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Stillman

Management Realty

Corp

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**REMINDER**

Date: February 23rd, 2022

To: All Residents of High Meadow Cooperative #1, Inc.,

This is a reminder, if you have not completed the request for **ONE-CALL-NOW** request form, please do so.

The HMC Board of Directors would like to utilize Stillman’s notification service called **ONE CALL NOW**. The **ONE CALL NOW** service provides a way for HMC and Stillman to send mass communication messages (through telephone calls, e-mail, and/or text messages). This system will be used to notify all residents of emergencies and planned events/services/maintenance quickly and efficiently (i.e., loss of heat, water leaks, water shutdowns, etc.).

For us to implement this notification system we need to have at least 70% of the residents sign up. Currently we have approximately 30%. This is a great system that will notify all the registered shareholders of an emergency, immediately.

You will continue to receive email notices of upcoming events, but the **ONE CALL NOW** alerts will come in real-time. You are not required to sign up for this service. If you do not sign up not, it will not affect any other method of communication you currently use with HMC. However, you will miss a real-time alert from ONE CALL NOW, especially for emergencies. Additionally, your information will be maintained in a confidential system and will not be shared or sold.

Please fill out the attached form and return it to the Maintenance Office behind 98 Charter Circle **OR** via e- mail to jguiliano@stillmanmanagement.com **no later than Monday, March 14th, 2022**.

Respectfully,

Stillman Management Realty Corp. As Managing Agent For

High Meadow Cooperative #1, Inc. By: Jenna Guiliano, Property Manager

**ONE CALL NOW – Contact Information Sheet**

Please enter contact information for up to two (2) people per apartment in the space provided below. If you select more than one communication method, you may receive messages on all methods selected.

RESIDENT 1 – Please print all information clearly

Name: (first and last) Unit Number #:

Please complete the information on how you want to receive emergency notification

|  |  |  |
| --- | --- | --- |
| Contact Method | Enter number or email address | Check the box to enable emergency notifications |
| Home Phone: |  | ☐ |
| Email address: |  | ☐ |
| Cell Phone: |  | * Voice OR ☐ Text
 | ☐ |

For cell phone option: you must choose **EITHER** voice or text messages, selecting both will default to voice.

RESIDENT 2 – Please print all information clearly

Name: (first and last) Unit Number #:

Please complete the information on how you want to receive emergency notification

|  |  |  |
| --- | --- | --- |
| Contact Method | Enter number or email address | Check the box to enable emergency notifications |
| Home Phone: |  | ☐ |
| Email address: |  | ☐ |
| Cell Phone: |  | * Voice OR ☐ Text
 | ☐ |

For cell phone option: you must choose **EITHER** voice or text messages, selecting both will default to voice.

To setup your cell phone follow these instructions once you submit your form:

How to Receive Test Messages on your Cell Phone:

1. Send a text to 22300.
2. Then type the word ALERT (all CAPS) and hit Send.
3. You will get a thank you message from ONE CALL NOW.

Return completed forms to Stillman Management by dropping it off at the facility office located behind 98 Charter Circle, or emailing jguiliano@stillmanmanagement.com