

Prestige Property Consultants Inc.

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

March 29, 2024

Dear Shareholder:

As of May 2024 there will be three (3) positions on the Board of Directors up for election.

The Nomination Form must be received in the office no later than Monday, by May 6, 2024.

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

Sincerely,

A handwritten signature in black ink that reads "Mark Kornspan". The signature is written in a cursive style. To the right of the signature, there is a small circular stamp containing the initials "AKP".

Mark Kornspan,
Chairman of the Nominating Committee

March 29, 2024

Dear Shareholder:

The Site Staff **anticipates** that the water will be on **by Friday, April 26, 2024**. If you are planning to be out to the island, you **MUST** contact Prestige via email at pmc991@aol.com **prior** to coming out to ensure that your **water service has been turned on and there are no issues with your unit.** **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 it reinstated. It is helpful to the staff during opening if the electric has been turned back on.

Any requests for repairs should be sent directly to Prestige by email pmc991@aol.com. Please use the designated form (copy enclosed) for your requests. Additional forms are available on the website; theco-ops.com.

Shareholders planning to rent their units can find the application on the website: **theco-ops.com**. Once completed the full application with checks is to be mailed to Prestige Property Consultants, Inc. P.O. Box 819. Shoreham, NY 11786.

We are enclosing instructions on how to reset the main circuit breakers for the 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 or send an email to pmc991@aol.com.

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.

Fire Island Pines, Inc.
Letter from the President

Spring 2024
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In closing, the Annual Spring Meeting and Board of Directors Elections will be held in person on the property on **Saturday, June 8, 2024.**

There are three (3) 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 6, 2024.** 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:

Shareholder Name	Unit#
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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.

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

**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 office 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 even though the cost may be the individual shareholder's responsibility. An emergency must be handled as such.

The determination of whether or not the situation is an emergency is made by the plumber. Prestige will notify the shareholder when the emergency work has been completed.