

High Meadow Cooperative, Inc.

Newsletter

May /June 2021 Edition

Annual Meeting

This year marked the first-ever HMC virtual annual meeting! Since the meeting took place, we have received lots of positive feedback on the meeting mechanics and the information that was provided. During this health crisis, we are so pleased that we were able to hold our annual meeting, see each other and connect in a way that was safe but still provided an opportunity to give you updates and information about our community! The minutes from this year's annual meeting were sent out in a previous Special Notice and can be found on the HMC Website.

Board of Directors Opening

This year we did reach a quorum and were able to elect five members to the board for the six open seats. As you read in the Special Notice, released on May 7, 2021, the Board still has one seat open that we are hoping to fill. Just a recap, this person will serve on the board for the remaining term and would need to re-run for the position at the next annual meeting. The term is a 3-year term. Again, interested shareholders can submit their intent to Marilyn Szatkowski either at 161 South Highland or via email: hmmaintslip@gmail.com.

Contact List

Attached to this newsletter, you will find the updated HMC contact list. The numbers on this list are intended for shareholders to use to communicate with the Board of Directors and HMC's emergency phone number, maintenance office, and professional contacts. This list is updated as often as needed but is not always sent out in hard copy so we can reduce our carbon footprint. However, you can always access the most up to date version on the HMC website: <https://highmeadowcoop.com/>

We encourage all shareholders to log and view the updated documents on the site.

HMC Contractors

ICYMI (In Case You Missed It), our managing agent, Jenna Guiliano, recently sent a notice to all shareholders of HMC, reminding everyone how to voice concerns and engage with co-op hired contractors including landscapers, mason's, etc.

As has always been the expectation, the notice reminds shareholders that the process for raising concerns or issues must be done by emailing Jenna Guiliano: (jguiliano@stillmanmanagement.com) or submitting a work order on the HMC website: (<https://highmeadowcoop.com/shareholder-resource/maintenance-request/>)

We remind and encourage you to utilize either of these processes and not to approach any hired contractor.

Toilets and Pipes!

Due to a recent pipe clogging, HMC had two different lines that needed to be cleared; one of the lines had to be snaked 135 feet.

After clearing out the issue, the problem, this time, was identified as wipes. As you may remember, this is not the first time HMC has had this issue, so just as a reminder, even if the packaging says "flushable" – THEY ARE NOT. The reason is that wipes **do not break down or disintegrate** and sewer pipes are **not** equipped to handle that.

HMC permits the following items to be flushed: Toilet Paper and Human Waste.

HMC does not permit the following items to be flushed: **WIPES OF ANY TYPE** – including but not limited to: baby, make-up, sanitizing (Lysol/Clorox), personal, etc., Paper towels, Q-tips or other Cotton Products, Dental Floss, Condoms, Menstrual Products, Diapers, Tissues, Cat Litter, Hair, Food/Cooking Grease, Fish, and Bleach.

There are certain items that you should never flush down the toilet to keep the system running smoothly. The above list is not exhaustive, but useful in keeping us from having to replace lines and driving up costs.

Ball Field Project

Another mention during the annual meeting was the shareholder request to make the ball field a usable space. After receiving written requests from other shareholders on what they would like to see, the Board voted and approved the project!

This project includes tree pruning and removal, fence replacement, installing a surface grass area, plus an area with blacktop, tables, and benches. The tree pruning and removal have been completed already. We anticipate that this project will also require permits and could have an impact on our insurance (more to come on that).

How can you help? The Board is looking for someone with a landscape architecture background who would be willing to volunteer their time and help us design the area. Anyone that is interested, or knows someone who would be, should contact Marilyn Szatkowski by email:

hmmaintslip@gmail.com

Homebound Vaccinations

We recently shared information from the Westchester County Dept. of Senior Programs and Services (DSPS) that announced an additional service for the COVID-19 vaccine for those who are homebound. You can find the flyer on the website, under

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the Special Notices section. For easy access, you can call DSPS at (914) 813-6300 to make an appointment.

Storage Room Clean-Up

Every few years, HMC shareholders join up in cleaning out the storage units, and that time is coming up! Starting on September 17th through October 1st, dumpsters will be on-site at HMC and shareholders should clean out their storage rooms. Items that are to be kept should be labeled according to our Rules & Regulations, and the remaining items should be tossed in the dumpster. Items left in the storage room, without proper labeling, will be discarded in the dumpsters. See the attached flyer for more information!

Possible Tag Sale?

Now that we got you thinking about cleaning your storage unit, how about a tag sale? The HMC Board encourages shareholders to coordinate a tag sale. For any new shareholders who have not participated in prior HMC Tag Sales, shareholders coordinate a date for the co-op to participate in a tag sale. If you want to volunteer to coordinate this project or help in away, please let us know by writing/emailing hmmaintslip@gmail.com.

Outdoor Furniture

That nice weather is back!! And with that, many shareholders are already taking the opportunity to grab some sunshine. This likely will bring the use of grills, outdoor furniture, and other items including kiddie pools, toys, and bicycles. In March 2021, the rules about Outdoor Items had been updated and published. We strongly encourage you to visit the HMC website and re-read them, but here's a recap:

Outdoor furniture and cooking equipment are permitted to be left overnight in front of your unit and are 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 daily. 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.

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.

As a reminder, bird feeders, bird baths and the feeding of wild animals are not permitted. Please be mindful of leaving food outside overnight.

Personal Gardens

Regarding the April 2021 Special Landscaping Notice, personal gardens are the responsibility of the shareholder to

maintain, and you should notify the Maintenance Staff, either by emailing hmmaintslip@gmail.com or by dropping a note in the mailbox outside of the maintenance office (located behind 98CC). If you do not submit this note, the personal garden will be maintained by the landscaper, and they will not be responsible for any items contained within.

