

High Meadow Cooperative, Inc.

Newsletter

December 2017/January 2018

High Meadow's Website

Just a reminder that our website is 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.

Snow Removal

Prior to the start of a predicted snowstorm, the staff will place barricades and/or cones in some of the unnumbered parking spaces. These spaces will be used to facilitate the clearing of the snow. Anyone other than the staff who removes any of these barricades and parks their vehicles in the spot will automatically be assessed a \$100 fine.

Snow removal will begin once there is a significant amount of snow on the ground and will continue after the snow has ceased. There is a set snow removal schedule in place. DO NOT interfere with any of the workers and divert them from their schedule. They will not respond. During snow removal, contact Stillman Management (914-813-1900) for any emergencies.

All main areas of the parking lots will be cleared first and then clearing of parking spaces will begin. Residents are responsible for digging out and moving their own vehicles to facilitate the clearing of the spaces. When shoveling the snow from around your car, please DO NOT pile it behind your neighbors' vehicle or in areas that have already been plowed. Shovel the snow toward the curb in front of where you park. Parking lots will be salted after the snow has been cleared.

Snow will be removed from sidewalks, walkway entrances, stairways and stoops once the snow has stopped. The staff will de-ice wherever necessary. **Calcium Chloride, sand and grit** are the only approved materials to be used by the Shareholders for de-icing purposes. DO NOT use rock salt as it destroys concrete and grass. If you need some Calcium Chloride, please leave a message on the Maintenance answering machine (914-941-6208). Place a small bucket between your doors and the staff will come around and provide you with some Calcium Chloride.

You must make sure your children and vehicles stay clear of all equipment when in use. PLEASE DO NOT permit children to play outdoors unattended while snow-clearing operations are in progress.

Some of the icing conditions in front of the units, on sidewalks, parking lots are caused by the melting snow from the roofs of the buildings and other run off. You must use extreme care when entering and exiting your units and walking around the grounds. If your area has ice put down some Calcium Chloride, sand or grit.

You should notify Stillman Management (914-813-1900) or the Maintenance Staff of any icing conditions.

Please drive and walk safely! Residents are responsible for their own due care during snow and icing conditions.

Holiday Lighting

It's that time of year and 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.
- If you wish to hang a decoration on your door, please use either a thin over-the-door hanger or the damage free hooks (e.g., Command). These hooks can be removed without causing any damage to the paint or door. Nothing is to be nailed and/or screwed into the door or trim.

Projects

The roofs on the first 7 buildings have been replaced. At present, they are working on building #8, which is the start of the second phase. The insulation crew and gutter crew are following up right behind them. To date, everything is moving along with no issues. They are in the process of completing building #8 and will continue provided temperature and weather conditions permit.

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Proper Storage of Seasonal Items

Winter is here and you should have already bid adieu to your seasonal furniture. But just in case you haven't, we wanted to include this friendly reminder! Please make sure that any seasonal furniture has been brought inside or placed in storage. By removing these items, it will make it easier for staff to shovel and clear the snow.

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.

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!

Garbage and Recycling

Just when you thought this newsletter wouldn't have a section about garbage.... here it is! Big garbage time is about to begin with the Holiday Season and we thought we might include some helpful reminders to keep our dumpsters as "clean" as we can!

Blue dumpsters are for newspapers, **flattened** cardboard boxes and magazines. **All boxes must be flattened.** Filling a cardboard box with recyclables is no longer allowed. Boxes take up too much room in the dumpsters making space even more limited.

Newspapers that are put out for pick-up on Mondays must either be placed in a paper bag or tied with non-plastic cord.

Monday, December 25th is a holiday, so you may **only** put out paper recycling late Monday afternoon or early Tuesday morning, otherwise you will need to take it to the Blue Dumpsters located behind 167 Charter Circle.

There have been a lot of items randomly placed next to the dumpsters or put into the wrong dumpsters throughout the week and it causes more work for our staff, not to mention the frustration. Please, show some consideration for our staff who ends up having to clean out the dumpsters when you improperly disposed of your garbage/recyclables. Do not leave any type of garbage sitting outside of your door, it attracts rodents. Anyone who does not comply will be fined \$100.

Laundry Machines

When using High Meadows washing machines it is advisable to use liquid detergent. Do not use powder; excess powder causes a buildup which can block the drain holes. Do not use the pod detergent; the plastic covering on the pods does not dissolve and blocks the drain holes.

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. One copy should be dropped off to Linnea Carnes and the other two should be dropped off to the Maintenance office. 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!

Ossining Information

If you haven't heard, Ossining Police Department shares a lot of information on their social media pages. They are witty, informative and entertaining! You can find information about weather updates, snow removal, suspicious activity, police activity, Ossining specific events, etc. If you have a presence on social media, visit their page (s) and click like or follow! Ossining PD broadcasts most information on their Twitter account but also shares on Instagram and Facebook too!

Twitter:	@OssiningPolice
Facebook:	Ossining Police Department
Instagram:	@OssiningPolice

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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.

Belated Congratulations & Warmest Welcome

To our newest neighbors/shareholders:

*Lori Panaro
Thomas Camp
Melissa Ferraro*

Speedy Recovery

We wish *Helen Chanowsky* a speedy recovery.

Sincere Condolences

We send our sincerest condolences to Risa Ross on the passing of her father Albert Ross. We are so very sorry for your loss.

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.

Our annual meeting has been scheduled for Tuesday, March 27th, 2018 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.

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.)

Wishing everyone a Happy Holiday and a Happy New Year!

Best,
Board of Directors

Important Contacts

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

Property Manager
Charles Munnill, Stillman
914-813-1945

After Hours/Weekends Emergency Number
914-813-1900