

# *Prestige Property Consultants Inc.*

P.O. Box 819 Shoreham, NY 11786 Phone: 631-209-2125 Fax: 631-209-2760

April 9, 2021

Dear Shareholder:

As of May 2021 there will be three (4) positions on the Board of Directors up for election.

The **Nomination Form must be received in the office no later than Wednesday, by May 12, 2021.**

Nominating Committee  
FIRE ISLAND PINES, INC.  
C/O PRESTIGE PROPERTY CONSULTANTS, INC.  
P.O. BOX 819  
SHOREHAM, NY 11786

Sincerely,

Mark Kornspan,  
Chairman of the Nominating Committee

April 9, 2021

Dear Shareholder:

The Site Staff **anticipates** that the water will be on **by Friday, April 23, 2021**. If you are planning to be out to the island, you **MUST** contact Prestige at via email at [pmc991@aol.com](mailto:pmc991@aol.com) **prior** to coming out to ensure that your water service has been turned on. **No Shareholder should attempt to open their unit unless you have contacted Prestige to verify that your unit is ready for occupancy.**

**For those who are NOT planning to come to the island at all or later in the season it is IMPERATIVE that you let us know so that the water to your unit can be turned off. We do not want to leave water on in a unit that is not going to be occupied at all or for several weeks.**

Any shareholder who temporarily suspended their electric service or telephone service during the winter months should have them reinstated.

Any requests for repairs should be sent directly to Prestige by email [pmc991@aol.com](mailto:pmc991@aol.com). Please use the designated form (copy enclosed) for your requests. Additional forms are available on the website; [theco-ops.com](http://theco-ops.com). **Due to Covid-19 shareholders will not be permitted at the site office therefore forms will not be available to pick up at the site office.**

Shareholders planning to rent their units should contact the management office for the proper forms. Please note that the rental application can be found on the website: **[theco-ops.com](http://theco-ops.com)**.

We are enclosing instructions on how to reset the main circuit breakers for your unit. Should you need assistance, kindly contact the site staff and they will show you the location of the main breaker.

As you know, apartments may not be occupied in the absence of a Shareholder unless **prior notice** has been submitted. If you require more information concerning this procedure, please contact Prestige at 631-209-2125.

Enclosed is a **Shareholder Data Form** which must be completed once each year and returned to Prestige. Please submit this form, even if you have done so in the past. It would be helpful to indicate on the form if you have made any changes. It is vitally important that we are able to reach you in an emergency. We must be assured all information is both correct and current. All information is held in strictest confidence.

Fire Island Pines, Inc.  
Letter from the President

Spring 2021  
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In closing, the Annual Spring Meeting and Board of Directors Elections will be held via **Zoom on Wednesday, June 2, 2021**. You will receive additional information in the next package regarding the Zoom Meeting and how to sign in.

There are four (4) seats up for election. If you are interested in running for a position on the Board, please complete and return the **Nomination Form** to Prestige Property Consultants. This form must be received in Prestige's office no later than May 12, 2021. The Notice of Meeting and the Election Package will be sent to you shortly thereafter.

Sincerely,

Mark Kornspan, President  
of the Fire Island Pines, Inc.  
Board of Directors

Enclosures:  
Data Form  
Work Order Form  
Resetting Main Breaker  
Notice Regarding Plumbing Repairs  
Nomination Form

**NOMINATION FORM FOR THE  
FIRE ISLAND PINES, INC. BOARD OF DIRECTORS**

I, the undersigned, wish to nominate the following named Co-op Shareholder:

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Shareholder Name

Unit#

for an open position on the Fire Island Pines, Inc. Board of Directors for a term of two (2) Years. The above named person has given permission to submit his/her name, and has agreed to serve on the Board if elected by the membership at the Spring Shareholders Meeting.

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**Signature**

**Unit#**

**Date**

Complete the following biographical data which will be used on the ballot mailed to all Shareholders:

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Sample: John Doe, Sales Manager with a major appliance store in N.Y.C.; Co-op owner for 4 years; Director of a Co-op in N.Y.C.; Member of Co-op Grounds Committee since 1987.

