

HIGH MEADOW COOPERATIVE NO. 1, INC.

C/o Stillman Management Corp
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SPECIAL NOTICE

The Following Is Effective Immediately and Will Remain in Effect Until Further Notice

Maintenance Department: We wanted to share with you some pertinent updates related to novel coronavirus / COVID-19 that most directly impact our staff the BRI has made the following recommendations and High Meadow will follow them:

a.) Given the current inability to determine who may have been infected with the coronavirus even without developing symptoms and the inability to differentiate between residents who are working from home as opposed to residents who are undergoing self or mandatory quarantine, **we strongly recommend that all non-emergency repairs in apartments be suspended.** By "emergency" repairs, we mean the traditional areas of fire, smoke and flooding, no electric.

Board of Directors Updates: The 2020 Annual Meeting has been postponed until further notice. The Community Room has been closed until further notice.

The Board of Directors will not have live meetings until further notice. The Board will continue to communicate as needed via email or when necessary have video meetings.

We continue to review applications for potential purchases of a unit; however, we will hold the interviews via teleconferencing for virtual meetings.

Roof Project: Our roof project is continuing as weather permits. The units which are scheduled to have the a/c sleeve replaced, will be done at a later date. The work requires the contractors to work inside the units, because of the Coronavirus the work will be scheduled at a later date.

Weather permitting, we have given the contractors permission to work on the cricket repairs on Saturday and Sunday. We have been told this work is "quiet work".

Inside Renovations: Non-essential inside renovations and repairs should be placed on hold especially as it relates to outside contractors.

THE BOARD OF DIRECTORS

March 17, 2020