

# 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 Roof Project began on November 1<sup>st</sup> and is moving along. Depending upon the weather they will be starting on Building # 8, unit #161 S. Highland Ave, within the next week or two. They will continue to the south side of Geneva Rd and then south on the west side of Charter Circle. The contractors will not be working on Thanksgiving or Friday.

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:

- Mobilization and working hours are from 7AM to sundown, weather permitting. Work will continue throughout the winter as long as the weather permits.
- 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** approach 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 is a lengthy project that has the potential of delays due to unforeseen circumstances (such as weather). We want to thank you in advance for your understanding and cooperation.

**High Meadow Cooperative Board of Directors**

**November 16, 2017**