

High Meadow Cooperative, Inc.

Newsletter

April/May 2021 Edition

Spring is Here!

The most beautiful time of year at High Meadow Cooperative is here...Spring! The Board of Directors is so happy to see so many of our neighbors walking around and enjoying our blissful community. With all of that being said, we would like to remind all shareholders (and their guests) that with more people walking around to be extra cautious and vigilant when driving around the community. Please adhere to all town speed limits, stop signs, traffic light notifications. We want our community to remain safe for all of our residents.

Annual Meeting

As a reminder our 2021 Annual Meeting will be held on Wednesday April 28, 2021 @7:00PM via Zoom. Please make every effort to attend as a quorum is required to conduct business and hold our elections.

Parking and the White Shed

We are lucky to have one parking spot per unit as well as ample street parking within this community. We would like to remind all shareholders that if a car is parked in the parking lot, whether it is a numbered spot or not, without a HMC sticker it is subject to being towed at the owner's expense. Vehicle repairs of any kind is prohibited in and around the parking lots. Any leakage, spillage, or other damage to, or marring of, Cooperative property will be the responsibility of the Shareholder involved. Any costs incurred by the Cooperative to perform cleaning, repair, or replacement as a result of said damages, will be the responsibility of the Shareholder.

The white shed in parking lot I is to be used for bulk garbage ONLY. The shed door must be shut after each use. Any shareholder, resident, or shareholder guest found to be using the shed in any other capacity will be fined \$100. If it is found that shareholders (or their guests) are not utilizing the shed for its intended use, we will be forced to lock it at all times.

Laundry Rooms

The laundry rooms and equipment contained therein shall be used by Shareholders only, and only during the hours of 8:00am through 10:00pm, Monday through Sunday. Shareholders are reminded to clean machines, leave the washing machine doors open, remove dryer lint, lock doors, and to turn off lights in the laundry room before leaving. Please adhere to laundry hours, using them any other time will disturb the residents.

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.

As per our rules and regulations, 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 Stillman Management each year upon the anniversary or renewal date of the policy, 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.

The Board is Here for YOU!

When purchasing and selling units within the community, new and/or existing shareholders may need financial documents. We would like to remind you that many of these documents can be found on our website and can be downloaded for FREE. If there is a document that you need, but cannot find, please contact us via the website and we would be happy to pass along any necessary documents to you at no cost.

Upcoming Board Meetings

Usually, board meetings take place on the Third Tuesday of the month at 7:00 pm. However, this month we will not have a regular board meeting. Our regular Board meetings will resume on the third Tuesday of May @ 7:00PM.

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.

Renovations (addendum B of the Rules and Regulations):

In accordance with the guidelines established by the Board of Directors, the following documentation is

required for approval of any alterations or improvements:

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architect's plan and completed renovation package. If you are using a contractor who has not previously worked within the community, please ensure that you have submitted all necessary paperwork listed within the renovation package. A renovation package may be downloaded from High Meadow's website or you may leave a message on the Maintenance Office's voice mail.

Detailed plans and specifications showing the work to be done and including, if required by Town/County regulations, approval by the Building Department and/or other agency having jurisdiction. Any renovations involving any structural changes must be accompanied by either an engineer's or architect's plan. All construction debris must be removed from the property by the contractor. Any alterations involving common areas, plumbing, or electrical work needs to be done within the normal working hours of our staff as well as coordinated with them in advance.

One copy of the completed renovation package should be deposited in the Maintenance Office mailbox and one copy put through the mail slot of Board chairperson, Emily Coca at 86 Charter Circle.

Playgrounds

The Board of Directors has opened the playground. 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 there are surveillance cameras at each playground.**

Outdoor Furniture

Please see the addendum at the end of this newsletter for our updated policies on outdoor furniture.

Smoke & Carbon Monoxide Detectors

Effective April 1, 2019, a new New York State 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 this includes any plumbing and electrical work) in Shareholder's apartment.

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.

Subletting

Under no circumstances is subletting allowed. The National Cooperative Bank (NCB), the Corporation's mortgage holder, and High Meadow's By-Laws do not allow subletting.

Selling your apartment

Each seller is responsible for notifying the Maintenance Staff at 914-941-6208 to schedule an inspection, once all items have been removed from the unit, store room and garage (if you have one). The new Shareholder must also notify the staff once they have moved in. If you do not notify the Staff this will delay your Move In/Out fees being returned.

Covid Reminders

We hope everyone is doing well. Whether or not you have received the Covid Vaccine we are asking that you follow the latest NYS Covid Guidelines:

- face coverings and wear them when they are in a public and are within six feet of distance from other individuals; or
- in a situation or setting where they are unable to maintain six feet of distance from other individuals; or
- in a public or private transportation carrier or for-hire vehicle.

For the safety of **ALL** our residents, we recommend when walking around High Meadow Property that you wear a mask.

Anyone approaching any member of our Staff or Board member, using the laundry rooms and/or the store rooms, **MUST** wear a mask.

Service Requests

Every Shareholder is encouraged to review the rules regarding their responsibility for reporting maintenance requests. 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 provided for you, please let the maintenance staff know if you need a paper copy prior to their entrance into your home.

