

**SEA RANCH CLUB
CONDOMINIUM ASSOCIATION, INC.**

**HURRICANE PLAN
FOR OUTDOOR AREAS**



JULY 2013

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CONDOMINIUM ASSOCIATION,
INC.**

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Approved by the Board of Directors
at its July 24, 2013 Meeting

Issued by Paula Valad, President, Sea Ranch Club Condominium Association, Inc.

Frank Catinella, David Devins, Stel Epstein, Nancy Kellermeyer, Stuart Klein,
Lynn Moore, Dan Russo, Myra Sullivan -- Directors

Jim Lantz, Patti Holiday, Jane Paoli-- Building Managers

Art Fowler -- Comptroller

Jonathan Kuhlman -- Landscape Manager

Fred Kelly -- Outside Maintenance Foreman

Donna DeLisle -- Pool Manager

***Actions and Tasks Described in This Plan Are Expected
to be Supplemented with Photographs of Actual Damage Incurred***

SEA RANCH CLUB CONDOMINIUM ASSOCIATION, INC.

HURRICANE PLAN FOR OUTDOOR AREAS

OVERVIEW

The Board of Directors of Sea Ranch Club Condominium Association, Inc. has approved this Hurricane Plan for Outdoor Areas to be in effect during Hurricane Season from June 1 through November 30 each year until further notice. The Plan is intended to constitute guidelines for preparedness, damage assessment, and recovery after a HURRICANE WARNING has been activated for the site of the Condominium Association in Fort Lauderdale/Lauderdale-By-The-Sea located at 5100 (Building "A"), 5000 (Building "B"), and 4900 (Building "C") North Ocean Boulevard in Broward County, Florida.

This Plan intends to formalize all actions and tasks necessary for the outdoor facilities (tennis courts, pools, tennis and pool decks, beach houses (cabanas), beach areas, Ocean Room, and all perimeter areas) and furnishings and to assign staff responsibilities.

To execute these actions and tasks, the Association Manager will act as point person for the Association team. Under his/her direction, Association Landscaping, Outdoor Maintenance, and Pool staff will collaborate with Buildings "A", "B", and "C" Maintenance staffs. If necessary, the Association Manager, in consultation with the Building Managers, will request assistance from Housekeeping staff of all three buildings. The Comptroller will focus on financial and insurance matters. Together, they will prepare the property as thoroughly as possible to withstand and survive the ravages of a hurricane.

Contact information for officials in Lauderdale-By-the-Sea and for Association staff and officers is attached.

BUSINESS CONTINUITY

In an emergency or hurricane, the Association's business passwords will be released from safekeeping repositories to the President, Treasurer, or Comptroller. Repositories: Accountant: Larry Chamberlain, C.P.A.; Zimmerman, Ziegler & Chamberlain, P.A.; 1600 West Oakland Park Blvd, Suite 202, Fort Lauderdale FL 33311. Phone: 954-486-1995. Cell: 954-648-8152. E-mail: LJC@zzcpa.com
Attorney: Randall K. Roger, One Park Place, 621 NW 53rd St., Suite 300, Boca

Raton, FL 33487. Phone: 561-988-5598. Cell: 954-234-1898. E-mail: rroger@randallkroger.com.

Recognizing the need for cash during an emergency or approaching hurricane, each Building Manager will be provided cash from the Association's account. The amount of cash will be approved by the Association Areas Executive Committee. Emergency cash will be accounted for, much like petty cash, with proper receipts submitted to the Comptroller. Unused cash will be returned to the Comptroller.

STAGE I -- PREPARATION AND PROTECTION OF PROPERTY

The Association Manager will coordinate preparation and protection, working with an in-house team including the:

Building Managers "A", "B", and "C"

Landscape Manager

Outside Maintenance Manager

Pool Manager

Comptroller (responsible for (a) providing and allocating funds, (b) paying bills, and (c) documenting damages, expenses and hours worked for insurance purposes)

The Association Manager will inform the Association President, Officers, and Directors, who will provide further assistance as necessary.

This stage involves ensuring that the necessary supplies and tools are in stock and readily available, including but not limited to:

- Plastic rolls to protect the Ocean Room carpet when storing pool furniture
- Large plastic trash bags
- Power generator
- Water pump
- Batteries/Radios
- Pool cleaning equipment
- Landscape machines and tools
- Shovels
- Wheelbarrows
- Yellow Caution Tape

It also includes necessary articles for staff, including but not limited to:

- Rain gear, Boots, Gloves
- OSHA prescribed safety gear/equipment
- Bottled water

Copies of the “Record of Hurricane Supplies Used”, as attached, are to be filled out by staff and given to the Comptroller for compilation and billing.

