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HIGH MEADOW COOPERATIVE NO.1, INC.  
MEMORANDUM

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TO: ALL SHAREHOLDERS

FROM: BOARD OF DIRECTORS  
STILLMAN MANAGEMENT

SUBJECT: STAFF SAFETY

DATE: JUNE 4, 2020

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The Board of Directors in consultation with Stillman Management and COVID 19 guidelines require **all occupants of a unit wear face masks covering mouth and nose prior to a staff member entering a unit for any reason.** The staff will not enter any unit if the resident does not comply.

If any resident has or recently recovered from COVID 19, they must remain in another room with the door closed.

It is recommended you open your windows prior to the staff coming into your home, weather permitting.

We value your safety as well as the safety of our dedicated staff.

How to request service:

Non-Emergency: Complete a maintenance request via High Meadow's website <https://highmeadowcoop.com/> or fill out a maintenance form and drop it off at Marilyn Szatkowski's 161 S. Highland Ave in Parking lot D. If you need forms, call the maintenance dept 914-941-6208 and they will drop it off.

Emergency – *After hour's emergencies must be directed to Management's Emergency Number 914-813-1900.* Emergency calls are quickly sent to the staff member on duty.

*It is prohibited to go to a staff member's home at any time for High Meadow Issues. It is inappropriate and wastes time in an emergency.*

**Anyone who goes to the staff member's home is subject to a fine and the staff's overtime.**