

High Meadow Cooperative, Inc.

Newsletter

June/July 2017

TAG Sale

The TAG Sale that was previously scheduled for May 14th has been rescheduled for Saturday, June 24th & Sunday, June 25th from 9am – 5pm. Flyers, created by Michelle Jurado, have been posted around Ossining Village as well as in all of the High Meadow laundry rooms. Michelle is a full time graphic designer and is also available for freelance work.

If you would like to participate in the Tag Sale, please feel free to set up a space on the lawn along Charter Circle or Geneva Road or in the parking lot along South Highland.

High Meadow's Website

We are happy to announce that High Meadow's website is back up and running! We encourage all shareholders to re-register for the website by going to our web address: <http://highmeadowcoop.com/>. On the main page you will find instructions on how to register your account. Here are just a few reminders for setting up your new account:

- Please take note of the email address and username you have used to create your account, you will need them to reset your password;
- Please make sure your email address is valid and accessible, you will need to activate your account;
- Please do not create more than one account per shareholder.

Should you have any questions, please feel free to contact C. Gardella-Cavalluzzi.

Chair Yoga Demonstration

Gentle Chair Yoga will be offered in High Meadow's Community Room by Vitalah Simon, M.Ed., RYT-500, LCAT, BC-DMT of YogaShine studio, Valhalla, NY (www.yogashine.com)

Chair Yoga is a great opportunity to enjoy the calming, strengthening and energizing aspects of yoga, without overtaxing one's knees, hips and back. In addition, one's balance, flexibility and mental clarity will improve. The class typically begins with a simple centering meditation, followed by chair warm-ups, flowing into chair and standing poses, cooling down with breathing practices and ending with a healing deep relaxation. Yoga can help us reduce stress and experience greater vitality and ease of movement.

Vitalah has over 27 years of experience teaching yoga and specializes in working with people of all ages with a wide variety of special needs and concerns. As a teacher, she provides lots of individual attention and guidance that will honor your limitations and support you in being safe.

If you are interested in attending, please contact Joan Indusi at 914-762-3891 and indicate your preferred time and day so that we can plan a time that is convenient for as many as

possible. If you have any questions about your personal concerns, feel free to call Vitalah at 914-769-8745.

The one hour class is free. All are welcome and no experience or special equipment is necessary. Just bring YOU!

Street Parking Application

Please follow these steps when applying for an On-Street parking sticker:

- The Shareholder is responsible for obtaining the Application for Hardship Parking from either the Village of Ossining website <http://www.villageofossining.org/documents/2014-hardship-parking-application.pdf> or
- By going to the Village Hall on Croton Ave.

Once you complete your portion of the application, please call the Maintenance Office at 941-6208, to schedule an appointment. Our Facilities Manager will sign your application and provide you with a letter verifying your residency with HMC and the lack of sufficient parking spaces. The Maintenance Office is located behind 98 Charter Circle.

Projects

Our next major project is the replacement of the roofs, installation of insulation in the attics and the replacement of gutters, downspouts and siding. Our current roofs are over 30 years old and have served us well. We have received and are currently reviewing four proposals in efforts to select a contractor to complete the work. The projected time frame for this project will take place over the next 2 to 3 years.

Once a contractor has been selected and contracts are signed, we will notify all shareholders of the official start date. During the renovations, we will hold off on all major landscaping but we will continue with our normal lawn and tree maintenance programs.

We recommend shareholders not plant annuals, as they could be damaged during the construction. The Coop and the Contractors would not be responsible for replacing these items.

BBQ's & Grills

Barbeque grills are permitted at High Meadow. For everyone's safety, grills must never be unattended when in use and should be cleaned and/or maintained after each use to prevent flare-ups and the possibility of a fire. If your grill is located under a soffit, please move it away from the building, when in use, to prevent smoke damage to the siding or facade.

It is advisable to have an ABC fire extinguisher available in your unit.

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Outside Areas & Gardens

Front of Units: Outdoor furniture and cooking equipment is permitted overnight in front of our immediate stoop area. Garbage bags/pails, storage receptacles and plastic bins may not be left out. Flower pots, limit of 2, are permitted to be placed in front of the unit but may not be hung from railings.

Rear of Units: Lawn furniture should not exceed an area greater than 4 feet by 5 feet. Please remember to remove these items for necessary landscaping and lawn mowing. The rear of the unit should not be used as a storage area.

Other Items: Items may not be left out on the lawn or in community property when not in use or overnight. Kiddie pools must be emptied when not in use.

Vegetable Gardens: Vegetable gardens are permitted by may not exceed an area greater than 6 feet by 6 feet, behind your unit. Shareholders require permission from the board prior to creating a garden, and the garden must be maintained by the shareholder.