Further, the Ocean Room is to be prepared as a storage area for outdoor furniture from beach houses (cabanas), pool decks, and stand-alone planters containing flowers and herbs:

- Lay protective plastic over carpet
- Move Ocean Room chairs and tables to East side of room to make space for outside furniture being brought in from the North and South

Beach Houses:

- Move bar stools, thermometers, and clocks inside restrooms
- Move square and round tables and related chairs into Ocean Room

Beach Houses, Beach, and Pool and Tennis Decks:

- Empty trash cans and move to stairwells near tennis courts at “A” and “C”

Beach:

- Move picnic tables and side tables next to Beach Houses - turn upside down
- Empty charcoal grills and close covers

Pool Deck

- Move lounge chairs to Ocean Room
- Move umbrellas to Ocean Room
- Close gas grill covers
- Turn off gas

Note: Wooden umbrella tables at pools are not to be moved

Tennis Courts and Decks at “A” and “C”

- Take down tennis windscreens remaining after major screen removal mandated by Directors for June 1
- Take down nets on courts
- Empty trash bins hanging on net and move to stairwells or Ocean Room
- Move lounges, round tables, chair, benches, and squeegees to stairwells or to inside “A” (third floor near tennis court area) and “C” (Tennis Lounge)

Note: Open pathways must be left in all areas where furnishings are stored

After Stage I has been completed, the Association Manager will determine, in coordination with official government orders, when staff should evacuate to go home and protect their persons and property.

STAGE II --DAMAGE ASSESSMENT

As soon as authorities permit travel to resume to the barrier island on which the Condominium Association is located and as soon as weather conditions allow, staff should return to the property and report to the Association Manager. The Association Manager will coordinate damage assessment working with an in-house team including the:

- Building Managers “A”, “B”, and “C”
- Landscape Manager
- Outside Maintenance Manager
- Pool Manager
- Comptroller (responsible for (a) providing and allocating funds, (b) paying bills, and (c) documenting damages, expenses and hours worked for insurance purposes)

The Association Manager will inform the Association President, Officers, and Directors, who will provide further assistance as necessary.

The Association Manager will contact the Association’s Insurance Agent John Nordinger of Smith Watson Parker Insurance. Phones--Office: 954-925-2590; Direct: 954-924-3056; Toll Free: 800-741-8266; and Fax: 954-925-7004. Address: 2590 Hollywood Boulevard, Hollywood, FL 33020.

Mr. Nordinger will assist the Association Manager in alerting the adjusters for Citizens and QBE Insurance Companies.

The Association Manager also will contact Belfor USA Group Inc., Red Alert. Phone: 800-856-3333. Address: 1520 South Powerline Road, Deerfield Beach, Florida. Belfor is the largest emergency, restoration, and reconstruction service company in the world. A copy of Belfor’s “Rate and Materials Schedule for Invoicing” (effective since August 2009) is attached.

In addition to Belfor, the Association Manager will contact others, as listed in the attached Contractors Report, who routinely provide Association services.

Damage assessment will then be undertaken. This important stage is intended to identify the level of damage to the property so that conditions can be restored to normal as quickly as time and circumstances permit.

Focal points of damage assessment, including but not limited to:

Landscaping

- Trees
- Fronds
- Planter Contents
- Pots
- Flowers
- Signage
- Dog Walks
- Trash Removal

Maintenance

- Power Lines and Lights
- Water Lines
- Walkways and Pavers
- Roadways and Building Circles
- Fences/Walls
- Garages and Fans
- Trash Removal

Pools, Beach Houses, and Beach

- Pools
- Pool Equipment
- Beach House Structure
- Beach House Equipment
- Picnic Tables
- Gas and Charcoal Grills
- Sand Removal
- Broken Glass
- Trash Removal

Records will be kept using copies of the attached worksheets: Landscaping Damage Assessment; Maintenance Damage Assessment; and Pool, Beach House, and Beach Damage Assessment.

The Landscape, Maintenance, and Pool Managers will work together to assign duties to staff as relevant and present a compilation of their assessments to the Association Manager. All staff will work together and with any necessary Contractors to restore conditions on the property. An updated "Contractors Report" has been compiled as part of this Hurricane Plan.

The Association Manager will report to the Board of Directors and follow any instructions they may determine are required.

STAGE III -- DAMAGE RECOVERY

Sand and debris removal will be essential to determine actual damages. Sand will have been blown onto normally bare areas. Landscaping will have been severely damaged due to fallen and mangled trees/foilage. Pools will have become repositories for debris of all types and water will have been contaminated, both of which problems will require at least several days to resolve.

Emphasis will be on removing and returning sand to the beach.

Pressure cleaning on select areas may be necessary.

Emphasis will be on getting one pool up and running as quickly as feasible so that returning residents can enjoy at least one functioning pool while restoration work continues on the other two pools.

Simultaneously, landscape debris will be cut up and carted to available dumpsters.

Then all furniture and trash cans will be put back in place.

Records must be kept of all expenditures for damage recovery. Forms are attached.

CONCLUSION

The Board of Directors recalls only too clearly the challenge of returning our property to its normal condition after Hurricane Wilma and intends that these guidelines should make the challenges of the future somewhat less formidable.

July 2013