

# *Prestige Property Consultants Inc.*

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

October 10, 2023

Dear Shareholders:

The **official Closing Date** is 8:00 a.m. on **Monday, October 30, 2023.**  
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.
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. 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.
5. Should you need to dispose of bulk garbage at any time please contact Prestige and we will assist you. Regular garbage must be put in plastic garbage bags and taken to the trash cans, as usual.

6. Should you need to dispose of bulk garbage at any time please contact Prestige and we will assist you. Regular garbage must 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. 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](mailto:pmc991@aol.com).
9. **ALL DECK LIGHTING IS TO BE REMOVED. IF NOT REMOVED BY SHAREHOLDER THEY WILL BE REMOVED BY THE STAFF AND YOU WILL BE CHARGED. ALL SHAREHOLDERS WANTING TO REINSTALL THEIR DECK LIGHTING NEXT SEASON MUST ASK FOR PERMISSION IN WRITING FROM THE BOARD PRIOR TO INSTALLATION.**

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,

PRESTIGE PROPERTY  
CONSULTANTS, INC. for,  
THE BOARD OF DIRECTORS OF  
FIRE ISLAND PINES, INC.

MK/akh 2023

**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 Staff will advise 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. Please be reminded 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:**

Repainting or Wallpapering the Unit

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, sinks and floor coverings.

In order for any alteration and/or renovation to be completed, **a renovation application must be on file with Prestige 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 or [pmc991@aol.com](mailto:pmc991@aol.com) for further assistance.

Sincerely,

FIRE ISLAND PINES, INC.

Akh/2023

# **FIRE ISLAND PINES, INC.**

## **WATER OFF CHECKLIST: PLUMBING FIXTURES AND APPLIANCES**

**Unit #** \_\_\_\_\_

### **Kitchen**

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

### **Bathroom**

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

### **Other Items**

- \_\_\_\_ Hot water heater
- \_\_\_\_ 2<sup>nd</sup> Hot water heater
- \_\_\_\_ Exterior Hose Bib
- \_\_\_\_ Outdoor deck shower
- \_\_\_\_ Washing Machine
- \_\_\_\_ Lower bathroom ceiling

### **2<sup>nd</sup> Bathroom**

- \_\_\_\_ Sink
- \_\_\_\_ Take apart faucet in sink
- \_\_\_\_ Toilet Bowl
- \_\_\_\_ Toilet take apart water
- \_\_\_\_ Shower
- \_\_\_\_ Take apart shower valves
- \_\_\_\_ Extra shower
- \_\_\_\_ Hand held shower

Shareholder Signature and Date:

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Site Management Signature and Date:

\_\_\_\_\_