



MONTEGO COVE  
CONDOMINIUM ASSOCIATION, INC.  
c/o Advantage Property Management, LLC  
1111 S. E. Federal Hwy., Suite 100  
Stuart FL 34994

Property Address: 6141 SE Martinique Drive, Stuart, FL 34997

## **HURRICANE PROCEDURES**

PLEASE READ OVER THESE HURRICANE PROCEDURES  
AND MAKE YOURSELF FAMILIAR WITH THE CONTENTS.

IT IS EXTREMELY IMPORTANT THAT YOU HAVE A “PLAN”  
FOR WHAT YOU WILL DO IN THE CASE OF A HURRICANE  
EMERGENCY.

THIS HURRICANE PROCEDURE PACKET SHOULD BE KEPT  
WITH YOUR DOCUMENTS AND RULE BOOK.

AT THE TIME OF A SALE OR LEASE THIS HURRICANE  
PROCEDURES INFORMATION SHOULD BE LEFT IN THE  
UNIT FOR THE NEW OWNER/LESSEE.

## **EMERGENCY HURRICANE PROCEDURES**

### **IMPENDING STORM**

The Clubhouse will **NOT** be used as a shelter.

It is important to know the whereabouts of all residents. It is important that building captains complete special forms prior to any impending storm as to determine which residents are remaining in the community and which are evacuating.

Within 24 hours (or sooner) of a predicted hurricane strike in the Stuart area, the maintenance man and volunteers will secure the property as follows:

All pool furniture and pool equipment at the Clubhouse and Cabana will be moved inside the buildings. All outdoor furniture and pool equipment at the Clubhouse will be moved to the main room or the card room away from the windows. Tables should be placed tops down and other furniture placed on the tables so as to somewhat secure them. Furniture in the card room should be moved over to the wall opposite the windows. Furniture in the office should be moved away from the windows and stored against the walls. The hallway to the garage or garage can also be used for storage. Upstairs area should be checked and secured as well as possible. Fragile items in the Clubhouse can be placed in the restrooms. The items at the Cabana will be stored as close to the building wall as possible in the area of the closet and sink. All fans and lights will be turned off.

The Clubhouse office should be secured as much as possible and the computer and copy machine unplugged and covered in plastic.

The recycle green bins will be wedged inside the dumpster enclosures between the dumpster and fences.

At the first sign of winds or before the condo retires for the night, when winds are expected, the front gate arms should be removed and stored in the Clubhouse garage. The gates should be taken off power while the arms are off.

The flag will be removed from the flagpole.

All loose objects should be removed from the Gazebo and placed inside the Clubhouse.

The power at the main switches for the irrigation pumps should be turned off in case floodwaters in the lakes rise over the pumps causing them to short out.

**ALL RESIDENTS WHO CAN HELP IN SECURING THE CONDOMINIUM PROPERTY ARE REQUESTED TO REPORT TO THE CLUBHOUSE THE MORNING PRIOR TO ANY PROJECTED LANDFALL OF A HURRICANE.**

An inspection group or groups should tour the property to be sure all objects that could become projectiles have been removed from balconies and secured in the best way possible.

### RESIDENT RESPONSIBILITIES

All residents should secure their own property, including removal of objects from the courtyard walls and balcony areas so they do not become missiles in the storm.

Residents are required to report their departure (vacation, evacuation, etc.) to their building captain so that proper information can be filed with the Clubhouse office prior to a storm.

**FOR THOSE RESIDENTS WHO HAVE SPECIAL/MEDICAL NEEDS, THERE WILL BE A POSTING AT THE CLUBHOUSE OF AVAILABLE SHELTER INFORMATION. IT IS YOUR RESPONSIBILITY TO REGISTER AT A SHELTER.**

The Clubhouse office should have a current Resident Information sheet and a key to your unit should also be at the Clubhouse office. In addition, the building captain should be notified if another resident in the community has a key to your unit/vehicle, etc.

In certain cases of an impending storm, friends might be staying in your unit (either prior to a storm or after a storm). It is imperative that the building captain is told that this is the case so that it can be reported to the Clubhouse office.

**Use of individual generators: The Board of Directors recognizes that because of health reasons a generator may be a necessity. Any residents that will be using a generator are required to report it to the building captain and the Clubhouse office so that this information can be added to your file. Please keep the generator that you are using in good working condition at all times. REMEMBER – ALL GENERATORS ARE TO BE USED OUTDOORS.**

Closing of hurricane shutters – In April 2006 the Board of Directors approved the closing of permanent “Board approved” shutters when residents leave Florida after the winter “season”. Others in the community that have shutters may close them during their absence for vacation, etc. during the hurricane season that is from June 1<sup>st</sup> through November 30<sup>th</sup>.

All residents should have a copy of these Emergency Hurricane Procedures (initially prepared in 2009 and updated periodically). In addition to these first two pages the following information is also included:

Safety Measures Suggested To Do Before a Storm

Plan for Electric Failures

List of Things You May Need

Important Information

## **SAFETY MEASURES**

### **SUGGESTED TO DO BEFORE A STORM**

All objects that may be blown by the wind should be taken in. Do NOT rely on condo maintenance help.

Check shutters to ensure they are in good operable condition.

Use the list of suggested supplies.

Designate an out of town family member or friend as an emergency contact.

Decide on your "safe room". A safe room is a room with no windows that will protect you if your unit is damaged. When a storm hits this is where you should be. For example, a large interior closet or bathroom.

