MCM PROPERTY MANAGEMENT

HURRICANE PLAN

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OVERVIEW INFORMATION

The Atlantic hurricane season begins on June 1st and ends on November 30th. The forecasts from Colorado State University Tropical Meteorology experts predict an active hurricane season ahead, with up to 17 named storms, including 9 hurricanes and four Category 3 or higher "major" hurricanes. This forecast serves as a sobering reminder of the potential risks we face during this time.

Here are some essential safety measures to keep in mind in the event of a hurricane:

Review Insurance Policies: Take the time to review your insurance policies now to ensure you have adequate coverage in place and secure in a safe location.

Establish a Hurricane Response Plan: Develop a clear plan of action for you and your family before a storm approaches, including evacuation routes and emergency contacts. Share your plans with family and friends. Check in on neighbors that may need assistance.

Prepare Your Property: Secure loose items and, if possible, cover windows with shutters to protect against flying debris. Elevate valuable items off the floor or move them to a safer location outside the storm zone.

Secure Your Boats and Kayaks – Please remove boats from the docks and secure off property. (If applicable).

Protect Vehicles: Move vehicles to higher ground or off-site to minimize the risk of flooding damage.

Prioritize Human Safety: Above all else, prioritize the safety of yourself and your loved ones.

Furthermore, it is crucial for those who rent their units or are non-resident owners to have a clear plan for the removal of patio/balcony furniture. Please understand that last-minute requests to management for furniture removal may not always be feasible and would incur additional costs due to limited personnel availability. Your proactive measures in securing your outdoor furniture ahead of time will contribute to our collective efforts in ensuring the safety of the property.

Attached to this email is an annual guide provided by Thompson Baker Insurance Agency, which offers valuable insights and tips for hurricane preparedness. If you have any questions, please do not hesitate to contact me.

PRE-STORM PLAN OF ACTION FOR COMMON AREAS

1. Using prudent judgement in advance of rain (to reduce saturation of soil) set irrigation control clocks to "OFF".
2. Swimming Pools – Remove and secure pool furniture, umbrellas, trash cans, and pool tools. FURNITURE IS NOT TO BE PLACED IN THE POOL.
3. Grills secured and gas turned off.
4. Inspect common grounds for loose debris and potential flying objects.
5. Boat owners are advised of evacuation (if necessary).
6. Elevators brought to highest floor & turned off (if applicable).
7. Entry gates secured open (if applicable).

HOMEOWNERS RESPONSIBILITIES

Homeowners need to secure their own property. All items on balconies and porches need to be safely stored/secured. Homeowners that vacate for the summer season should secure their property prior to leaving. Any homeowner that rents their unit must plan with their rental agent or tenant to secure items.

BEING PREPARED IS KEY

1. Your vehicle(s) should be fully fueled prior to the storm as gas stations may be out of power or run out of gas.
2. You should have enough cash on hand as ATMs may not be operating.
3. Gather essential items such as water, flashlights & batteries, and medications.
4. Plan for temporary lodging in case of mandatory evacuation.
5. Know your evacuation route. Bridges often close as a storm approaches, or winds reach a certain speed.
6. Those leaving the area should consider an early departure due to heavy traffic conditions.
7. Advise management of your plans (pmadmin@condorental.com) if you plan to stay.

ONCE THE STORM PASSES

1. Management will return to the property to assess any damage, and owners and/or insurance agent will be notified if necessary.
2. Management will send an update as soon as possible. If the internet services are compromised; an off-site contact will be provided information to send out.

CHECKLIST – PRE-STORM PLAN OF ACTION

ASSOCIATION - _____

TASK #	X	ASSIGNED TO	TASK
1			Turn off Irrigation System
2			Pool Furniture and Equipment Secured
3			Inspect Common Areas for loose debris and potential flying objects
4			Grills disconnected from gas & secured (if applicable)
5			Inspect property that ALL decks and patios are clear of any items
6			Boats Removed and power to marina shut off (if applicable)
7			Elevator Cars brought to top floor & turned off - sandbags on ground floor at entrance (if applicable)
8			Entry Gates Secured Open (if applicable)