Renovations

Are you thinking of renovating your apartment or doing a little fixing up? Don't forget to submit your renovation package to Linnea Carnes (188 Charter Circle). All packets should be submitted in triplicate and must contain a copy of your contractor's license and insurance information. Once the packet has been reviewed, you will receive an approval/denial response in writing, along with your scheduled inspection date, if applicable. Your unit must be inspected before work can begin and then again once the work has been completed. If you take out a permit for any work to be completed, please ensure the contractor closes out the permit before finalizing the project.

Community Room Rentals

Effective 5/19/2017, the Community Room Rental Rules have been updated to include an earlier end time. Moving forward, all evening parties must end and the room must be vacated by 11:00pm. Please be mindful when renting the room that there are other shareholders living above the space. Music should be kept at a moderate level at all times. We appreciate your cooperation!

Air Conditioning

Summer is around the corner, which means so is the heat and humidity! Check your air conditioner to make sure it's working. If you haven't had the filter cleaned or changed since last year, now would be a good time to do it. Keeping your AC in good working condition prolongs the life of the unit.

Submitting Information to the Newsletter

Please contact C. Gardella-Cavalluzzi at 173 Charter Circle if you wish to place information in the Newsletter. All information should be in writing and must contain your name, address and telephone number. (The Board reserves the right to accept or edit any information for length or appropriateness.)

Belated Congratulations & Warmest Welcome

To our newest neighbors/shareholders:

Carolyn Valvano

Speedy Recovery

We wish *Muriel Ruchti* a speedy recovery.

Upcoming Board Meetings

Board meetings take place on the third Tuesday of every month at 7:00 pm. If you are interested in addressing the Board, please contact Marilyn Szatkowski at 762-0284 at least 48 hours in advance of the meeting to schedule a place on the agenda. All Shareholders are encouraged to attend Board meetings and observe.

The minutes of our Annual Shareholders Meeting and the Recommendation for Home Owners Insurance are attached.

Wishing everyone a Warm Summer!

Best,

Board of Directors

Important Contacts

Facilities Manager, High Meadow
Joe Giampietro
914-941-6208

Property Manager
Charles Munnial, Stillman
914-813-1945

After Hours/Weekends Emergency Number
914-813-1900

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High Meadow ANNUAL MEETING Minutes March 28, 2017

Members Present: Marilyn Szatkowski, Linnea Carnes, Joan Indusi, Ursula Winter, Christina Gardella-Cavalluzzi Emily Coca, Jorge Pesantez

Meeting Opened: 7:40pm

Others Present: Charles Munnill, Patrick Clair, Jason Schiano, Bob Beck, Mark Cohen, Marion Mackay & Diane Duryea.

1/3 Quorum of Shareholders was not met. We will reschedule the adjourned Annual Meeting for voting on open board positions.

Meeting was as follows;

- 1) Introduction of Attendees by Marilyn.
- 2) Presentation by Marilyn: Thanks were given to all who showed up to the meeting and apologies to those who may have experienced a power outage this morning. A special thanks to Joe Giampietro and his staff for the great job that was done removing the snow. Oil prices have been capped at \$2.13 per gallon which is \$.35 less than last year. Electric prices are also lower at 0.604 per kilowatt hour. Fuse box to circuit breaker conversion is 99% complete. The roof project has been approved and will take 2 to 3 years to complete. No new landscaping will be done during the roof project. Regular maintenance of the property will continue. Pointing of bricks and concrete work will take place where needed. A new mortgage for \$7,000,000.00 was signed at an interest rate of 3.54%. Any shareholder who wished to sell their unit must follow the guidelines in the new package. A "letter of intent to sell" must be submitted. Waiver guidelines are in the new package. There will be a co-op Tag Sale May 13th.
- 3) Presentation by Patrick Clair of Levitt-Fuirst: Overview on insurance provided to common areas of coop and importance of shareholders carrying their own insurance as well. Discussion of requirements and what is held. Owners should have insurance for:
 - a. personal property
 - b. Improvements to the unit
 - c. Loss of use
 - d. personal liability
 - e. Umbrella coverage
 - f. Loss assessment.

Jason Schiano explained how improvements to the cooperative such as swapping out fuse boxes for circuit breakers has helped keep the cost of insurance down. Cost of insurance for the cooperative has only gone up about 5% (about \$5000.00). This is despite some areas of the property that are considered flood zones. All insurance information is posted on the High Meadow website. Additionally, Patrick left handouts of the required coverage. All shareholders are required to have homeowners insurance.

- 4) Presentation by Mark Cohen of Bloom & Streit: Overview of financial state of High Meadow. The coop refinanced and closed before the election and therefore the mortgage rate was 3.54%. This rate is 2% less than before. We are carrying a \$7,000,000.00. Discussion of taxes & heating oil as highest priced items in budget. The upcoming roof project will be a big expense as well. Snow removal cost was far less than projected so money was saved. We are in good standing with the banks because of a strong financial statement therefore banks are more inclined to lend money to buyers. Discussion of

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reserve account finances. The budget will be reviewed during the summer. Question and Answer session with shareholders.

