

SOUTHWINDS AT THE MOORINGS

8.2

HURRICANE PREPAREDNESS PLAN

Pre-Hurricane Procedures

1. Residents are to remove from their porches or patios prior to departure for summer all fan motors, blades, chairs, tables, flowerpots, area carpeting, and in general any object that can cause damage if carried by hurricane force winds.
2. Before July 1, the Southwinds staff will check that equipment stored in Hurricane C&C center, as listed below, is in working order and that supplies have been replenished from previous year and are adequate.
 - Portable Generator (s)
 - Power Cords
 - Duct Tape / Bungee Cords
 - Tarpaulins
 - Folding Trailer
 - Gasoline Cans
 - Portable Cooking Equipment
 - Ice Chest
 - Flashlights
 - Batteries of various sizes for all the above equipment
 - Masks / First Aid Kit / Insect Repellent
 - Raingear / Gloves
 - Clip Boards / Current Directory / Unit Checklists / Status Board / Camera
 - Sand Bags / Long Pole Squeegees /Plywood
3. Before July 1st, Keystone Property Management Group will work with the Building Captains Chairman to confirm that all previously designated are willing and able to continue their tasks. Prepare a list of Building Captains and alternates with the telephone numbers and email addresses at which they could be reached before and after the hurricane. Ascertain that each Building Captain and Alternate knows of his or her responsibilities. At this time, depending on availability, assign the task of informing the absent unit owners of the status of their units after the hurricane.

Update the check list that the Building Captain can follow to assess and record (with date inspected) damage in each of his or her units. Review with each Building Captain his or her duties, such as the need for a quick survey damage report to the Property Manager and, if deemed appropriate, to the unit owners, and to the recovery specialists under contract.

Make sure that the Maintenance Supervisor has in his possession the Master Key for each building, and that he understands that he is to give such keys to the ORC Chairman or ORC Member or Building Captains (whomever arrives on site first) upon his and their return after the hurricane.

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4. Before July 1st, review and update, if necessary, the validity and terms of the contracts with the following companies in charge of:
 - Landscape
 - Dumpster and Equipment Rental, Debris Removal
 - Claim Adjusting
 - Water Damage Control

5. Before July 1st, contact Vero Beach Police Department to update the names of the persons in these companies (above) who are authorized to enter the island as well as the condominium premises to perform their duties.

6. Before July 1st, update and distribute to the Building Captains the email and telephone list of all condominium members (by Building) so that they can be contacted as to the state and condition of their units as soon as possible after the damage assessment is performed. Assign a Board Member who lives outside of Florida the task of acting as a relay between the Property Manager and the unit owners. Provide this person with the updated email list so that, when a hurricane hits and power goes out, the Property Manager can provide news updates to that person via cell phone as needed. Such updates can be sent periodically to owners by e-blast.

7. Prior to July 1st:
 - Update and publish the list of the URL's for various websites that track tropical weather including the following websites, National Weather Service, National Hurricane Center (<http://www.nhc.noaa.gov/>), Indian River County Emergency Management, (<http://www.irces.com/>), the Weather Underground Tropical Watch, <http://www.wunderground.com/tropical/> , and The Moorings Club <http://mooringsatvero.com/Club.html>.
 - Let the unit owners know that The Indian River County website in particular provides some excellent reports on local conditions immediately after a hurricane has hit this area.
 - Let the year round residents (who have to evacuate in the event of a hurricane) know that the Florida Highway Patrol website, <http://www.fhp.state.fl.us/traffic/>, is of great value in evaluating which route to select in their return to Vero Beach in terms of traffic accidents, condition of roads, bridges, flooding etc...
 - Publish to all unit owners the telephone numbers listed in the Indian River County Emergency Management website, www.irces.com, attached to this plan.

Advise all unit owners to subscribe to weather and hurricane alerts. Owners can log onto the Emergency Management website mentioned above to sign up for weather alerts.

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8. The following is a schedule of actions to be taken by Maintenance Crew at various stages of progress of the hurricane:

Before July 1st

- Make list of all unoccupied Condos and Cottages with hurricane shutters not closed completely (no light space).
- Make list of unoccupied condos and cottages that still have movable objects outside in their patios or balconies including fans, fan blades and motors.
- Make list of all unoccupied condos and cottages that have food in refrigerators and freezers.
- Inform the Board Chairman who will in turn consult the Board as to who will pay for all removals as per rules and regulations.
- Store all beach chairs and beach storage units. Do not remove chairs belonging to year-round residents. These residents should identify their chairs and assume responsibility for their removal.
- Reduce number of lounge chairs and tables at the pool.
- Prepare and maintain an email list of board members not in Florida for the season.
- Maintenance Crew to inspect and clear all Building 4 roof drains and scuppers on a monthly basis.

Tropical Storm Warning

- Turn off all irrigation sprinkler main water valves.
- Shut off flow to the beach faucet.
- Store clocks around the pool.
- Check gasoline supply and other hurricane supplies such as batteries, etc...
- Check and clear all Building 4 roof drains and scuppers.

Hurricane Alert (2 days)

- Bring in beach trash cans.
- Store recycle bins.
- Call Plant Vendor to move planters to the protected back side of the common area or remove them altogether.
- Remind full time residents to remove fans and movable objects from patios, clean out refrigerators and freezers as well as completely close their shutters before evacuating.

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Hurricane Warning

- Add additional chlorine to pool, remove safety equipment to storage and post "Pool Closed" sign.
- Throw breakers on all pumps.
- Turn off pool motor and switch.
- Lock all storage areas and Gazebo restrooms.
- Lock maintenance and C&C room.
- Sandbag Areas of Concern.

Evacuation

- Set elevators on top floor and throw breakers. Post "Please Use Stairs" signs.
- Take Property/Unit keys when leaving Property.

Post-Hurricane Procedures

- 1) The Property Manager is to meet with the ORC and Building Captains and their alternates to assign tasks as circumstances may require.
- 2) The Property Manager is to contact all companies designated in 4) above to ascertain their availability to perform their duties.
- 3) All Building Captains are to report damage to the Property Manager so that Claim Adjustors and Damage control specialists can perform their duties in a prioritized fashion.
- 4) The Property Manager and Building Captains are to supervise and assist with damage control and remediation to the maximum extent possible. "Time is of the Essence" as water/moisture removal is an essential course of action to minimize damage.
- 5) Building Captains and/or alternates are to inform owners of the status of their units and keep a log of all such calls and emails.
- 6) The Property Manager is to designate a person to make a photographic and/or video record of the damage to buildings and common grounds.
- 7) Property Manager is to request all contractors hired to remediate or repair to include in the invoices and final billings, a declarative statement to the effect that the work was performed solely to either contain, remediate and/or or repair the damage caused by the hurricane.