

**Montauk Manor  
Board of Managers  
Saturday, April 1<sup>st</sup>, 2023  
Conference Call Meeting  
9:00am**

Present: Lou Federico, President, Don Kershan Vice President, Herman Hochberg, Treasurer, Claire Ratush, Secretary, Kathleen Mize, Jerry Simunek, Janice Nessel, General Manager, Jimmy Hackett, Maintenance

ZOOM Meeting with Lipsky Construction 9:00am

Meeting called to order at 10:100am

**President – Lou Federico**

Discussed the ZOOM call in reference to the need for a Project Manager for the Indoor Pool Renovation project. Scheduled conference call for April 10<sup>th</sup>, 6pm to discuss the cost with Lipsky Construction.

Motion made to approve Conference Call Board Minutes of December 10<sup>th</sup>, 2023, was made by Kathleen Mize and seconded by Don Kershan.

VOTE: PASSED unanimously

Legal - Jerry Simunek reported that there were \$9975.61 in legal bills to approve through February 14<sup>th</sup>, 2023.

Motion to approve legal bills in the amount of \$9975.61 through February 14<sup>th</sup>, 2023. by Jerry Simunek, and seconded by Don Kershan.

VOTE: PASSED unanimously

Restaurant Update – The restaurant has opted out of renewing the lease April 1<sup>st</sup>, 2023. The restaurant committee, Lou and Claire are working on getting another restaurateur.

Chart Check - On Schedule, ongoing maintenance transfers have been made. The balances in the construction bank savings accounts as of 4-01-2023 is \$1,245,767.21 and \$205,753.25 in the operating.

**COVID-19 – Update**

Keeping all protocols at the Manor to deal with the virus uptick.

**General Manager's Report – Janice Nessel**

STP – Regular maintenance

SPDES Permit - We are currently working with Cameron engineering in reference to our SPDES Permit and to determine the proper flow for permit issues. Our sewage treatment plant currently has a seasonal SPDES Permit with effluent and flow limits that vary during winter and summer months. The seasonal SPDES Permit flow limit from October 1 to April 30 is 6000 gal/day which we have been exceeding this winter flow limit for the last 3 years therefore a seasonal SPDES Permit is no longer justified.

The project on the sand filter at the STP is complete.

Verizon has completed the migrating our incoming phones line on our switch board to fiber.

BOM Minutes

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Oil Tanks - Metro Environmental Service, LLC informed us that Suffolk County Health Department approved drawing submitted by, Matt Zambrano to bring our tanks into compliance. Contract signed, \$ 111,980. Work is in progress.

TK Elevator – Service Elevator project postponed to January 2024, POD in parking for equipment storage.

Sprinkler Repair – Sprinkler main break, stairwell, repaired at a cost of \$6,912.32

Unit 132 – Still working with Belfor on repair and removing order.

Building Generator - Generator transfer switch on control board for generator has been replaced, generator working.

Unit 426 – Sprinkler pipe leak. Maccarone plumbing repaired at a cost of \$2,179.45

Cooling towers – Install new spray pump motor.

Attic Heater – Removed, rebuilt and reinstalled

Computers – QuickBooks has been upgraded to Quickbooks Enterprise, we have purchased Wasabi Baa5-2TB and are now backing up in the cloud. We also purchased Microsoft 365 email service and are currently in the process of installing. Proposal attached for “Cyber Security” which we need. The insurance company is also requiring this for coverage. Getting estimate to relocate 1 back- up server.

Motion made by William Skody to accept the proposal for “Cyber Security”, seconded by Kathleen Mize.  
VOTE: PASSED unanimously

#### **Construction/Physical Plant - Don Kershan**

On March 8, 2023 the board held a phone conference for the purpose of discussing the proposals for the pool, and locker room renovations. Just prior to our phone conference the permits for the renovations were issued by the Town of East Hampton and Health Dept. allowing the MM to move forward with the project.

