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www.stillmanmanagement.com



Special Notice

Recently several shareholders went to the home of staff members and their neighbors because they were locked out.

Going to a staff member’s home or their neighbors at any time for High Meadow issues is against High Meadow Rules and Regulations. Doing so will incur a \$100.00 processing fee, plus overtime if applicable.

If anyone is approached asking where a Board member or staff member lives, they are to be referred to the office at 98 Charter Circle or to Stillman Management. At no time is someone’s address to be given out.

Emergencies:

After hours, emergency calls must go through Stillman Management.

Emergencies, after hours, Weekends and Holidays

914-813-1900 Press 8 OR CALL 1-800-705-3707

EMERGENCIES ARE THE FOLLOWING:

Flooding

No heat or hot water

No electric (entire unit)

Fire (Call 911 first)

(A slow draining sink, tub or lockout does not constitute an emergency.)

Common repairs will be addressed during regular business hours. Submit a maintenance form on-line or drop off the hard copy at 161 S. Highland Ave. (Parking Lot D) via the mail slot, (no need to ring the bell). Please continue to complete the COVID Health Questionnaire.

Lockouts during regular business hours can be addressed provided the top lock is not locked. The staff does not have the key to your top lock. -Lockouts any other time, or if the top lock is locked, will require you to contact a locksmith. (Beasley’s Locksmith, Ossining (914) 762-4704).

We recommend having a spare key accessible.

As a courtesy to Board members, please limit calls or visits concerning High Meadow issues to M-F 10:00 am to 6:00 pm. You can submit questions on-line via the website by clicking on Questions or via email hmmaintslip@gmail.com.

Thank you for your cooperation.

Management

Dated: May 26th, 2022