

High Meadow Cooperative, Inc.

Newsletter

July 2020 Edition

Parking Lots and Garages

We ask that parents be exceptionally vigilant when it comes to children riding bikes and scooters in the parking lots. Because of the inherent danger of riding bikes and scooters around moving/parked cars, it is highly recommended that children not be allowed to ride bikes and/or scooters in the parking lots. Parking lots are not play areas.

When walking in the lots please do not walk close to the back of the vehicles or garage doors, doing so makes it very difficult to see pedestrians.

You are reminded to park nose into your parking space. Also, please only park in your assigned spot. You are also permitted to park in the unnumbered spots as long as you have a high meadow parking sticker.

When you have overnight guests who are parking in the street, please make sure you call the police and let them know that you have an untagged car in the street. This will avoid your guests getting an unwanted ticket.

If you have replaced your vehicle you have 30 days to complete an application for a new parking sticker. The stickers are not transferable; you will have to apply for a new sticker when you replace your vehicle. Periodically the tow truck comes through the property and will tow any vehicle without a sticker or temporary tag.

Lastly, when parking on the street, please be mindful of not blocking the access from the sidewalk to the street. This access provides a safe walking surface for shareholders and their guests, as well as for emergency services such as ambulances. Thank you for your assistance with this.

Safety Precautions for You and our Staff

The Board of Directors, in consultation with

Stillman Management and COVID 19 guidelines, require that all occupants of an apartment wear face masks covering BOTH their mouth and nose prior to a staff member entering an apartment for **any reason**. The staff **will not** enter any apartment if the resident does not comply. We also recommend that while walking around the Co-op property and/or when socializing with your neighbors that you wear a mask if you cannot socially distance, which is 6 feet distance from each person.

Maintenance Requests, Complaints and/or Questions

All requests for non-emergency maintenance requests must be on a maintenance form either submitted via <https://highmeadowcoop.com/> or on a paper form. If you choose to put a maintenance request through the website, sign in using your username and password, then go to *Shareholder Resources* and click on Submit a Maintenance Request. If you prefer to use the paper request form, please drop it off at Marilyn Szatkowski's @161 South Highland Ave (Parking Lot D) after filling it out.

If you have a complaint or question, it must be in writing either via the website <https://highmeadowcoop.com/> or put it in writing and drop off at 161 South Highland Ave. If you choose to use the website, sign in using your username and password. Then, go to *Shareholder Resources* and click on General Questions

Verbal requests for non-emergency maintenance and complaints will not be responded to.

Effective immediately the attached Health Questionnaire must be completed when submitting a maintenance request and submitted with the maintenance request.

A copy of the health questionnaire is attached to this newsletter.

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Drains

The only items to be flushed down the toilet are human waste and toilet tissue. **DO NOT** flush wipes, diapers, napkins, tampons, tissues, paper towels or any other items not mentioned in the first sentence.

If you have a sluggish drain, water not draining, put in a maintenance request, immediately. **DO NOT** use any chemical or wires to attempt to clear the drains. If you attempt to clear a drain and it results in any damage; you will be responsible for all the repairs including the plumbing expenses.

Smoke & Carbon Monoxide Detectors

Effective April 1, 2019, a new law went into effect banning the sale or installation of any smoke detecting device that has a battery that can be replaced or removed. The new law requires that smoke detectors in New York State must be powered by a non-removable battery that lasts for 10 years, or it must be hardwired to the home's electricity.

All Shareholders are responsible for installing and maintaining smoke and carbon monoxide detectors within your unit. One smoke detector is required in each bedroom, one combination smoke and CO2 detector in the hallway outside of a bedroom, and one smoke detector on the lower level of a duplex. Management has the right to inspect all apartments to confirm the required detectors are in place.

Home Appliances

Written permission must be obtained from the Board of Directors prior to the installation of any major appliance, including air conditioners, washing machines, clothes dryers, dishwashers and/or freezers, if plumbing and/or electrical work is required.

All window air conditioners must be installed with the recommended window bracket for support.

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. This coverage should be valued at no less than \$300,000.

Written proof of current coverage should include the a Certificate of Insurance should reflect the name of Shareholder, address of unit, and effective dates, plus 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 Diane Duryea via email (dduryea@stillmanmanagement.com), mail or fax upon the anniversary or renewal date of the policy each and every ensuing year, or whenever the policy is renewed. Please make sure Diane's name is on all Faxes and mailings. 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 to a processing Fee and possibly the defaulting Shareholder to such legal action as is provided therein including termination.

