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October 29, 2018

To: All Shareholders and Residents
High Meadow

From: Charles Munnilal, Property Manager

Re: Proper Storage of Seasonal Items

Please be advised that all outdoor summer furniture and any items not in use should be brought inside or placed in storage during the winter months. They items inhibit staff from shoveling and clearing the snow.

From High Meadow's Rules and Regulations:

Time restriction for outdoor furniture in the front and/or rear of your unit is seasonal, namely; spring, summer and fall. Outdoor furniture must be stored during the winter months. Year-round items, such as cooking equipment, should be limited to your immediate stoop area and placed to the side of your patio.

All these items, outdoor furniture, toys and any items not being used, must be stored by December 1, 2018. Please note that failure to properly store such items by this date could result in fines of shareholder accounts.

Thank you for your cooperation and for maintaining the beauty of the cooperative.