

High Meadow Cooperative, Inc.

Newsletter

October/November 2018

Roof Project

The contractors are currently working on the roofs and anticipate the roofs being completed in November. They anticipate completing the siding that was started at building 6 prior to the Holidays, weather permitting, and will continue with the remaining siding and A/C sleeves next spring.

We will send out updates as they occur. Should you have any questions, please do not hesitate to submit an email through the website.

Exterminator

High Meadow has a contract with McHale Exterminator and they are on the property every two weeks. If you have a problem with insects of any kind, either inside or out, please submit a maintenance request. Should you notice anything, you must contact our Maintenance Department as soon as possible. It is important that you do not wait to submit a request. By waiting, the issue could worsen and even spread to other units. If necessary, adjoining units will also be sprayed.

Heating

As you already know, the heat has been turned on to accommodate the change in weather. Our boilers are set up to put out heat when the outside temperature falls below 55 degrees. Should you experience any issues, or if your radiator is COLD and the outside temperature is well below 55 degrees, please call the Maintenance Office during office hours or the Emergency number after hours and the Maintenance team will respond.

Garbage... not again!

We are happy to say that the last few newsletters had no mention of the garbage's, but we are sad to say its back for this edition. Things were looking good for a few months, but we are noticing some issues with the recycling items.

Newspapers, other paper and cardboard items that are put out for pick-up on **Mondays** must either be placed in a paper bag or tied with non-plastic cord. If it is raining or rain is expected, please dispose of these items in the appropriate dumpsters. As a courtesy, our maintenance team brings these items to the appropriate dumpsters for you, however, if shareholders continue to abuse this privilege, High Meadow will no longer be able to provide this courtesy and all shareholders will be required to bring their own newspapers, other paper and cardboard items to the dumpsters. Additionally, floor lamps should not be placed in the red dumpsters and any item that you put out for recycling must be rinsed out.

Proper Storage of Seasonal Items

Fall is here and as we approach the winter months, it's time to bid our seasonal furniture adieu and bring them inside or place them in storage.

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 1st, 2018. In just a few short months, you will be dusting them off and putting them back out again!

Holiday Lighting

That time of year is just around the corner. 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.

New Staffing at Stillman

As some of you may know, Lisa Laccarino had been the supportive staff behind all Co-Op sales/purchases for the last several years. A few months ago, she took on a new position at Stillman leaving her spot open. Stillman has brought on Rita Pita, who is now our support staff for all sales/purchases. We are happy to have Rita on board and we look forward to working with her.

For all sales/purchasing inquiries, Rita can be reached at Rpita@stillmanmanagement.com or 914-813-1962

Selling Your Unit

If you are planning on selling your unit, you will need to submit a letter of intent to both Stillman Management and the Board of Directors.

Please do not have your agents and/or buyers call any of the Board members or the Maintenance staff. All general questions must be referred to Stillman Management and any legal questions must be directed to High Meadow's attorney, Robert Beck.

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Owner Occupied

As per guidelines provided by the National Cooperative Bank (NCB), High Meadow's mortgage holder, and High Meadow's by-laws, subletting is not permitted. All units MUST be owner occupied. If there is more than one occupant, at least one occupant must be named on the stock certificate. Any occupant in violation of this provision will be evicted.

Co-op Insurance

All Shareholders of High Meadow Cooperative No. 1, Inc. must obtain and maintain comprehensive liability and casualty insurance covering their respective apartment units.

Written proof of current coverage which includes the name and address of the insurance company and the policy number, and the name, address and telephone number of the broker, if any, must be delivered to the Managing Agent upon the anniversary or renewal date of the policy each and every ensuing year, or whenever the policy is renewed. Failure to provide the information requested, or to obtain and/or maintain the required insurance, shall be deemed a material breach of the Occupancy Agreement and shall subject the defaulting Shareholder to such legal action as is provided therein including termination.

Stillman Questions/Information

If you are looking for non-maintenance related information about High Meadow, please contact Stillman Management. They should be able to answer all of your questions. It is always good to put your requests in writing and/or via email to Charles Munnial (cmunnial@stillmanmanagement.com). Charles can also be reached via phone at 914-813-1945. Any non-maintenance related questions will be directed back to Stillman Management.

Any questions and/or complaints must be in writing and signed by the person submitting the request, or submitted through the website. We are unable to respond to unsigned or verbal requests/complaints.

Belated Congratulations & Warmest Welcome

To our newest neighbors/shareholders:

*Cheryl Weekes
Pavel Molchanov & Elena Aksenova*

Getting to Know Your Board of Directors

Most residents know that there is a Board of Directors protecting their interest of their building, community and the individual owners. You have probably taken part in numerous board elections, even attended a monthly board meeting. But many residents who've never held elected office still may not truly understand what the Board members do.

Board members are "VOLUNTEERS" who live in the community and want to help make sure their investments are protected. They have responsibilities within the Board, at board meetings and dealing with professionals and building documentation.

Board Members are reminded to think beyond their personal opinions and ask themselves if it is good for the complex and not just for the individual.

The Board is there to represent everyone. The Board of Directors is made up of a number of positions. We have a President, Vice President, Secretary, Treasurer, Interview Chair, Renovations Liaison, Community Room/Garage List Chair and Newsletter/Media Liaison.

We welcome involvement and recommend taking the initiative to attend Board of Director's meetings and consider running for a position on the Board when they are available. Board meetings are held on the second Monday of every month in the Community Room. Elections are held during the annual meeting which is held during the spring.

It's a good way to get your opinion heard and to make a difference within our community.

Submitting Information to the Newsletter

Please contact C. Gardella 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 and/or appropriateness).

Upcoming Board Meetings

Board meetings take place on the second Monday of the month at 7:15 pm. Interviews for prospective buyers will be held on the second Monday of the month prior to the Board of Directors meetings.

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.

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All Shareholders are encouraged to attend Board meetings and observe.

Our annual meeting has been scheduled for Tuesday, March 26th at 7:30 pm in the Community Room (located behind 48 Charter Circle). More information will be sent out as we get closer to the meeting date.

Wishing everyone a Happy Fall Season!
Board of Directors

Important Contacts

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

Property Manager
Charles Munnial, Stillman
914-813-1945

**After Hours/Weekends Emergency Number
914-813-1900**