

**Montauk Manor  
Board of Managers  
Saturday, November 5<sup>th</sup>, 2022  
Conference Call Meeting  
10:00am**

Present: Lou Federico, President, Don Kershan Vice President, Herman Hochberg, Treasurer  
Claire Ratusch, Secretary, William Skody, Kathleen Mize, Jerry Simunek, Janice Nessel, General  
Manager

Meeting called to order at 10:05am

**President – Lou Federico**

Motion made to approve Conference Call Board Minutes of September 7<sup>th</sup>, 2022 was made by  
Don Kershan and seconded by Jerry Simunek.

VOTE: PASSED unanimously

Legal - Jerry Simunek reported that there were \$3199.00 in legal bills to approve through  
September 14<sup>th</sup>, 2022.

Motion to approve legal bills in the amount of \$3199.00 through September 14<sup>th</sup>, 2022 was  
made

by William Skody, and seconded by Don Kershan.

VOTE: PASSED unanimously

The Board discussed that Gregg Sullivan, Unit 315 is in arrears of over \$14,000, this was turned  
over to our attorneys for collection.

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

Chart Check - On Schedule, ongoing maintenance transfers have been made. The balances in  
the construction bank savings accounts as of 11-05-2022 is \$1,317,159.19 and \$117,174.39 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. 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.

Rebuild sand filter at STP, in process. \$29,262.00

Verizon is currently in the process of migrating our incoming phone lines on our switch board to  
fiber. Property survey and installation of equipment is complete.

Sema Connect, our electric car charging station, currently runs on 2G and 3G which is being phased out. Our upgrade is complete.

Grounds – Sprinklers have been turned off for the season, raking leaves daily.

Outdoor Pool - The outdoor pool closed for the season October 11<sup>th</sup>. The patio furniture is stacked and is being wrapped for the winter. The pool has been winterized and covered.

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 to be completed by December 2023. (photos attached)

Restaurant – Re-piped water mains and water supply in restaurant kitchen. \$10,065.75

Unclog main condensate line in tunnels on west side.

Sprinkler Repair – Replace leaky drain valves on main sprinkler lines, west side. \$7,541.00

Unit 132 – Major leak in main fire sprinkler line inside wall of bedroom in unit causing damage to walls, floors and leaving horrendous odor smelling like vomit. Currently working on repair and removing order.

Unit 413 – Henry Restoration replaced 6 single windows. \$ 31,480.00

Unit 421 – Replaced window, done in house

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

The indoor pool- permit from the Health Dept has been issued  
And construction on the indoor pool walls and ceiling will begin November 28, 2022.

Rooms affected by “full depth repairs” include 101,102,103,104,105,106,107,108,111,112.  
Hallway 102-103, Restaurant Kitchen and Hall Bathrooms.

Pool area HVAC will be replaced by Maccarone Plumbing Inc. at a price of approximately \$161,365.00 plus electric.

Tortorella Swimming Pools, Service and Maintenance bid for the complete replacement of the pool and spa is approximately \$465K. Some additional cost involves electric, water removal from under the pool, etc. approximately \$25K.

The town issued a permit, good for one year for us to bring the oil tanks into compliance without replacing the tanks, we were issued several fail-safe measures to take all of which will save us a significant amount of money!

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

MM elevator must be brought up to code and will require complete overhaul. The company that we contracted with TKE has provided us with a "Modernization Proposal" and we are looking at a \$254,000.00 price plus electrically work. Work will begin in January 2023.

**Future Construction Projects:**

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.

**Treasurer's Report – Herman Hochberg**

Montauk Manor Condominium

Cash Balances 11-05-2022

**Condo**

Operating BNB	423,836
Major Construction	1,398,350
STP Operating	<u>1,446,068</u>
Total	<u>\$ 3,268,254</u>

**Rental**

BNB STP- CD Apple Bank	132,262
Operating	<u>1,140,950</u>
Total	<u>\$ 1,273,212</u>

**Rental Report – Jerry Simunek**

Chart # 1 below provides a four-year comparison of rental occupancy for "the season" (Memorial Day through Halloween) from pre-COVID 2019 through last month.

As previously reported, 2020 and 2021 had high rentals because schools and workplaces were "virtual" which enabled those who could afford it to work and study from the safety of The Manor.

This past season people resumed traveling and schools and workplaces reopened. This is reflected in the 2022 rental occupancies.

**OCCUPANCY - TOTAL NUMBER OF RENTAL DAYS**

	2019	2020	2021	2022
<b>June</b>	1629	1902	2049	1816
<b>July</b>	1932	2461	2720	2322
<b>August</b>	2757	2904	2730	2680
<b>Sept</b>	2110	2155	2185	2185
<b>Oct</b>	1546	1706	1944	1722

Chart # 2 below provides a comparison of rental income for the same time period as the above occupancy chart. Income does not always reflect actual rental trends. Income will vary due to the number of weekends that may be in any given month and what "specials" we are offering at any given time.

**RENTAL INCOME**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>June</b>	\$ 422,782	\$ 415,893	\$ 609,874	\$ 586,046
<b>July</b>	\$ 877,337	\$ 1,025,095	\$ 1,355,362	\$ 1,166,605
<b>August</b>	\$ 1,240,530	\$ 1,315,930	\$ 1,315,512	\$ 1,240,416
<b>Sept</b>	\$ 484,916	\$ 657,279	\$ 580,509	\$ 555,105
<b>Oct</b>	\$ 245,725	\$ 297,928	\$ 338,879	\$ 301,097

The Rental Committee will be meeting on November 14th for a full day meeting which will include unit inspections. The agenda will be available on Belle's Board the day before the meeting followed by the approved minutes before the December 10th Board and Homeowner's meetings.

**New Business**

- Unit 419 - Studio, facing front entrance, \$270,000, closed June 28<sup>th</sup>
- Unit 424 – 2-bedroom duplex bay view, \$360,000, closed June 28<sup>th</sup>
- Unit 133 – 1 bedroom, 1 bath, bay view with patio, \$585,000, closed August 16<sup>th</sup>
- Unit 314 – 3-bedroom, 2 bath, balcony facing tennis courts, \$875,00, closing November 2022
- Unit 428 – Studio, facing courtyard, \$302,500, closing November 2022

Conference Call scheduled for December 10<sup>th</sup>, 2022

Meeting Adjourned at 1:15pm