; Nancy Eyerly, 47; Rachel Clark, 32; Kim Schwart, 27; Sharon Conn, 25; and Samantha Hankins, 25.

Phillip Mitchell, Nancy Eyerly and Rachel Clark will serve on the board.

Door prizes

Door prize drawings were held and prizes were awarded: a free month's carrying charges, Amanda Andrus; \$50, Phillip Mitchell and \$25, Corey Knox.

Adjournment

The annual meeting ended at 6:50 p.m. The board met in closed session and the meeting was adjourned at 7:15 p.m.



Community Updates From the Board

Highleah Neighbors,

Thank you to everyone who joined us for last month's Annual Membership Meeting on September 15. We successfully met our quorum requirements with 68 members present in person or by proxy, and we were able to complete the meeting by 6:50 p.m.—just ahead of the rain. Your participation is what keeps our cooperative running smoothly, and we truly appreciate those who attended, voted, and helped make the evening a success.

We are pleased to welcome our newly elected board members: Phil Mitchell, Nancy Eyerly, and Rachel Clark. We look forward to working together on behalf of the entire community.

As we move into fall, please continue to help keep our grounds looking their best and remember to drive slowly and carefully through the complex—especially as the days grow shorter and more neighbors and children are out and about.

Please join us for the next Board Meeting on **Monday, October 19, 2026 at 6:00 p.m. in the Clubhouse.**

Your Highleah Board of Directors,

Jon Jordan

Aaron Thompson

Phil Mitchell

Nancy Eyerly

Rachel Clark



Trick or Treat

This year Halloween is on a Saturday. It will probably be busier than usual. Keep an eye out for the little ones Trick-or-Treating. They get excited and do not pay attention to where they are walking. If you are **not** handing out candy for Halloween, please turn your porch light **off**. *Happy Halloween!*



OFFICE NEWS

Parking

Numbered parking spots of vacant units are reserved for maintenance and contractors. Please do not park in those spaces.

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.



Alteration/Installation Permits

If wanting to make **any** changes to the inside or outside of your unit, you must apply for an Alteration/Installation permit before beginning your project. This application can be found on Highleah.com under Co-op Docs, at the back of your Rules and Regulations booklet or in the office.

Pick-Up Pet Waste

Please remember to pick-up your pet's poop. We have several Poop Stations on the property with supplies available.

THANK
YOU

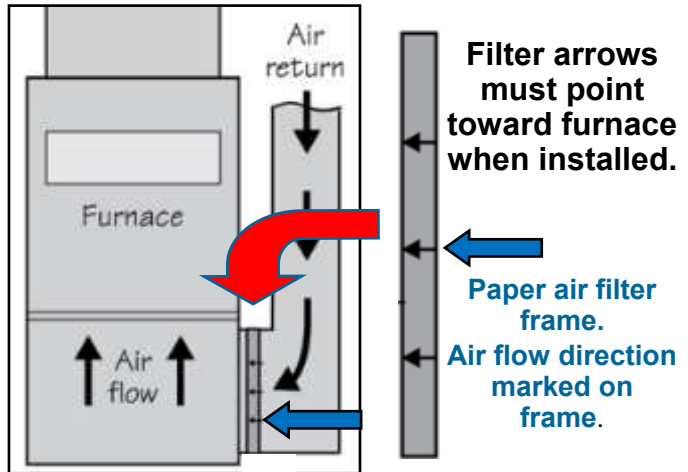


From



Proper Furnace Filter Installation—Please keep for reference

Slide your replacement filter into place with the airflow arrow pointing toward the furnace. Ensure it fits snugly with no gaps around the edges where air could bypass the filter. Please change monthly. Filters available in the office.



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.



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 Dania Haggerty. She is a devoted neighbor and will go out of her way to help others.



Tip of the Month—

Today, give a stranger one of your smiles. It might be the only sunshine they see all day.





Let's Take a Vacation

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

Adventure

Luxury

Spring

Beach

Relaxation

Budget

Boat

Dinner

Airplane

Holiday

Foreign

Hotels

Luggage

Ocean

Roads

Cruise

Cottage

Season

Summer

Skiing

October



2026

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