

# High Meadow Cooperative, Inc.

## Newsletter

December 2020/January 2021 Edition

### **Holidays**

The Holiday season is upon us! Feel free to decorate the outside of your unit to help make High Meadow look festive and lift everyone's spirits. This year, the Board has decided to waive the rule that says outdoor holiday lighting is limited to 2 weeks before the holiday. This year, you can put your outdoor holiday lighting up as early as you want!

- 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.
- 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.
- If you wish to hang a decoration on your door, please use either a thin over-the-door hanger or the damage free hooks (e.g., Command). These hooks can be removed without causing any damage to the paint or door. Nothing is to be nailed and/or screwed into the door or trim.

### **Storage and Laundry Rooms**

All storage rooms are to be used in compliance with all laws and edicts, promulgations, rules and regulations of all governmental agencies.

No one is to congregate in storage rooms or laundry rooms. Children are strictly forbidden from playing in these rooms. Shareholders are responsible for all members of their families, as well as any visitors. Shareholders are responsible for all family members and any visitors' actions in such cases and will be responsible for any damage they may cause and for violations of our cooperative documents and could forfeit the privilege of using these rooms.

### **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 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.

### **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 and be sent the link as we are now meeting virtually. ***All Shareholders are welcome and encouraged to attend Board meetings and observe.***

***Our next meeting will take place on Tuesday, January 19<sup>th</sup>, 2021.***

### **Don't forget: High Meadow is Now 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 others of positive experiences with local businesses, etc. We 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](mailto:hmmaintslip@gmail.com)).

### **New Neighbors**

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

*Jane McGowan  
Tamika McKnight*

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

### **Distribution of Special Notices and Newsletters**

In an effort to be more environmentally conscious, the Board has decided to move to a digital distribution of all

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notices and newsletters. Effective January 1, 2021 only those who filled out the form specifically requesting paper copies will receive them. Everyone else will receive copies via the website, highmeadowcoop.com. Please make sure you are fully registered on the website to ensure you receive all of our important information.

### **Garbage and recyclable disposal**

Just when you thought this newsletter wouldn't have a section about garbage here it is! Big garbage time is about to begin with the holiday season and we thought we might include some helpful reminders to keep our dumpster areas as "clean" as we can!

Blue dumpsters are for newspapers, **flattened** cardboard boxes and magazines. **All boxes must be flattened.** Filling a cardboard box with recyclables is no longer allowed. Boxes take up too much room in the dumpsters making space even more limited.

Newspapers that are put out for pick-up on Mondays must either be placed in a paper bag or tied with non-plastic cord. **ONLY put out paper recycling on Sunday afternoon or early Monday morning, otherwise take it to the Blue Dumpsters behind 167 Charter Circle (Parking Lot I).**

There have been a lot of items randomly placed next to the dumpsters or put into the wrong dumpsters throughout the year and it causes more work for our staff, not to mention the frustration. All bulk items must be taken and placed inside the white shed in Parking Lot I. Please show some consideration for our staff who end up having to clean out the dumpsters when you improperly disposed of your garbage/recyclables. Do not leave any type of garbage sitting outside of your door, it attracts rodents. Anyone who does not comply will be assessed a processing fee of \$100.

**Anyone found to be violating this Garbage, Rubbish and Recycling Rules will be charged \$100 per incident by the Cooperative.**

### **Playgrounds**

The Board of Directors recently opened the playgrounds. In order for the playgrounds to remain open, the rules that were distributed and posted at the entrance of each playground **must** be followed. If you do not follow the rules the playgrounds will be closed. **You are reminded that there are surveillance cameras at each playground.**

### **Outdoor Furniture**

Due to Covid-19 the Board of Directors has not enforced this

rule however, effective November 1<sup>st</sup> it will be enforced going forward.

Outdoor furniture and cooking equipment are permitted to be left overnight in front of your unit and is restricted to your immediate stoop area. Nothing is to be left on community property overnight, or during the day when not in use. Any play items, kiddie pools, toys and similar items must be removed from the building grounds on a daily basis. All items not in use must be placed inside your apartment or in the storage room. Nothing is to be left hanging on the railings.

Shareholders are reminded that effective November 15<sup>st</sup>, you were asked to make sure that any seasonal furniture, gardening tools, and outdoor toys had been brought inside or placed in storage. By removing these items, it will make it easier for staff to shovel and clear the snow.

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.

### **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.

### **Service Requests**

Every Shareholder is encouraged to review the rules regarding their responsibility for reporting maintenance request. Failure to report a maintenance issue that results in additional damage to the Cooperatives property, will be the Shareholder's responsibility for the cost of the repairs. Every maintenance request that will require entry into your home must be accompanied by a completed COVID-19 Health Questionnaire. The questionnaire can be found on High Meadow's Website. If you do not have access to the internet or a printer, a copy of the COVID-19 form can be

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provided for you, please let the maintenance staff know if you need a paper copy prior to their entrance into your

home.

## Retiring

Charles Munnial, who has been High Meadow's Manager for approximately 20 years, will be retiring at the end of the year. We want to wish Charlie and his wife Yvonne all our best wishes for a wonderful retirement. We will miss Charlie. Charlie will be around for a while training his replacement, Jenna Guiliano.

## New Managing Agent

It was recently announced that Jenna Guiliano will be our new Managing Agent. We welcome Jenna to High Meadow. The Board and Staff look forward to working with Jenna and welcoming her to High Meadow. Jenna's contact information is 914-813-1913; [jguiliano@stillmanmanagement.com](mailto:jguiliano@stillmanmanagement.com).

## Lockout Reminder

Our staff is available to help if you are locked out of your unit during staff working hours (M-F 7:00 AM to 4:00 PM) **ONLY** if the top lock is not locked. The staff does not have keys that open the top locks; therefore, you will have to call a locksmith. If the lockout occurs on a holiday, weekend or after staff working hours, you should call a locksmith. You can avoid this problem by leaving an extra set of keys with a neighbor.

## After Hours Emergencies

After hour's emergencies must be directed to Management's Emergency Number published in the newsletter.

Emergency calls are quickly sent to the staff member on duty through the Property Manager and the Account Executive for the property. It is prohibited to contact or go to a staff member's home at any time for High Meadow Issues.

Anyone who approaches a member of the staff after hours for co-op issues will be assessed a Processing Fee of \$100 plus overtime.

## Snow

Please read the attached notice on procedure when there is a snowfall.

When parking on the street, please keep the access from the sidewalk to the street clear. This is a matter of safety as well as a courtesy to our neighbors

## Important Contact Information

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

Property Manager  
Jenna Guiliano, Stillman Management  
914-813-1913  
[jguiliano@stillmanmanagement.com](mailto:jguiliano@stillmanmanagement.com)



Wishing everyone a happy holiday season and a happy new year!



The Board of Directors