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

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the community and want to help make sure their investments are protected and that High Meadow is a safe, welcoming, enjoyable, and quality place to live. They have responsibilities within the Board. We welcome involvement and recommend taking the time to attend Board of Director's meetings. When positions become available on the Board, we hope that you consider running. Board meetings are held on the third Tuesday of every month in the Community Room. Elections are held during the annual meeting, which take place each spring.

Becoming involved in the meetings and on the Board is a wonderful way to get your opinions heard and to make a difference within OUR community.

Please note that the Board is now meeting virtually due to COVID 19.

Laundry and Storage Rooms

This is a kind reminder to make sure you have turned off all of the lights and the outside door is double locked prior to leaving the shared spaces. We would like to conserve energy and make sure our belongings remain safe.

Outside Apartments

Outdoor furniture and cooking equipment are permitted to be left overnight in front of your unit, but is restricted to your immediate stoop area. Nothing is to be left on common property overnight, or during the day when not in use. Items other than outdoor furniture and/or cooking equipment in front or rear of units are prohibited. These items include but are not limited to toys, plastic bins, garbage pails, and storage receptacles. Please note nothing should block basement/crawl space grate openings. Please keep in mind that the outside area around your apartment may not be used as a catchall for storage. Nothing is to be left

hanging on the railings

Sale of Stock

All notices of intent to leave the Cooperative and sell their apartment shall be given in writing to the Management Company. The notice of intention to leave the Cooperative cannot have a move out date, and must be renewed every six months.

Equity Loans/Mortgage Refinancing

Any Shareholder wishing to apply for a home equity loan, or to refinance their mortgage, must submit, in writing, their request to the Transfer Agent. The request must include the following information:

- Name of present mortgage bank;
- Name of new bank;
- Original mortgage amount;
- Proposed mortgage/equity loan;
- Monthly payment on current mortgage;
- Monthly payment on proposed mortgage/equity loan;
- Copy of the new mortgage/equity loan commitment and a copy of a current lien search must be included when received by the Shareholder.

Based upon the above information, the Board may require additional information and an updated credit search to be conducted. Shareholders will be required to pay for the cost of the credit report and the attorney/transfer fees for preparing the documents that the banks will require (Recognition Agreement, Consent and Maintenance Letter, Indemnity Agreement, Insurance Certificate, etc.) and to coordinate the closing process.

Submitting Information to the Newsletter

If you wish to place information in the

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Newsletter, please drop a note off to Melissa Ferraro at 6 Geneva Road or send an email via the website using the "General Questions" tab. All information should be submitted in writing and needs to include your name, address, and telephone number. The Board reserves the right to accept or edit any information for length and/or content

High Meadow is on Facebook

High Meadow is on Facebook! Look for the group "Residents of High Meadow Coop" on Facebook and follow the prompts to join. This group is meant for shareholders of High Meadow Co-op and their immediate family members to meet, connect and strengthen our community of neighbors. Please feel free to share your interests, items for sale, notify We others of positive experiences with local businesses, etc. hope this new way to communicate will enhance the ways in which we already interact as neighbors. Please feel free to direct any questions or concerns to Carolyn Funke (hmmaintslip@gmail.com).

Congratulations Graduates

The Class of 2020 will always be remembered as a special group of students who faced a great challenge. May these unique circumstances give you strength and inspire you to make the world a better place when you go back into it.

New Neighbors

We would like to extend the warmest welcome to our newest neighbors:

*Marilyn Costa
Leni Maier
Robin Wald*

We are confident that you are going to love this community as much as we do!

Sincere Condolences

We send our sincerest condolences to the family of a long time Shareholder, Margaret Nancy Winter. Nancy served on the Board of Directors many years ago. We are so very sorry for your loss.

New Member on the Board

The Board of Directors is excited to announce that Dawn Marie Hilkin has joined us once again to help ensure High Meadow remains a wonderful place to live! Some of you may remember that Dawn Marie has served our community in the past; well, she has graciously rejoined the Board. Welcome, we are so excited to have you!

Upcoming Board Meetings

Board meetings take place on the Third Tuesday of the month at 7:00 pm.

