

# HIGH MEADOW COOPERATIVE

## SPECIAL ROOF PROJECT NOTICE

**The information in this notice is very important! Please make note of the dates and time of the roofing project so you can plan accordingly.**

The Board of Directors has approved and signed a contract with Standback General Contracting. Weather permitting, the work will begin on November 1, 2017, with Building #1 (50 Charter Circle). The contractors will continue working on this project as long as the weather permits. They will continue with Building #'s 2-7 down the south side of Charter Circle and then north on South Highland Ave.

The bid pack and specs were prepared by Antonucci & Associates Architects & Engineers, LLP. The work will involve removing the two layers of the old shingles, the siding, installing additional insulation in all the attics, installing Architectural roof shingles and replacing existing siding with new Hardi Plank siding, new gutters and leaders. All bathroom exhaust fans on the second floor will be vented through the roof instead of the soffits. Units that have siding with an original a/c sleeve that goes through the siding, that a/c sleeve will be replaced. Needless to say, access to the units involved will be required. You will be notified in advance.

The following guidelines are to be followed by Shareholders, their families and visitors:

- Working hours are between 8 AM to sundown, work will continue as long as weather permitting. Mobilization will begin at 7:00 AM.
- Work will be conducted on weekdays only. No Saturday/Sunday work.
- Entrances will be protected during work. Please use extreme caution when leaving and entering your unit/building, storage rooms, laundry rooms and garages.
- **All items stored in the attic must be removed ASAP. Nothing is to be stored in the attic as this is a fire hazard.**
- Residents are encouraged to keep their windows closed and shades down during the work. Put away all summer items that are outside, so they don't get damaged.
- It is advisable to remove anything hanging on the walls on the second floor of duplex units and one-bedroom apartments, as the vibration can cause items hanging on the walls to fall.
- Parking spaces may be used to store material and dumpsters during the work. Standback will coordinate and notify management.
- Do **NOT** bother the contractors. If you have questions and/or concerns contact either Charles Munnial, Managing Agent at 914-813-1945 or [crmunnial@stillmanmanagement.com](mailto:crmunnial@stillmanmanagement.com) or Joe Giampietro, Project Coordinator at 914-941-6208.

This project will take a long time to complete. We want to thank you in advance for your cooperation.

**High Meadow Cooperative Board of Directors**

**October 24, 2017**