

Hurricane Preparation Tips

According to meteorologists, August and September are the months during hurricane season which are the most active for our area. If you have plans to be out-of-town during hurricane season and especially during these months, it is a good idea to make arrangements with someone to secure your home in your absence. Here are some hurricane preparation ideas to protect your home:

What does a Storm Watch Advisement really mean?

This does not mean that a storm will hit our area, but merely a possibility exists. When a storm watch is issued you are required to pay close attention to the television and local radio stations to see if Hurricane Preparations are needed.

What does a Storm Warning Advisement really mean?

This means that a major storm is expected to hit our area within the next 24 hours.

If this happens, please do the following to ensure the safety of your family, yourself, and your neighbors.

Homeowners Insurance... What coverage do I have?

This is the time to ensure that your insurance policies are up to date and sufficient coverage has been obtained. With the recent increase in cost for materials, it is highly recommended that you make sure your policy is sufficient to cover the cost to rebuild your home.

If you have a pool, lower the level of the water about 10 inches to avoid flooding and close the skimmer valve to prevent

Some homeowners may be required to carry flood insurance and/or wind and hail coverage. We recommend that you call your insurance agent and confirm all necessary coverages.

Condominium Unit Owners Content Insurance... What coverage should I have?

As you know the Condominium Association only provides insurance for the building. This insurance will not cover any personal belongings, cabinetry, appliances, floor covering, wall covering, light fixtures, air conditioners, water heaters, window treatments, and any furniture. If you do not currently have any insurance, now is the time to obtain coverage. If the threat of a storm is reported, you will be unable to obtain coverage.

What to do to your home... How to prepare...

- Put up shutters on all windows and glass doors. Make sure they are weather tight.
- Pick up and bring in all objects inside that can be blown away, including garbage cans, satellite dishes, patio furniture, garden tools, barbecues, toys, bikes, and plants. Anchor objects that cannot be brought inside securely to the ground.
- Remove the globe and bulb from the exterior light fixtures and cover fixture with plastic and tape.
- Do not trim trees after a hurricane watch or warning has been announced. Trash collection service may be suspended.

damage to the pump and pipping. Turn off all electrical power to the pool—pump motors, lighting, etc. If

your filter pump is unsheltered , wrap it with a plastic bag and tie securely in place to prevent dirt and driving water from entering the motor. Tie down the pump box lid if you have one.

- Add extra chlorine to the pool to prevent contamination.
- Turn your refrigerator to the coldest temperature, at least 4 hours prior to the expected time of impact.
- Unplug all appliances to avoid lightning damage.

What documents do I need...

- Protect all important documents such as insurance papers, birth and marriage certificates, deeds and stock certificates in plastic zip bags.
- Take pictures or video of your home inside and outside. This will assist you in processing any insurance claims.
- Make an inventory of the items inside and outside of your home for insurance purposes.

What supplies should I have ready...

- Purchase a vehicle adapter for your cell phone in the event you lose power and phone service.
- Make sure to fill your vehicle with gasoline.
- Make sure to check your flashlights and make sure you have sufficient batteries.
- Stock up on your first aid kit.
- Camping stove, barbecues, and gas tanks.
- Matches and candles.
- Cooler with gel packs that should be pre-frozen in your freezer.
- Handheld radio with batteries.
- Bottled water.
- Canned foods and handheld can opener.
- Paper plates, cups, and utensils.
- Paper toilet and paper towels.
- Tools such as hammer, nails, and tarp.
- Clean up supplies and chemicals. Clorox to sanitize water.
- Stock up on prescription medications.

Stock up on cash.

After the Storm...

- Stay where you are until you hear on the radio or TV that the dangerous winds are definitely out of your area.
- Listen to local news stations for instructions regarding the safety of the drinking water, etc.
- Don't use the telephone unless absolutely necessary. This will avoid jammed telephone lines.
- Call 911 only in a life threatening emergency.

After a storm has passed, Management will access the damages to the communities and post advisory notices as to the actions that will be taken by the Community Association's after the storm.

**Courtesy Property Management, Inc.
13250 SW 135 Avenue
Miami, Florida 33186
305-254-3888 Phone**



Hurricane - Property Damage Claim Form

Community Association Name: _____

Owner(s) Name: _____

Tenant(s) Name: _____

Property Address: _____

Mailing Address: _____

Home Phone #: _____ Work Phone#: _____ Cell Phone #: _____

Description of Property Damage(s) - Please mark the appropriate boxes:

- ☐ Roof Leaks
- ☐ Window Broken or Leaking
- ☐ Fence
- ☐ Doors
- ☐ Exterior Wall Damage
- ☐ Other _____

☐ Yes, I have attached photos of the damage.

☐ No, I have not attached any photos.

Signature: _____ Date: _____

Return Claim Form To:

Courtesy Property Management, Inc.
13250 SW 135 Avenue
Miami, Florida 33186