

HURRICANE POLICY AND INFORMATION
CAROLINA LANDINGS AT UNIVERSITY PLACE

July 11, 2005

Hurricane season runs from June 1st through the end of November, although hurricanes can form at any time of year. Preparation is key. By knowing vulnerability and what actions our Community should take, we can be ready to survive a hurricane disaster.

The ability of our Community Association to react quickly with a clear and decisive plan, thereby minimizing danger and speeding up recovery, to a large extent, will be dependent upon the Association's ability to react quickly and decisively when a disaster strikes. The ability to do so is dependent upon having a pre-designated person or committee in place prior to the disaster with full power and authority to implement the Disaster Plan.

In times of crisis, people want to know and they need to know! That is why we are formulating our Hurricane Policy and Shutter Specifications which can be found on Page 4 of this document. The ability of the community association to react quickly with a clear and decisive plan, thereby minimizing damages and speeding up recovery, to a large extent, will be dependent upon the association's ability to react quickly and decisively when a disaster strikes.

We will be establishing a committee to be comprised of:

- Disaster Coordinator
- Information Facilitator, aka Press Secretary

Our website carolinalandings.info will be a vital link to the Community, especially during these times. We encourage you to become familiar with the website if you haven't used it as yet. In the case of power and cable outages, we ask that one person from each building volunteer to represent his/her building to meet with the Board, Disaster Coordinator and Information Facilitator at a time and place to be designated. All of this will be coordinated via cell or telephone or, in case of power outages, word of mouth. If you wish to volunteer for your building, please leave your name at the on-site management office and a Board member will get back to you. We will need 7 volunteers from A; 6 volunteers from B and 7 volunteers from C. We also need two people to volunteer as the Disaster Coordinator and Information Facilitator, aka Press Secretary.

In the event of power and cable outages, a meeting time and place will be posted in the kiosk. Building representatives will report on their respective buildings at this meeting.

5/23/2005

DRAFT – HURRICANE POLICY, cont.

The website will also have a listing of phone numbers available for your local electrician, plumber, etc. The Association is not specifically recommending these services but listing them as a service to the Community. Please remember to verify that they have Workers' Compensation and Employer's Liability Insurance coverage as well as any appropriate trade licensing. It is a good idea to meet with them before you contract for the service.

As part of our Hurricane Policy, it is imperative that the Association has current information from homeowners and their renters:

- Name of record title owner living in unit
- Name of renter, if applicable
- Unit number
- Number of people living in unit
- Telephone, cell numbers and email addresses of owners and all living in unit
- Next of kin/emergency contacts
- Description and number of pets in unit

In the unlikely event that the Community must be evacuated, each homeowner should plan for their temporary evacuation. A list of the closest evacuation centers can be found at the end of this document. Additionally, you may need to take alternative or unfamiliar routes if major roads are closed or clogged, so keep maps handy.

You should also ask an out-of-town friend or relative to be your "family contact". After a disaster, it's often easier to call long distance. All family members should call this person and tell them where they are.

Before hurricane season starts we suggest that you:

- Verify your telephone/cell number with your power company so that their computers will recognize your phone number when you call. This saves time when the power is out.
- If someone in your home is dependent on electric-power, life-sustaining medical equipment, or is elderly, review your emergency plan for back-up power and make plans to move that person before a storm hits.
- Turn your refrigerator and freezer to their coldest setting in order to keep food fresh if you experience a power outage.
- Make extra ice and store it in a cooler.
- Turn off and unplug any unnecessary electrical equipment.

HURRICANE POLICY, continued

- If a destructive storm cuts off your power, phone, and other basic services you should have enough supplies in your home to meet your needs for at least three days. A suggested Hurricane Survival Kit listing can be found at the end of this document. You should keep this Kit fully stocked.
- Bring inside any lawn furniture, outdoor decorations or ornaments, and anything else that can be picked up by the wind.
- Fill your car's gas tank.
- Have cash on hand as ATM's, credit cards, debit cards, etc. will not be functional in a power outage.
- Designate a Safe Room in your home. Choose an interior room with no outside windows or doors.....under the stairs, bathrooms, etc.
- Know ahead of time what to do with the family pets during a hurricane, especially if you have to evacuate to a shelter. Make an emergency kit for each animal. Food, water, and any current medications should be included. Don't forget a few toys, a good carrier, and some familiar bedding.
- Check your homeowners insurance to be sure it's updated and covers problems that may arise.
- If you choose to protect your home from hurricane wind and damage, you will be able to use plywood, hurricane shutters, 3M Scotchshield, all of which **MUST BE** professionally installed after an Architectural Review Committee (ARC) application is filed with the Board and Committee and approved. **Homeowners are not permitted to install the plywood, shutters, or 3M Scotchshield themselves.**

See Storm Shutter Guidelines on Page 4 for specifics.

