

**High Meadow Cooperative No.1 Inc.
Board of Directors**

Meeting Tuesday April 16th, 2024 @ 7:00PM

Present: Joan Indusi, Dawn Marie Hilkin, Emily Coca, Daebriah Wint, Christina Gardella, Andrew Ziegler, Anjo Duffy

Others: Jenna Guiliano, Joe Giampietro(arrived at 7:45 pm), Carolyn Funke 163CC, Mary Noll 152CC, Roland Leonard 4 GR, Virginia Dixon 204CC, Claudia Mausner 98B CC

Vote on minutes: March 19th, 2024, 5-0-2

Meeting called to order at 7:00 PM.

- March 19th, 2024, Minutes of open session to be posted on High Meadow website.
- By Laws Rules & Reg Committee Motion to update flyer proposed by the Secretary. Interested Shareholders to email Megan Collins and Jenne Guliano by May 13th. List will be reviewed and voted on during the May 21st meeting. Flyer to be emailed or delivered to the shareholders. Vote approved 7-0-0.
- Board Contact List To be updated by the Secretary , reviewed and posted to the website.
- Renaming of the “Ball Field”. Secretary volunteered to create a flyer to email & deliver. Names were discussed and 3 were chosen (listen below) to send to a Shareholder vote. Votes to be dropped off to the maintenance office by 5/13/24. Suggestion by shareholders to look at the cost of benches, picnic tables and garbage receptacles.
 - High Meadow Recreation Area
 - High Meadow Green Space
 - Geneva Green
- Fair Housing Training NY State requires all new board members to take a 2 hour fair housing training, held virtually every month, within 60 days of board appointment. All current HM Directors will need to take this, as required every 2 years. All certificates need to be renewed this year. A copy of certificate is to be sent to the Property Manager, Board President and Secretary when received.
- Notices and Letters Standard notices and letters will be reviewed by 3 designated Board Members. A copy of the final notice and letter will be emailed to the full board. Any unique notices will be sent to the full board for review.
- Emails It was noted that garage requests were not going directly to the Chair. This issue was identified over the weekend and corrected. Maintenance requests will go directly to the Maintenance Chair.
 - The current email address: hmmaintslip@gmail.com will be used for maintenance requests only.
 - A new email address: highmeadowcooperative@gmail.com will be used for suggestions, comments and questions.
 - A notice of the email change will be sent to shareholders by the President.
 - The Board intends to update the renovation package to be offered electronically in addition to hard copy. This is on hold until a new website is implemented.
- 5 Year Capital Improvements

- Property Manager to send remaining items to the board. 2024 projects include routine masonry, leveling the ballfield and upgrading the laundry rooms.
- Proposals for masonry and first 3 laundry rooms will be presented at the May meeting.
- Field Updated Motion to approve a proposal to level the lawn which includes; adding top soil where needed seeding peatmoss on entire field and adding mulch under pine trees near fencing. Cost \$3,900 Approved 7-0-0.
- Spring Clean Up We will have 3 dumpsters on site date & locations TBD. Once approved a notice will go out, advising shareholders of the Event and a reminder of storage room etiquette.
- Covid 19 Questionnaire Motion to remove the Covid 19 questionnaire required for maintenance requests. Approved 7-0-0. Website Chair to remove the form.
- Newsletter A solicitation for volunteers will be sent to take over the newsletter. The Secretary will be the point person for the volunteer and can provide board updates.

Open session closed at 7:45 PM
Meeting adjourned at 10:15 pm.

Next board meeting is scheduled for May 21st, 2024, at 7:00pm via Zoom.

Respectfully,

Dawn Marie Hilkin
Secretary