Have valuables and important papers in Ziploc bags and in a waterproof safe place. This should include copies of your driver's license, passport, birth and marriage certificates, etc. In addition, your list of medications, important names, addresses, phone numbers, account numbers, policy numbers, safety deposit box number, doctors, health, flood, auto and condo insurance agents, lawyers, family and friends.

You might want to consider having a video of the contents or photos of the interior your unit. Make sure you put this information in a plastic case or Ziploc bag.

### **IT IS BEST TO USE FLASHLIGHTS OR BATTERY LAMPS RATHER THAN CANDLES OR KEROSENE LAMPS DURING A STORM.**

Turn off circuit breakers before the power goes off (it usually does). Leave one circuit breaker on that services, perhaps a bedroom, and leave a lamp switch on - so that you will know when power is resumed.

Fill your tub with water for flushing the toilet if the water is turned off.

Turn the refrigerator and freezer to the coldest setting before the storm and don't open unless necessary. Freeze water in plastic jugs and place them in the refrigerator or freezer to help keep food cool.

## **PLAN FOR ELECTRICAL FAILURES**

NO ELECTRICITY MEANS NO:

Gas pumps (although gas stations are now required to have generators, deliveries will be delayed), ATM Machines, Lights, Television, Computers and other electronic devices, Refrigeration, Freshwater Pumps, Street and Traffic Lights

Remember when traffic lights are out – every intersection becomes a four-way stop for all.

Be sure to have your cell phone fully charged as long as you can prior to a storm.. In addition, you should have the proper equipment to use in your vehicle to charge your phone until electricity is restored.

Your plans must be made early and you must register to be able to stay at one of the Special Needs Shelters in Martin County. This is important if you have special needs (on oxygen, other medical equipment, require refrigeration for medications, etc.). Each year the information for the sites of Special Needs Shelters are available at the start of the hurricane season.

## **LIST OF SUGGESTED THINGS YOU MAY NEED**

This is a list of suggested items – be sure to recheck your supplies every year and pick up each year's hurricane information for current information.

Ice and ice chest(s)

Personal Medications – at least a two week supply

Cash in small bills

Prior to a storm – top up the gasoline in your vehicle

Have a full propane gas tank for your gas grill or charcoal and lighter fluid, Sterno or a camping stove

Matches and lighter

Cooking pots or pans if planning on using outdoor grill or camping stove – either at your own unit or at the Clubhouse

Manual can opener

First aid kit – plastic gloves

Flashlights

Battery operated fan

Extra bulbs for flashlights, lanterns or battery lamps

Batteries – plenty of spare ones – all sizes

Radio – battery operated

Battery lamp or lantern

Clock – battery operated

Wet wipes and hand sanitizer soap (doesn't need water)

Disposable utensils, plates, glasses, cups, Aluminum foil

Camera and film – or fully charged digital camera

Fire extinguisher

Cellular phone – charge fully before power goes off – have a car charger for your cell phone

Clorox (without lemon or additives)

Bucket and broom

Plastic sheeting or tarp (to use in case of a leak or to cover a broken window)

Duct or masking tape

Plastic garbage and trash bags

Insect repellent and sunscreen

Extra change of clothes as well as rain gear – wind gear

Soap, shampoo and toiletries

Pillow and blanket

## **SUGGESTIONS FOR NON-PERISHABLE FOODS**

Bottled water will be extremely important. Make sure you have a sufficient supply – the suggested amount is

Box of milk (Parmalat milk comes in regular, 2% , Fat Free, etc.)

Canned Items:

- Soups
- Meats/Fish: tuna, ham, chicken, Vienna sausage, salmon, corned beef
- Hash - roast beef, corned beef
- Beef stew
- Chili
- Spagetti
- Vegetables
- Fruits

Crackers, bread sticks, bread and rolls

Fruit Juices, soda

Cereal, cereal bars – Nature's Way Trail Mix bars

Peanut butter and jelly

Nuts, dried fruits – cookies

Instant coffee and tea

Pet food

## IMPORTANT INFORMATION

- Listen to WSTU 1490 AM and WQCS 88.9 FM and the TV and Internet for weather reports
- HAVE A PLAN OF ACTION ALREADY IN PLACE in the event a storm will be a threat to the area
- If you do decide to leave it is important to notify your Building Captain or the Condominium office
- You should also notify your Building Captain or the Condominium office if your unit is or will be occupied by anyone else. It is important that we know which units are occupied so that they can be checked after a storm passes
- Remember – it is IMPORTANT that if you decide to LEAVE that you leave early so you won't be stranded without gas or lodging. Remember to take valuable papers, food, medicines, and water with you.
- Shut off water and electricity to your unit when you leave and secure the unit by closing hurricane shutters, etc.

**\*\*REPORT RED WARNING LIGHT FLASHING AT LIFT STATION\*\***

**The lift station is critical to our sewer system and is located in front of the Cabana Pool.  
Call Martin County Utilities at 221-1442 to report problem at Lift Station #154**

IF YOU DO STAY IN YOUR UNIT the following phone numbers will be useful:

- Martin County Emergency Management Phone: 287-1652
- Martin County Sheriff's Department 220-7000
- Red Cross 287-2002
- FEMA 1-800-621-FEMA
- Report loss of electrical service to FP&L 1-800-468-8243
- Report cable problem to Comcast 1-800-COMCAST
- Make note of your Insurance Policy No. \_\_\_\_\_
- Your Insurance Policy Contact No. \_\_\_\_\_