If you are interested in addressing the Board, please contact Marilyn Szatkowski at 762-0284 at least 48 hours in advance of the meeting so that you can be placed on the agenda. All Shareholders are welcome and encouraged to attend Board meetings and observe.

The next Board Meeting will be virtually held on August 11th. There will be no meeting in December.

The Board of Directors



High Meadow Cooperative No. 1, Inc.
98 Charter Circle, Ossining, New York 10562
July 21, 2020 - Contact List

Stillman Management Company, Inc. 440 Mamaroneck Avenue, Suite S-512 Harrison, NY 10528 Charles Munnial Site Manager Diane Duryea, Administrative Assistant Lynn Blum, Bookkeeper Sheryl Cirulnick, Supervisor Rita Pita, Applications Cindy Duse, Sup. of Sales & Applications	Roy Stillman, President cmunnial@stillmanmanagement.com dduryea@stillmanmanagement.com lblum@stillmanmanagement.com scirulnick@stillmanmanagement.com Rpita@stillmanmanagement.com cduso@stillmanmanagement.com	914-813-1900 914-813-1919 fax 914-813-1945 914-813-1926 914-813-1910 914-813-1912 914-813-1962 914-813-1915
Emergencies, After Hours, Weekends & Holidays Contact: 914-813-1900		
Beck Liebman Petrone PC 399 Knollwood Road #213 White Plains, NY 10603	Robert H. Beck, Esq. rbeck@beckliebmanpetrone.com	914-285-9500 914-285-9769 fax
Bloom and Streit 2900 Westchester Avenue, Suite 303 Purchase, NY 10577	Mark Cohen, COA ZPMDCPA@aol.com	914-253-8484 914-253-8087 fax
Levitt Furst Associates, Ltd. 1 Executive Boulevard Yonkers, NY 10701	Jason Schiano, President jschiano@levittfurst.com Jennifer Apicella, Account Representative japicella@levittfurst.com	914-457-4223 914-376-2800 fax 914-457-4293
Tax Certiorari Attorney Geller & Rodner One North Lexington Avenue, 11 th Fl White Plains, NY 10601	Jeffrey S. Rodner, Esq. jrodner@gellerrodner.com	914-664-8900
<u>Board of Directors</u>		
President Maintenance Liaison, Co-chair Renovations	Marilyn Szatkowski	161 SH 914-762-0284
Vice-President) Chair Interview, Co-Chair Facebook	Emily Coca	86 CC 914-683-3788
Secretary	Dawn Marie Hilkin	161 CC 9140703-2558
Treasurer	Joan Indusi	141 CC 914-762-3891
Director Newsletter	Melissa Ferraro	6 GR 914-9074919
Director Chair Website & Facebook, Co-Chair Interviews	Carolyn Funke	163 CC 716-400-4613
Director Community Room, Garage Rental & Chair Renovations	Ursula Winter	166 CC 914-762-6437
Maintenance Office – behind 98 CC Facilities Manager Assistant Facilities Manager Porter	Joe Giampietro Eusebios Pujols Juan Collardo	Phone/Fax 914-941-6208

High Meadow Cooperative – Covid-19 Health Questionnaire

Please complete this form and drop it off with your request for maintenance. If submitting your maintenance request through the website, complete the form on-line and submit it with your maintenance request. Maintenance will not respond unless this form is completed.

The Maintenance Staff will call prior to coming to your apartment.

Respond Yes or No

_____ I have not been diagnosed with come in close contact or cared for someone diagnosed with COVID-19, nor has anyone else in my household, within the past 14 days.

_____ I have not, nor has anyone else in my household, shown symptoms of COVID-19 or come in close contact with anyone exhibiting these symptoms in the 14 days.

_____ I do not nor does anyone in my household have a cough, fever, chills, shortness of breath, or loss of taste or smell or any other symptoms associated with Covid-19.

_____ I have not traveled outside of New York State nor has anyone from my household for the past 14 days. If yes where was your destination:

_____ If I or anyone within my household begins to show symptoms of COVID-19 within the next 14 days, I will contact the Maintenance Staff (914-941-6208).

_____ I (We) will wear a facemask prior to the staff entering my apartment and will cooperate by opening the windows if weather permits.

Shareholder Signature

Printed Name

Date

Phone Number

Address