



Fire Island Pines.
Perfect.

Prestige Property Consultants Inc.
P.O. Box 819
Shoreham, NY 11786

Info@theCo-ops.com

October 6, 2017


Dear Shareholders:

The **official Closing Date** for the Co-ops is the morning of **Monday, November 6, 2017.** Please read the enclosed suggestions and obligations regarding closing your apartment.

1. All electrical appliances, including the hot water heater must be turned off before you shut off the circuit breakers in your unit. If you still have an older model electric smoke detector, kindly unplug it.
2. DO NOT attempt to turn off valves or drain any pipes. The Corporation pays for major drainage. However, shareholders who have extra appliances such as dishwashers, icemakers etc.. will be billed additionally.
3. Remove all perishable food from the premises. Dry food which will not freeze can be stored in sealed glass or metal containers. Candles and soap which will attract field mice should be placed in similar containers. Discard all newspapers and magazines which are also popular with mice. Matches should be stored in a sealed container.
4. You must send back a release form (enclosed) only if you **do not** want your unit exterminated.
5. Defrost and thoroughly dry your refrigerator (an electric heater aimed at the open refrigerator will speed up the drying time). Cat litter left in the refrigerator over the winter helps absorb the remaining moisture; charcoal minimizes odors. Beverages and aerosol cans will not keep, even in cans, and winter freezing usually results in bursting.

6. Should you need to dispose of bulk garbage at any time, you must make **your own arrangements** by contacting Tony's Barge at 631-589-2130. Regular garbage should be put in plastic garbage bags and taken to the trash cans, as usual.
7. Remove all objects that can be moved off your deck. **Do Not** store anything beneath the building.
8. It is recommended that shareholders wash down their own decks prior to closing using a solution of bleach and water, to remove any moss or mildew.
9. Please remove all sliding screens and place them in a safe place within the unit.
10. The checklist is enclosed for you to complete. Please leave the form in your unit or email the form if you have already closed to pmc991@aol.com.

Both the Board of Directors of Fire Island Pines, Inc. and the staff of Prestige Property Consultants, Inc., wish you a happy and healthy winter season.

Sincerely,
 (SR II)
PRESTIGE PROPERTY
CONSULTANTS, INC. for,
THE BOARD OF DIRECTORS OF
FIRE ISLAND PINES, INC.

MK/akh 2017

CHECKLIST: PLUMBING FIXTURES AND APPLIANCES

Water On _____

Water Off _____

Kitchen

- ___ Sink
- ___ Sink take apart faucet
- ___ Sink hand held sprayer
- ___ Sink water filter
- ___ Refrigerator
- ___ Ice Maker in refrigerator
- ___ Filtered water in refrigerator
- ___ Dishwasher

Bathroom

- ___ Sink
- ___ Take apart faucet in sink
- ___ Toilet Bowl
- ___ Toilet take apart water supply
- ___ Shower
- ___ Take apart shower valves
- ___ Extra shower valves
- ___ Hand held shower sprayers

Other Items

- ___ Hot water heater
- ___ 2nd Hot water heater
- ___ Exterior Hose Bib
- ___ Outdoor deck shower
- ___ Washing Machine
- ___ Lower bathroom ceiling drains

2nd Bathroom

- ___ Sink
- ___ Take apart faucet in sink
- ___ Toilet Bowl
- ___ Toilet take apart water supply
- ___ Shower
- ___ Take apart shower valves
- ___ Extra shower valves
- ___ Hand held shower sprayers

Shareholder Signature and Date:

Site Management Signature and Date:

**FIRE ISLAND PINES, INC.
EMERGENCY PLUMBING REPAIRS**

Dear Shareholders:

As you know, plumbing charges not related to inside-the-wall pipes are a **shareholders responsibility**.

If a plumbing problem of any emergency nature is discovered when water is being restored to your unit during the spring "**Opening**" in April, that problem must be dealt with immediately.

Please be advised that a shareholder's authorization is not required prior to the repair work being completed, even though the cost may be the shareholder's responsibility.

The determination of whether the situation is an emergency is made by the plumber. The On-Site staff will advise the Management Company when the emergency work has been completed.

Sincerely,

PRESTIGE PROPERTY
CONSULTANTS, INC.

Managing Agents for:
FIRE ISLAND PINES, INC.

Dear Shareholders:

With winter fast approaching many shareholders will once again be starting renovations within their cooperative units. The on-site staff wishes to remind you of the following:

Interior Finish

Bare wood ceilings can be either stained or primed and painted. An oil primer is recommended. Failure to prime bare wood will result in a peeling ceiling. Under no circumstances should co-op units be painted when the outside air temperature is below 55 degrees, a cracked and peeling paint surface can be the result. A majority of the exposed beam ceilings have already been pickled or stained which means that an oil based primer or paint can not penetrate the surface and will peel if the temperature becomes extreme.

Shareholder Responsibilities:

Repairing torn screen doors and windows

Repainting the apartments

Replacing door locks

Repairing or replacing bathroom and/or kitchen faucets, shower heads, toilet bowls, appliances, hot water heaters, interior circuit breakers, electrical switches and outlets, cabinetry and sinks, floor covering and skylights.

In order for any alteration and/or renovation to be completed, **a renovation application must be on file at the site office and prior authorization must have been given to you by the cooperative's Engineer.** Should you have questions, please feel free to contact Prestige at 631-209-2125 for further assistance.

Sincerely,

The On-Site Staff of;
FIRE ISLAND PINES, INC.

Akh/

Dear Shareholder:

The Board of Directors of Fire Island Pines, Inc. has contracted with Special Forces Exterminating to treat all apartments for rodents over the winter season.

Please fill out the form listed below and return it to: **PRESTIGE PROPERTY CONSULTANTS, INC., P.O. BOX 819, SHOREHAM, NY 11786** only if you **DO NOT want you apartment to be treated.**

Your prompt attention to this matter is appreciated so that we can begin this program shortly.

Sincerely,

PRESTIGE PROPERTY CONSULTANTS, INC.
For the Board of Directors of;
FIRE ISLAND PINES, INC.

(TEAR OFF FORM HERE)

() I DO NOT WANT MY UNIT TREATED BY THE EXTERMINATOR

Name: _____

Co-op# _____

PLEASE RETURN THIS FORM TO PRESTIGE PROPERTY CONSULTANTS ASAP

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