

High Meadow Cooperative, Inc.

Newsletter

October/November 2017

High Meadow's Website

We encourage all shareholders to 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.

Heating

As you already know, the heat has been turned on to accommodate the change in weather. Our boilers are set up to put out heat when the outside temperature falls below 55 degrees. Should you experience any issues, or if your radiator is COLD and the outside temperature is well below 55 degrees, please call the Maintenance Office during office hours or the Emergency number after hours and the Maintenance team will respond.

Emergency & Non-Emergency Requests

The following is a brief reminder of how to handle emergency and non-emergency requests. Any non-emergency requests must be in writing or you will not receive a response. High Meadow's website can be used to send these requests.

For Emergencies, dial 911 for the Police, Fire Department or Ambulance.

Stillman Management has an emergency number that is to be used after 4:00 pm, on weekends and holidays. That number is (914) 813-1900. All emergency calls are quickly sent to the staff member on duty through the Property Manager and the Account Executive for the property.

Emergencies include:

- Flooding
- No heat or hot water
- No electric (entire unit)
- Fire (Call 911 first)

Do not call the emergency number listed above for common repairs that can be taken care of during regular business hours, Monday – Friday, 7 am– 4 pm.

Routine Maintenance Requests - Routine maintenance requests can be submitted through High Meadow's website or can be directed to the appointed Board liaison through the Maintenance Request form.

When you have a clogged drain Do Not try to clear the clog by putting any chemicals, such as Drano down the drain, you could create a dangerous situation for the staff and cause the drain to back up in your neighbor's unit as many of the drains are connected. As soon as you notice a sluggish drain, put in a maintenance request.

Your cooperation is appreciated. High Meadow is a lovely place to live. The staff of High Meadow work very hard to keep the surroundings safe and well maintained.

Projects

As previously mentioned in a Special Notice, the Board of Directors has approved and signed a contract with Standback General Contracting for our roof renovation project. Weather permitting, work will commence on Wednesday, November 1st, 2017, with Building #1 (50 Charter Circle). The contractors will continue working on the project as long as weather permits.

As a reminder, 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 construction. The Coop and the Contractors would not be responsible for replacing these items.

Additionally, please do **NOT** approach the contractors. If you have questions and/or concerns, contact either Charles Munnial, Managing Agent at 914-813-1945/ crmunnial@stillmanmanagement.com or Joe Giampietro, Project Coordinator at 914-941-6208.

Village of Ossining Overnight Parking

The Village of Ossining has a new number for their overnight parking system. If you plan on leaving a vehicle on the street overnight, please call (914) 941-PARK (7875). You will need to leave the Plate Number, Model and Make of the vehicle along with the street that the vehicle will be parked on. Make sure to follow the correct street rules!

Speed Limit and Parking Lots

Just a friendly reminder to be careful when entering and exiting our parking lots. It is getting dark earlier so please enter and exit parking lots slowly. Be mindful of our 10 mph speed limit at all times.

Proper Storage of Seasonal Items

Fall is here and as we approach the winter months, it's time to bid our seasonal furniture adieu and bring them inside or place them in storage.

Time restrictions for outdoor furniture are seasonal, namely; spring, summer and fall. Year-round items, such as, cooking equipment, should be limited to your immediate stoop area and placed to the side of your patio.

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Please store your outdoor furniture, toys and any other items not being used by December 31st, 2017. In just a few short months, you will be dusting them off and putting them back out again!

Laundry Machine Use

High Meadow has several laundry rooms located all over the grounds. Laundry Rooms are for shareholder use only and are only available during the hours of 8:00 am - 10:00 pm Monday through Sunday.

Please show consideration when using the laundry machines:

- Please do not wash anything that may contain pet fur or hair. You should take these items to the laundromat. This could pose a serious health problem for anyone allergic to animal fur or hair.
- Clean/wipe out the washing machine, around the door seal and inside the drum - this is also a good way to find lost socks!
- Clean off the lint screen after every use.

Holiday Lighting

That time of year is just around the corner. We wanted to include a reminder about holiday lighting.

- Outdoor holiday lighting must be plugged into outlets within your unit or operated by solar lighting. No outdoor lighting shall be plugged into an outside outlet. Outdoor holiday lighting is limited to two 2 weeks before the holiday and shall be removed within one week after the holiday.
- Please ensure that any holiday lighting has UL approved wiring. If you reuse any lights, check wiring carefully. Do not use if cracked or frayed.
- If you have a fresh Christmas tree, please make sure you keep it watered.

Community Room Rentals

Having a party? Need a space to have it? High Meadow's Community Room is available for rent.

- A refundable deposit of \$100 is required for each rental date;
- A non-refundable room rental fee of \$50 is required for each rental date;
- Rental fees must be paid by check; Shareholder issued checks will only be accepted;
- Rooms are rented on a first come first serve basis;
- The room can accommodate up to 60 people;
- The room is equipped with tables, chairs, bathroom and kitchen for use during your event;

If you are interested in renting the room, please visit the website and submit a request, or contact Ursula Winter.

Belated Congratulations & Warmest Welcome

To our newest neighbors/shareholders:

*Eua Sang Oh and Soomin Hwan
Manuel Bastos*

Sincere Condolences

We send our sincerest condolences to the Malherio family on the passing of Betty Malherio. We are so very sorry for your loss.

We send our sincerest condolences to the Ruchti family on the passing of Muriel Ruchti. We are so very sorry for your loss.

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.)

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 914-762-0284 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.

Please note that the Board will not be meeting in December.

Our annual meeting has been scheduled for Tuesday, March 27th at 7:00pm in the Community Room (located behind 48 Charter Circle). As you know, we did not have a quorum last year, which means we have 5 open seats for this year's election. If you are interested in running for a seat on the board, we encourage you to come and observe the meetings.

Wishing everyone a Happy Fall Season!

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**