



440 Mamaroneck Avenue, Suite S 512
Harrison, NY 10528

T : 914.813.1900
F : 914.813.1919

www.stillmanmanagement.com



IMPORTANT NOTICE

Date: March 29, 2023
To: All Shareholders
RE: Maintenance/Common Charge Payments/Rents

In order to promptly process your monthly maintenance/common charge checks, we are requesting checks no longer be mailed directly to our office. We would like to point out by doing so, this drastically slows down the processing of your payment and may cause errors with manual processing.

In an effort to expedite the processing of your payment, we are requesting that **ALL** payments be submitted directly to our **PO BOX 5118, White Plains, NY 10602-5118**, and **NOT** 440 Mamaroneck Ave., Harrison NY **OR** our previous address 141 Halstead Ave., Mamaroneck, NY.

In addition, if you are paying online through your bank, please make sure the address is changed to reflect the **PO Box 5118, White Plains, NY 10602-5118**, NOT the office address, and have your account # notated with your payment.

When submitting a personal check, the best way to assure accurate and timely processing would be to **submit the provided payment stub with the account number OR write your account number on your check**. The account number needs to be **displayed** on your personal check or the bank check, or the check **cannot** be processed. Equally important, the check needs to be made payable to YOUR building name.

All checks **must** be sent to **PO Box 5118, White Plains, NY 10602-5118**. If you lose or misplace your maintenance slip, please address the envelope to the below address. Please see below example mailing your check in:

High Meadow Cooperative #1, Inc.
PO Box 5118
White Plains, NY 10602-5118

Effective May 1, 2023, any payment mailed to our office WILL NOT be processed in the office and will be returned to you for proper mailing. In the event your check is returned to you, a late fee will be assessed to your account.

Thank you for your anticipated cooperation and appreciate your efforts in facilitating this payment procedure.