

WINDWARD HOMEOWNERS ASSOCIATION

HURRICANE PREPARATION POLICY

REVISED AUGUST 2019

The procedure covering hurricane preparation and evacuation are applicable to all owners and any other personnel at Windward Condominiums. The procedures that will be carried out by the Manager and Staff are also included for your information. Your cooperation is appreciated.

When a Hurricane Watch is issued for our area:

1. It is recommended that occupants fill their gas tank and keep them full. (There are not enough gas stations on the beach to fill all the tanks if everyone wants to evacuate at once.)
2. Begin all the preparation to leave so departure could be done very quickly if a Hurricane Warning or an Evacuation Order is issued.

When a Hurricane Warning is issued for our area:

1. It is recommended that all owners leave before a formal Evacuation Order is given for Perdido Key. (Evacuation routes will become very congested if everyone on the beach tries to leave at one time.)
2. Remove all furniture and accessories from the balcony, close and lock all windows and sliding glass doors. If these are left for the Manager to remove, there will be a \$100.00 charge.
3. Remove and store in the unit or in the storage locker any chairs, umbrellas or other beach gear that has been left on the beach or outside of your unit.
4. Power will probably be off for an extended period. It is recommended that any food that is likely to spoil such as meat, fish, milk, etc. be removed from the refrigerator.
5. Turn off the air conditioning system and all circuit breakers located in the electrical box near the door except for the refrigerator breaker. Unplug any appliance or equipment that is likely to be damaged by a power surge. Make sure the Owners Closet is unlocked or if locked the office has a key with the unit number identified on the key.
6. Lock the door on your way out and let the Manager know that you are leaving.

7. If you leave a car permanently at the Windward or if you are leaving a car in the parking area south of the road as you evacuate, leave the keys with the Manager so the car can be relocated to the north side of the road.
8. Our Manager will return as soon as it is practical and will advise as to the condition of our Condominium. It is recommended that no owners try to return until our Manager has determined that it is safe.

Hurricane Preparation and Evacuation Procedures by the Manager & Staff

When a tropical storm has a potential to enter the Eastern Gulf:

1. For owners who are at the Windward, post notices on bulletin boards and elevators to give a warning that there is a possibility of hurricane activity in this area.
2. For owners not at the condo, e-mail all owners recommending that if they are planning to come to Windward they should check weather reports and the Windward office before departing.

When a Hurricane Watch is issued for our area:

1. Post notices on bulletin boards and elevators that the Windward is under a Hurricane Watch. Advise boat owners to secure or remove their boats as necessary.
2. Notify all contractors on site and advise them that all their materials must be secured as by Florida Executive Order. The contractors are responsible for damage caused by their materials. Take pictures of materials that identify the contractor.
3. Survey all unoccupied units and verify that all windows and sliding glass doors are properly secured and that all furniture and accessories have been removed from all balconies.
4. Pick up and secure all loose material on the property. Check the roofs of both buildings remove any loose debris and secure roof hatches. Check for any loose materials and secure the recreation room, storage closets, meter rooms, fire pump rooms, booster pump building and elevator pits.
5. Back up all computer files, collect and prepare all Condominium and office records and computer equipment for evacuation and/or movement to an upper floor.
6. Instruct Waste Pro to remove all dumpsters or move them to the parking area north the street.

When a Hurricane Warning is issued for our area:

1. Notify all occupants that a hurricane warning has been issued and to expect a mandatory evacuation. Remind all occupants that all furniture and accessories must be removed from the balcony and all windows and doors closed and locked before they leave.
2. Move all pool furniture into the recreation room. Move all older office records and office equipment to an upper floor. Prepare current records and computer equipment for evacuation. Remove and dispose of any chairs, umbrellas or other items that owners have left on the beach, deck or around the pool.
3. Establish a shut down time for the elevators and notify any remaining occupants.
4. If time allows, make a second check of all units to verify that all windows and doors are closed and locked.
5. Secure all trashcans either in the storage closets or the elevators.
6. Relocate all automobiles that have been left in the parking area south of the road to the parking area to north of the road.
7. After everyone has departed, move the elevators to the 4th floor and shut them down. Close and secure the elevator pit doors, tape and sandbag if practical to mitigate water intrusion.
8. Turn off all operating systems such as irrigation system, booster pump, fire pump, all outside lights and other nonessential electrical power. Leave power on to the sump pumps for the elevator pits and power on to all condo units to allow the refrigerators to operate as long as there is power.
9. Verify that the property is vacated and evacuate, before a formal evacuation notice has been issued if advisable.
10. The computer equipment and recent records are to be moved to a safe location or evacuated with the Manager.
11. If the Manager, Denise Cannon, goes on vacation during hurricane season she will take the computer external hard drive with her as a precaution. If a Hurricane Warning is issued while the Manager is on vacation, Frankie Overstreet will perform the usual hurricane preparation and is authorized to obtain assistance if necessary. He will take the computer equipment and current records with him as he evacuates.

When the all clear is issued:

1. As soon as access is allowed on the Key, the Disaster Team composed of Executive Board members; Staff and contracted architect (Forrest Daniell) and

contractor (C-Sharpe Construction) will make an initial assessment of the condition of the buildings and grounds.

2. The Disaster Team will take necessary action to secure and stabilize the property and to prevent further damages.

3. Board of Directors will be informed as soon as possible by conference call regarding assessment of condition and actions taken to prevent further damages. Regular communications between Board and Disaster Team will be established.

4. All owners will be advised as to the extent of damage from the hurricane. If living in the condo and communications from the Key are not possible, a temporary, remote office with mail service, telephone and e-mail capabilities will be established. A program to keep all owners up to date regarding damage repair, accessibility to the Condo and progress toward a recovery will be established.

5. The Disaster Team will conduct a detailed damage assessment in order to initiate the insurance claims process. The contractor, under the direction of the architect, will initiate the process of reconstruction where appropriate.

6. When Gulf Power has declared the power lines safe and the Florida Highway Department declared the roads passable, an all clear will be issued for all residents to return to assess their property. To access Perdido Key, you will need a Florida Drivers License, a Gulf Power bill or some other documentation that you own a unit at Windward, 16777 Perdido Key Drive. According to Escambia County Florida Emergency Management, you should be able to access the Key from either the Innerarity Point or Orange Beach ends of the Key.

BOARD OF DIRECTORS

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