Once you notify the Maintenance Staff of the personal garden, a small sign will be posted to your garden that says: **Do Not Service**. Additionally, you will be responsible for weeding, watering, and pest control for the garden. *Reminder: lawn ornaments are prohibited and any empty flower pots should be removed or they will be discarded.

Parking Your Vehicle at HMC

All vehicles parked in any of the co-op parking lots require a HMC Parking sticker to be affixed to the registered vehicle. Permanent parking stickers are to be affixed to the rear driver side window; temporary parking stickers are to be hung from the rearview mirror. If you need a new sticker, you should complete the Parking Application, found on the website, to obtain a new one. Any vehicle in violation of this rule will receive a \$100 fine and is subject to being towed. Any vehicle parked in any of the co-op parking lots without an HMC parking permit will be towed at the expense of the owner.

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 (914) 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 for the virtual meeting.

All Shareholders are welcome and encouraged to attend Board meetings and observe. Our next meeting will take place on Tuesday, June 15th, 2021.

Don't forget: 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 others of positive experiences with local businesses, etc.

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We hope this new way to communicate will enhance how we already interact as neighbors. Please feel free to direct any questions or concerns to Dawn Marie Hilkin (hmmaintslip@gmail.com).

Submitting Information to the Newsletter

If you wish to place information in the HMC Newsletter, please drop a note off to C. Gardella at 173 Charter Circle or send an email through the HMC 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.

Special Announcements

In newsletters of the past, HMC has typically included a section for announcements of new shareholders, congratulations, and sympathies. Moving forward, we will happily include that information but only at the shareholder's request. If you would like to include an announcement, please submit a Newsletter Announcement Request by either dropping it off at the Maintenance Office (behind 98CC) or through our website: under the Welcome Shareholders! tab, there is a new feature that will allow you to do this: highmeadowcoop.com

Service Requests

Every maintenance request that requires entry into your home must be accompanied by a completed COVID-19 Health Questionnaire. There is a new option to submit your questionnaire through the HMC website, please visit the Welcome Shareholders! tab. We also updated the printable version so that you can fill it out electronically and email it back.

Additionally, 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.

Shareholders are strongly encouraged to review the rules and regulations regarding their responsibility for reporting maintenance requests. You can locate these rules on the HMC website.

Community Room

As a reminder, the Community Room is currently not available for rent at this time. We will notify you once this has been lifted.

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.

Important Contact Information

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

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

Have a wonderful Memorial Day Weekend!

With Gratitude,

The Board of Directors

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

Effective April 28, 2021 Contact List

Our Professionals

Management Team:

Stillman Management Realty Corp. 440 Mamaroneck Ave. Suite 512 Harrison, NY 10527	914-813-1900 Main	914-813-1919 Fax
Craig Perusini - Co-President	914 725-3600 ext. 137	Craig@stillmanmanagement.com
Brian Scally – Co-President	914 725-3600 ext. 112	Brian@stillmanmanagement.com
Roy Stillman, Vice-President	914-813-1928	rstillman@stillmanmanagement.com
Jenna Guiliano, Site Manager	914-813-1913	jguiliano@stillmanmanagement.com
Diane Duryea, Administrative Assistant	914-813-1926	dduryea@stillmanmanagement.com
Lynn Blum, Bookkeeper	914-813-1910	lblum@stillmanmanagement.com
Sheryl Cirulnick , Supervisor of Bookkeeping	914-813-1912	scirulnick@stillmanmanagement.com
Cindy Duso, Supv. Sales & Applications Emergencies, after hours, Weekends, Holidays	914-813-1915	cduso@stillmanmanagement.com 914-813-1900

Attorney:

Beck Liebman Petrone PC Robert H. Beck, Esq. 399 Knollwood Road #213 White Plains, NY 10603	914-285-9500 914-285-9769 fax	rbeck@beckliebmanpetrone.com
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Accountant:

Bloom and Streit Mark Cohen, CPA 2900 Westchester Ave. Suite 303 Purchase, NY 10577	914-253-8484 914-253-8087 fax	ZPMDCPA@aol.com
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Insurance:

Levitt Furst Associates, Ltd. Jason Schiciano, President 520 White Plains Road, 2nd Floor Tarrytown, NY 10591	914-457-4223 914-376-2800 fax	jschiciano @levittfurst.com
Patrick Clair, Director	914-457-4200: Main 914-457-4257: Direct	pclair@levittfurst.com

Tax Certiorari Attorney:

Griffin, Coogan, Sulzer & Horgan William E. Sulzer, Esq. 51 Pondfield Road Bronxville, New York 10708	914-961-1300 914-771-7298 fax	wes@gcshlaw.com
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98 Charter Circle, Ossining, New York 10562

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Board of Directors

President Maintenance Liaison Co-Chair Renovations	Marilyn Szatkowski	161 SH	914-762-0284
Vice-President Interview, Chair Renovations	Emily Coca	86 CC	914-319-7030
Secretary Chair Website & Facebook	Dawn Marie Hilkin	161 CC	914-703-2558
Treasurer Chair Community Room Rental & Garage Rental	Joan Indusi	141 CC	914-762-3891
Director Newsletter Editor Co-Chair Website & Community Room	Christina Gardella	173 CC	914-755-9540
Director Co-Chair Interviews & Co-Chair Community Room	Daebriah Wint	103 CC	914-380-9334
Director	Open		

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

Maintenance Office
(located behind 98 CC)

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

Correspondence to the staff can be sent via the maintenance slip or to hmmaintslip@gmail.com

High Meadow Website: highmeadowcoop.com