

**HURRICANE
PREPAREDNESS
FOR
ABERDEEN POA**

Enclosed is important general homeowner information concerning hurricane season preparedness. Please take the time to read this and keep it for future reference.

Hurricane season begins on June 1 and extends through November 30. The storm season's most intensive months are August and September.

Tropical Storm Watch: An announcement that sustained winds of 34 to 63 knots (39 to 73mph) are possible within the specific area within 48 hours in association with a tropical storm.

Tropical Storm Warning: An announcement that sustained winds of 34 to 63 knots (39 to 73 mph) are expected somewhere within the specified area within 36 hours in association with tropical storm.

Hurricane Watch: An announcement that sustained winds of 64 knots (74 mph or 119 mph) or higher are possible within the specified area in association with a tropical storm.

It is important that you prepare and attend to the following before a storm:

1. Make copies of papers you might need, such as insurance documents and receipts for purchases.
2. Take pictures of your home, inside and out, before a storm. These can be used to bolster insurance claims.
3. Know where your main electric breaker, water valve and main gas valve are located.
4. Make a list of loose items that should be brought inside or tied down and ensure that your housekeeper/house sitter has this list.
5. If unable to do so yourself, plan ahead of time who will install your hurricane shutters. Waiting until the last minute will result in vendors being unable to come out and help you.
6. Make arrangements ahead of time for your pets.
7. Ensure you have plenty of canned foods and non-perishables, bottled water, first aid items, flashlights, battery powered radio or television, plenty of batteries, and any medications needed. Candles are not recommended as they could start a fire.
8. Ensure you fill up all your vehicles with gasoline way before a storm approaches. Gas lines will become miles long as the storm nears.
9. Make prior arrangements with your housekeeper, neighbor, friend, or house sitter to secure porch furniture, turn off electricity, and close or install storm shutters, if you have them.

Campbell Property Management staff members will leave the management offices when a hurricane warning is issued. After the storm has passed phone lines must be left open for emergency communication; please do not call us immediately after a hurricane for the status of your property's condition. We will be working with our

subcontractors to clear roadways of debris in an effort to provide safe passage for residents and workers.

In the event of hurricane damage, the industry recommends the following:

1. Call your insurance agent as soon as possible after the storm. Tell him in general terms about your losses and let him know where you can be reached. Usually the agent will notify the insurance company and have an adjuster sent out to check the damage.
2. After a disaster, major insurers will send in special teams to assist their policyholders. Still, there will be many claims to handle and hardship cases will be handled first. It may take a while to get action on your claim.
3. Make temporary repairs that are necessary to prevent further damage. Board up broken windows and cover holes in walls and roofs. Do what you can to salvage the contents of your home. Save receipts for your expenses. The insurance company will reimburse reasonable costs of temporary repairs. Do not start permanent repairs until after you have consulted with the insurance adjuster.
4. Take pictures of the damage and make a list of damaged and destroyed property. Include a description of the items, date of purchase, price, and estimated cost of replacement. You should make two copies of the list, one for the adjuster and one to keep. Gather evidence to support your claim—receipts or cancelled checks to prove the price you paid, and so forth.
5. Don't throw away any damaged property until the adjuster sees it.
6. As soon as possible, get a detailed estimate of the cost of permanent repairs. The estimate should include a detailed description of the repairs needed, and the costs. Some companies require two estimates. The adjuster will be able to advise you about your insurer's requirements.
7. Profiteering and scams are likely after a disaster. Home repair, cleanup and equipment rental are the most common areas for unscrupulous operators. Sometimes people turn up charging outrageous prices for ice, water, or the use of a generator or chain saw. Be cautious about who you do business with.

You should have a portable radio or television with extra batteries, and tune in for emergency information, as power is likely to be cut off for several hours or even days. If telephone service has not been cut off, you may call the Palm Beach County Division of Emergency Management for additional information at (561) 233-3500.

EVACUATION INFORMATION:

AMERICAN RED CROSS - (561) 833-7711

DIVISION OF EMERGENCY MANAGEMENT - (561) 712-6400

EMPLOYEE RESPONSIBILITIES

When a hurricane **WATCH** is issued, clubhouse maintenance man and the Property Manager will work together to accomplish the following:

- Unplug all exercise equipment.
- Remove any items that are near windows and doors of clubhouse.
- Ensure an employee, Board member, and vendor phone roster is distributed to employees and Board members in order to stay in contact with each other following a storm.
- Follow weather reports on hurricane websites and radio.
- Ensure hurricane supplies are at hand and readily available (purchased prior to hurricane season):
 1. Portable weather radio
 2. First aid kits, completely stocked
 3. At least two (2) flashlights with spare batteries
 4. Six (6) disposable, indoor/outdoor, cameras
 5. Two (2) rolls of masking tape
 6. At least four (4) pairs of cotton work gloves
 7. Rope
 8. Orange water cooler filled with water
 9. Battery powered hurricane lanterns with spare batteries
 10. Ten (10) two-way, battery operated radios
 11. Land-line telephone
 12. Storage container to store hurricane supplies

Property Manager will patrol the community to ensure no loose items are left out, and everything is secured, as well as ensure hurricane assignments are being followed.

Maintenance man will be responsible for the following:

- Store all pool furniture and umbrellas in restrooms. For all three pools.
- Store garbage pails, ashtrays, potted plants, and other loose objects in clubhouse.
- Make sure garbage dumpsters are secure.
- Remove pool cleaning nets and life rings and store in clubhouse.
- Turn off all Lake Fountain timers.
- Check all weirs remove any debris.
- Check storm drains throughout the POA.
- Remove all tennis court wind screens.
- If the Board approves, shutter up East Clubhouse.
- If the Board approves remove awnings at Satellite pools.

Landscaper will be responsible for the following:

- Ensure storm drains are free from debris.
- Turn off all irrigation system clocks and pumps.
- Secure any leaning/unsecured trees.
- Remove any landscape debris on ground.

Pool Company will be responsible for the following:

- Add extra chemicals to pool and hot tub.
- Turn off all pool and spa pumps.

When a hurricane **WARNING** is issued, all personnel will leave the community to tend to their own homes.

After the storm Property Manager and Maintenance Supervisor will check out
The following:

- Drive through of community and make sure streets and driveways are cleared.
- Contact Board President to go over storm damage.
- Contact Lake Worth Drainage District to inquire about weirs being open.
- Contact vendors to start the cleanup plan.
- Remove shutters from East Clubhouse.
- Put back all pool furniture for the Clubhouse pool and Satellite pools.
- Contact Solid Waste Authority to find out when they will start picking up and clean up debris.
- After cleanup we will put back the windscreens on the tennis courts.