- 5) Welcome by Charlie Munnial.
Charlie has been working with High Meadow for the past 18 years. He is responsible for the heating oil and electricity prices. He is always looking for the best prices and for ways to save money.
 - 6) Presentation by Bob Beck: Bob explained his responsibility to the co-op which includes reviewing architect contracts and all contracts for the roofing project. He elaborated that 1/3 of shareholders (or 61 of 183) must be present for a quorum. Voting cannot take place without a quorum.
 - 7) Nomination of Board Members: Jorge Peasants announced that he is unable to retain his position on the board. A nomination from the floor was received from Charles Ascencio who would like to run for a position. The following seats are up for election:
 - a. Two (2) board members for three (3) year terms
 - b. One (1) board member for two (2) years
 - c. One (1) board member for one (1) year
- Marilyn Szatkowski and Linnea Carnes completed three year terms and Emily Coca was appointed to fill a vacancy on the Board
- 8) Election of Board Members: The required quorum was not reached, therefore voting will be rescheduled. Notices will go out to shareholders of the next voting date.
 - 9) Q & A: Questions discussed were:
 - i. Regarding the new carpet rule,
 - ii. Who do shareholders call in case of a power outage (Con Edison is the company to contact),
 - iii. Heat regulation of the units (fill out a maintenance slip if your unit is too hot or too cold).
 - iv. How do we get the village to remove snow piles from the street so cars can park (a letter will be written to the village)
 - v. Backup of drain systems (due to the design of the pipes - maintenance slips should be submitted)

10) Raffle:

- 1st - \$100.00 off one month maintenance: won by Albert Botvinnick of 98 CC.
2nd - \$50.00 off one month maintenance: won by Michael Keane of 20 CC.
3rd - \$50.00 off one month maintenance: won by Gunnel Rydstrom of 112 CC.

Meeting adjourned 8:51 PM

Respectfully Submitted,
Ursula Winter -Secretary
Emily Coca - co-secretary

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520 White Plains Road • Tarrytown, New York 10591 • Insurance@LevittFuirst.com
TEL 914.457.4200 • FAX 914.457.4220

SUGGESTED INSURANCE COVERAGES FOR COOPERATIVE SHAREHOLDERS

Shareholders are often surprised to learn that master Cooperative Apartment insurance policies do NOT cover them for a variety of "personal" claims, including:

- Claims of liability/negligence against the shareholder;
- Loss to personal property (contents) within the apartment;
- Loss to improvements/betterments within the apartment;
- Loss assessment charges levied by the Co-op;
- Temporary living expenses associated with being displaced from the apartment;
- Claims of liability/negligence associated with contractors working within the apartment.

In order for the shareholder to address the above claims (subject to policy terms), the shareholder should obtain an H0-6 policy with the following coverages from an A.M. Best "A"-rated insurance carrier, which is Admitted (licensed) in New York State:

- **Personal Liability-\$500,000 Limit (minimum suggested), or preferably \$1,000,000 Limit**
- **Umbrella Liability-\$1,000,000 Limit (suggested) or higher.**
- **Improvements & Betterments-Value of Apartment Interior Improvements (Consult By-Laws or Proprietary Lease, and insurance policy for coverage requirements and clarifications.)**
- **Contents-Replacement Cost of Personal Items (Examples: jewelry, art, furnishings, appliances, etc.)**
- **Other Important Coverages (make sure they are included in the Property policy)**
 - **Loss Assessment Coverage – A dollar amount specified by the policy for certain types of assessment charges levied by the Co-op.**
 - **Temporary Living Expense – Certain types of expenses associated with being displaced from the apartment, up to a dollar amount and/or for a time-period, as specified by the policy.**
 - **Mold and Sewer/Drain Back-up**
 - **Flood, covering your Improvements/Betterments and Contents (may be required by your mortgage lender, even if the Co-op's policy covers Flood for the buildings.)**

Cooperative Apartments should obtain from any contractor performing work around or within the building, insurance certificates, naming the Cooperative Apartment, and the Managing Agent, as "Additional Insureds," along with a "Hold-Harmless/Indemnification" agreement from the contractor to the Cooperative Apartment and the Managing Agent. Many carriers insuring Cooperative Apartments require that this documentation be obtained.

Cooperative Apartments should be mindful of risk from contractors that do work within apartments for shareholders. Obtaining the above-noted documentation from all contractors can help mitigate this risk.

If you have questions regarding this information, please contact your property's Managing Agent or Patrick J. Clair -Direct of Real Estate, Levitt-Fuirst Associates.

520 WHITE PLAINS ROAD TARRYTOWN, NY 10591
TEL 914.457.4200 FAX 914.457.4200 E-MAIL JSchiciano@LevittFuirst.com