

# HIGH MEADOW COOPERATIVE NO. 1, INC.

## SPECIAL NOTICE -JULY 17,2018

### MAINTENANCE REQUESTS

When dropping off paper maintenance requests or any correspondence to the Board of Directors, please make sure you deliver it to the right address. Recently several requests have been dropped off at the wrong address and this only delays a response.

Maintenance requests should be delivered either via the High Meadow website or dropped off at 161 South Highland Avenue (parking Lot D), the residence of Marilyn Szatkowski, the maintenance liaison. Leaving them elsewhere (including the Maintenance office) will only delay a response from staff.

Parking lot D runs parallel to S. Highland Ave (Route 9) and is located at the front of the Coop as you enter the property from S. Highland, between Geneva Rd and Charter Circle.

If you have access to the internet the quickest way is to complete a maintenance slip on-line.

### ROOF PROJECT

The Roof Project has resumed and will continue weather permitting. We cannot issue a schedule as to when a building's roof will be replaced, because it depends on several factors, the most obvious is weather.

The crew is currently working on building #14, after which they will proceed north on the east side of Charter Circle. When the north end is reached, they will start working south on the west side of Charter Circle down to Geneva Road. After the roof shingles have been replaced there are several more phases that follow approximately 2-3 weeks later; the insulation will be blown into the attics and the new gutters installed. The installation of the new soffits and siding will be the last phases of the project to be completed. Access to a unit will only be required if an A/C sleeve needs to be replaced. You will receive advance notice

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.

Thank you for your cooperation.

Your Board of Directors