The construction team committee along with Janice Nessel and Jimmy Hackett had interviewed three contractors and based on their resumes all three proved to be qualified to do the job.

The three contractors were A+ Renovations Inc, of Medford, NY, proprietor Alberto Aguiar, Alex Lipsky, Lipsky General Contractors/Construction Management of Bayport, NY and Jason Biondo, Hammerhead Construction of Montauk, NY.

The interview process began in November of 2022 with the hiring of Richard Unterthiner architect who worked for EDG our engineering firm who drew up the plans/renditions for our pool/locker room renovations and continued until early March with the three contractors.

All three proposals are listed on Bells Board and after careful consideration the board overwhelmingly chose Lipsky General Contractor to do the renovations at a lump sum cost of

As for other completed and ongoing construction projects, the pool ceiling renovation was completed in November 2022 by Shane Henry Construction at a cost of \$210,000.00

Metro Environmental Services LLC of Farmingdale, NY cost to bring the oil tanks into compliance as per Suffolk County Health Dept. was recently completed at \$119, 550.00.

The estimate to replace the pool and spa from Tortorella Custom Gunite Pools came in at approximately \$465,000 and is currently underway.

HVAC system for the pool area. We are looking at a \$151K estimate from Maccarone Plumbing. Waiting on materials.

The company that we are contracted with TKE has provided us with a "Modernization Proposal" and we are looking at a \$254,000.00 price tag per elevator plus electric! Elevator work is scheduled for January 2024!

On our priority list for projects that need attention is the inner courtyard façade. We recently received a bid from Shane Henry who completed the West side façade and chimney and interior pool ceiling came in with a bid of 309,000.00 to repair three courtyard elevations of stucco and wood.

**Future Construction Projects: +**

- Unit 125 windows and outside walls need attention.
- Pillars entering the MM main driveway need replacement.
- Stucco walls and decks above the outdoor restaurant patio need repair.
- Balconies on all sides of the building should be inspected for possible repairs.
- Ongoing roof replacement

**Treasurer's Report – Herman Hochberg**

Montauk Manor Condominium

Cash Balances 4-01-2023

**Condo**

Operating BNB	336,156
Major Construction	1,451,520
STP Operating	<u>1,522,299</u>
Total	<u>\$ 3,309,975</u>

**Rental**

BNB STP- CD Apple Bank	133,825
Operating	<u>1,256,024</u>
Total	<u>\$ 1,389.849</u>

**Rental Report – Jerry Simunek**

Off season rental occupancy has been keeping pace with Pre-COVID days rented even without the indoor pool. The Rental Committee believes this will continue into the Summer Season as vacationers are shaking off Winter and lingering COVID concerns.

**RENTAL OCCUPANCY: (room nights)**

	December.	January.	February.	March
Pre-COVID	2019	2020	2020	2020
2019 / 2020.	989	941	1196	734
Current	2022	2023	2023	2023
2022 / 2023.	1127	838	846	

**RENTAL INCOME**

	December.	January.	February.	March
Pre-COVID	2019	2020	2020	2020
2019 / 2020	\$145,307	\$118,699	\$184,326	\$88,866
Current	2022	2023	2023	2023
2022 / 2023.	\$172,243	\$133,410	\$133,410	

For the coming season, the Rental Committee recommends moving ahead with converting one of the tennis courts to pickle ball courts. Pickle ball is a sport that continues to grow in popularity and will definitely be an attraction for rental guests.

**New Business**

Unit 129 – 1 bedroom , 2 bath duplex facing entrance, \$425,000, closed March 2<sup>nd</sup>

Unit 130 – 1 bedroom , 2 bath duplex facing entrance, \$410,000, closed February 1<sup>st</sup>

Unit 204 – 1-Bedroom, 2 bath, large terrace courtyard/bay view, \$550,000, closed January 27<sup>th</sup>

Conference Call scheduled for May 20<sup>th</sup>, 2023

Meeting Adjourned at 12:21pm