Every owner who plans to be absent from his or her home during the hurricane season or is evacuating should prepare his or her home prior to departure by removing furniture, potted plants and other moveable objects, if any, from the home's entryway and lanai areas and by designating a responsible firm or individual satisfactory to the Association to care for his or her home should the home suffer hurricane damage.

True emergency management only happens when all members of a community work together to prepare for, respond to, and recover from a disaster. This means that we all have to become more active in the community and embrace the responsibilities of home ownership.

HURRICANE POLICY, continued

Florida Statue for Storm Shutter Guidelines:

In accordance with Section 718.11(5) of the Florida Statutes, which states: **Each Board of Administration shall adopt hurricane shutter specifications for each building within each condominium operated by the association which shall include color, style and other factors deemed relevant by the Board.** All specifications adopted by the Board shall comply with the applicable building code. Notwithstanding any provision to the contrary in the condominium documents, if approval is required by the documents, a Board shall not refuse to approve the installation or replacement of hurricane shutters conforming to the specifications adopted by the Board. The installation, replacement, operation, repair, and maintenance of such shutters in accordance with procedures set forth herein shall not be deemed a material alteration of the common elements or association property within the meaning of this section.

THE BOARD OF DIRECTORS OF CAROLINA LANDINGS ASSOCIATION HAS ADOPTED THE FOLLOWING HURRICANE SHUTTER SPECIFICATIONS

1. Shutters may be roll-down, accordion or panels, and must be engineered to meet current county specifications. Clear film coverings, such as the 3M Scotchshield, designed to make a window more shatter-resistant, although not hurricane-proof, are also approved. All permanently attached portions of the shutters or frame must be color matched as close as possible with the existing color of the building. Plywood must be professionally installed. Owners are not allowed to install plywood.
2. Owner is responsible to obtain all necessary county permits, and all shutters must be professionally installed.
3. Owner is responsible for any damage done to the common property during the installation.
4. If hurricane shutters are installed which do not conform to the specifications approved by the Carolina Landings Condominium Association and the ARC, then the hurricane shutters will be made to conform by the Condominium Association, at the Home Owner's expense, or they shall be removed.
5. Storm shutters shall not be put in place before the issuance of a storm watch by the National Hurricane Center for the immediate area. The shutters shall be removed within 48 hours after such watch or warning has been lifted.
6. Ownership of the hurricane shutters, although on the outside of the building and attached to the common property, shall remain with the Owner and his assigns, and not the Association. Owner and his assigns shall be solely responsible for the repair, maintenance and replacement of any hurricane shutters covering his windows and/or doors.

If any owner wishes to install storm shutters or plywood, they must first receive written permission from the architectural Review Committee and the Board of Directors, through AMI.

EXHIBIT #1 TO HURRICANE POLICY

HURRICANE SURVIVAL KIT

- Water – 1 gallon per person, per day for at least 3-5 days
- Non-perishable food-enough for 3-7 days
 - Canned food
 - Canned juices
 - Peanut butter
 - Instant Coffee/Tea
- Baby care items
 - Instant formula
 - Canned baby food
 - Diapers
 - Baby wipes
- Manual can opener
- Prescription Medications – at least a 2-week supply
- Water purification kit
- Disposable plates, utensils, cups
- First Aid Kit
- Masking tape
- Flashlights
- Battery operated radio
- Battery operated clock
- Mosquito repellent
- Chlorinated bleach
- Plastic trash bags
- Fire extinguisher in working order
- Cleaning supplies
- Toilet paper and paper towels
- Blankets, pillows
- Seasonal clothing, rain gear, sturdy shoes
- Extra batteries
- Important documents – keep these in a waterproof container
 - Insurance and medical records
 - Bank account numbers and Social Security cards
 - Document all of your valuables with videotape or photographs, if possible
- Fill car with gas
- Basic tool kit
 - Hammer
 - Nails
 - Screwdriver
 - Shovel
 - Saw

EXHIBIT #2 TO HURRICANE POLICY

PET SURVIVAL KIT

- Proper ID collar, rabies tag
- Carrier or cage
- Lease
- Two week's food supply
- Water/food bowl
- Any necessary medication
- Newspapers, cat litter, trash bags
- Non-electric can opener
- Proof of vaccinations
- Name and phone number of your veterinarian

PARTIAL LISTING OF MANATEE COUNTY SHELTER LOCATIONS

Kinnan Elementary, 3415 Tallevast Road (corner of Tallevast and Prospect – east of 301)

Oneco Elementary, 2000 53rd Avenue East (west of 301 and on north side of 53rd Ave. East)

Braden River Elementary, 6125 River Club Blvd. and

Braden River Middle, 6215 River Club Blvd. Both west of I-75 and on south side of 70)