FIRE ISLAND PINES, INC.  
SHAREHOLDER DATA FORM

**KINDLY FILL OUT THE FOLLOWING AND RETURN TO PRESTIGE  
PROPERTY CONSULTANTS @ P.O. BOX 819. SHOREHAM, NY 11786.**

Unit# \_\_\_\_\_ Bldg# \_\_\_\_\_ #of Shares \_\_\_\_\_ Year Purchased \_\_\_\_\_

Shareholder: \_\_\_\_\_

Shareholder: \_\_\_\_\_

Co-op Telephone (631) 597- \_\_\_\_\_ Home # \_\_\_\_\_

Work# \_\_\_\_\_ Home Fax# \_\_\_\_\_

Work Fax#: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PERMANENT ADDRESS:**

Street and Apt.

#: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

**WINTER ADDRESS: (If different from Permanent Address)**

Street and Apt. #: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

Telephone

Number: \_\_\_\_\_

**MAILING ADDRESS: (If different from Permanent Address)**

Street and Apt.

#: \_\_\_\_\_

City, State,

Zip: \_\_\_\_\_

**EMERGENCY CONTACT PERSON:**

Name: \_\_\_\_\_

Telephone

Number: \_\_\_\_\_

Mortgage Bank/Company

Name: \_\_\_\_\_

Insurance Company & Policy

#: \_\_\_\_\_

**FIRE ISLAND PINES, INC.**  
**WORK ORDER # \_\_\_\_\_**

**NAME:** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **Bldg #** \_\_\_\_\_

**HOME PHONE #** \_\_\_\_\_ **BEACH PHONE#** \_\_\_\_\_

**AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE: Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
(check one)

**PET IN RESIDENCE? YES NO HOW MANY?**

**WORK REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRIORITY: A B C PM A = Urgent B = Routine C = Low PM = Preventative Maintenance**

(Office staff: circle one)

**ACTION TAKEN: WORK COMPLETED ( ) REPAIRED TEMPORARILY( ) PARTS ON ORDER( ) CALLED OUTSIDE CONTRACTOR( )**

**Date** \_\_\_\_\_ **Time In** \_\_\_\_\_ **Time Out** \_\_\_\_\_ **Service Person** \_\_\_\_\_

**WORK DONE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARTS COSTS** \_\_\_\_\_

\_\_\_\_\_

**LABOR COSTS** \_\_\_\_\_

**CHARGE TO: RESIDENTOWNER CORPORATION (CIRCLE ONE)**

**TIME STARTED** \_\_\_\_\_ **TIME FINISHED** \_\_\_\_\_ **TOTAL TIME** \_\_\_\_\_

**DATE COMPLETED** \_\_\_\_\_ **COMPLETED BY** \_\_\_\_\_ **APPROVED BY** \_\_\_\_\_

## **FIRE ISLAND PINES, INC.**

### **RESETTING THE MAIN CIRCUIT BREAKER**

If there is either a partial or full power outage in your unit, chances are that the main circuit breaker, located in the LIPA shed next to, or underneath each building, is the culprit.

- (1) First locate the correct LIPA shed.
- (2) Find the circuit breakers that have your particular unit number engraved above.
- (3) Move the circuit breaker back and forth several times until it ends up in the original **on** position.
- (4) Go back to your unit and check to see if the power has been restored.
- (5) If power still has not been restored, double check the interior circuit breakers to make sure they are set correctly in the **on** position.
- (6) When in doubt, call the on-site maintenance staff at 631-597-9764 during regular business hours.
- (7) If a member of the maintenance staff is unavailable and you elect to have an outside contractor activate your electric service, you will be responsible for paying the contractor directly. You will NOT be reimbursed by the Corporation.

### **EMERGENCY PLUMBING REPAIRS:**

As you know, plumbing charges not related to inside-the-wall pipes are a shareholder's responsibility. If a plumbing problem of an emergency nature is discovered when water is being restored to your cooperative 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 to repair work being commenced, even though the cost may be the individual shareholder's responsibility.

The determination of whether or not the situation is an emergency is made by the plumber. The site staff will advise Prestige as well as the shareholder when the emergency work has been completed.