

**High Point Management Office**  
100 HIGH POINT DRIVE, HARTSDALE, N.Y. 10530  
Phone (914)761-6100 FAX (914)761-6117

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**FROM: Management Office**

**DATE: July 19<sup>th</sup>, 2019**

**TO: All High Point Residents**

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**IMPORTANT REMINDER**

Dear Residents,

Please be reminded of the following High Point information and procedures:

❖ **High Point Website**

Residents may obtain information on social events, download forms and much more by signing up for the High Point Website at **[www.highpointofhartsdale.com](http://www.highpointofhartsdale.com)**.

❖ **Robo Call**

If you have not done so already, all Residents are highly encouraged to sign up for the robo-call system. This robo call system will place phone calls and/or send e-mails to High Point residents in the event of an emergency, such as a power outage.

❖ **Terraces**

Please be reminded that terraces are not to be used as storage. Terraces are to be kept clean, free of unsightly materials or any items that can be blown away. No clothes, sheets, towels, blankets, mops, brooms, bikes and/or other articles of any kind shall be hung out of a Unit window or exposed on any part of the terraces.

❖ **Entry Permission Form**

Complete and provide the form to the office should there be any non High Point Resident(s) whom you would like to enter the complex without being announced by the Gate House.

❖ **DELIVERIES/PICK UP'S:** - are permitted only:

**Monday thru Friday** – 8:30am – 7pm

**Saturday** – 8:30am – 4pm

**Sundays & Holidays** - **NO** deliveries/pick ups are permitted at all. All residents must call and schedule with the Management office with a *MINIMUM OF 24 HOURS* prior to delivery or pick up in order to confirm date availability. Unscheduled deliveries will be turned away by Security.

**Please feel free to contact the Management Office should you have any questions or need any forms sent to you. Thank You.**