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Welcome to Our New Neighbors

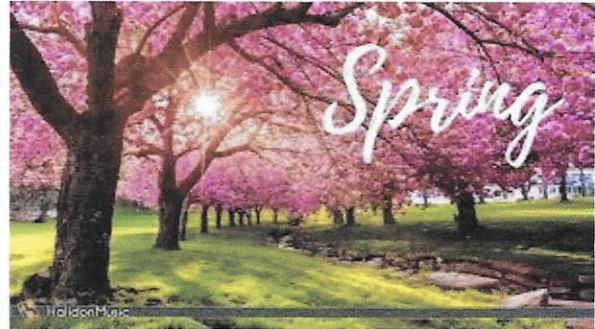
The Board of Directors

We would like to welcome our newest members to our community. We hope that you love HMC as much as we do!

*Eva and Ferdinand Vukaj
Ahmed Shafei
Sofia and Derek Raiskums*

Contact List

Attached is an updated contact list.



Important Contact Information

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

Property Manager
Jenna Guiliano, Stillman Management
914-813-1913
jguiliano@stillmanmanagement.com

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HIGH MEADOW COOPERATIVE No.1, Inc.
Addendum to July 1, 2020
Rules & Regulations

Outdoor Items: Effective March 16, 2021 the rules pertaining to outdoor items have been updated to the following:

1. Grills and outdoor furniture are permitted to be left overnight in front of your unit and is restricted to your immediate stoop area.
2. Nothing is to be left on common (community) property overnight or when not in use.
3. Grills should not be used under any soffits or left unattended when in use.
4. Lawn ornaments on common property are prohibited.
5. Outdoor furniture /cooking equipment should be kept to a 4'x5' area must be removed for lawn maintenance and snow removal.
6. Items should not block basement/crawl space or grate openings or any sidewalks.
7. No items should ever be left on walkways.
8. Toys, kiddie pools, bicycles and other play items must be removed from the grounds on a daily basis. Pools must be emptied when not in use.
9. Bird baths or feeding wildlife is prohibited.
10. Trellises to support vines and plants against the buildings are prohibited.
11. Railings and fences are not to be used for drying items (please use the clothes line areas for this).

Time Restriction: By December 1st Shareholders should:

- Put away or secure outdoor furniture that is in the front or the rear of your unit.
- Gardening tools must be stored inside your unit or in a storage room.
- Move grills and any other items to the side to facilitate snow removal.
- The outside area around your apartment may not be used as a catchall for storage.

High Meadow Cooperative No. 1, Inc.
98 Charter Circle, Ossining, New York 10562

Effective March 12, 2021 Contact List

Our Professionals

Management Team:

440 Mamaroneck Ave. Suite 512
Harrison, NY 105278

Craig Perusini - Co-President

Brian Scally – Co-President

Roy Stillman, Vice-President

Jenna Guiliano, Site Manager

Diane Duryea, Administrative Assistant

Lynn Blum, Bookkeeper

Sheryl Cirulnick, Supervisor of Bookkeeping

Cindy Duso, Supv. Sales & Applications

Stillman Management Realty Corp.

914-813-1900 Main

914-813-1919 Fax

914 725-3600 Ext 137 Craig@stillmanmanagement.com

914 725-3600 Ext 112 Brian@stillmanmanagement.com

914-813-1928 rstillman@stillmanmanagement.com

914-813-1913 jguiliano@stillmanmanagement.com

914-813-1926 dduryea@stillmanmanagement.com

914-813-1910 lblum@stillmanmanagement.com

914-813-1912 scirulnick@stillmanmanagement.com

914-813-1915 cduso@stillmanmanagement.com

Emergencies, after hours, Weekends, Holidays

914-813-1900

Attorney:

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

Accountant:

Bloom and Streit

2900 Westchester Ave. Suite 303
Purchase, NY 10577

Mark Cohen, CPA

ZPMDCPA@aol.com

914-253-8484

914-253-8087 fax

Insurance:

Levitt Furst Associates, Ltd.

520 White Plains Road, 2nd Floor
Tarrytown, NY 10591

Jason Schiciano, President

jschiciano@levittfurst.com

914-376-2800 fax

914-457-4200: Main Phone

Director

Patrick Clair

pclair@levittfurst.com

914-457-4223

914-457-4257

Tax Certiorari Attorney:

Griffin, Coogan, Sulzer & Horgan
51 Pondfield Road
Bronxville, New York 10708

William E. Sulzer, Esq.

wes@gcshlaw.com

914-961-1300 (Phone)

914-771-7298 (Fax)

High Meadow Cooperative No. 1, Inc.
98 Charter Circle, Ossining, New York 10562

Effective March 12, 2021 Contact List

Board of Directors

President Maintenance Liaison Co-Chair Renovations & Website	Marilyn Szatkowski	161 SH	914-762-0284
Vice-President Interview, Community Room Rental, Garage Rental & Renovation Chair & Co-Chair Facebook	Emily Coca	86 CC	914-319-7030
Secretary Co-Chair Website	Dawn Marie Hilkin	161 CC	914-703-2558
Treasurer	Joan Indusi	141 CC	914-762-3891
Director Newsletter	Melissa Ferraro	6 GR	914-907-4919
Director Chair Website & Facebook; Interview Co-Chair	Carolyn Funke	163 CC	715-400-4613
Director	Open		

Emails to the Board of Directors can be sent to hmmaintslip@gmail.com

Maintenance – Office behind 98 CC

Facilities Manager	Joe Giampietro	Maintenance Office Phone
Asst. Facilities Manager	Eusebio Pujols	914-941-6208
Porter	Juan Collado	

Correspondence to the staff can be sent via the maintenance slip

High Meadow Website: highmeadowcoop.com