

Dear Trade Winds West Owners:

Hurricane season is upon us and the Board would like to remind you of steps that need to be taken to prepare your units.

Remember that we are a self managed condominium. This means that we do NOT have maintenance personnel on site; therefore, **EACH OWNER** is responsible for their unit.

That being said, please note the following:

1. If you leave your unit during hurricane season (June 1 - November 30) please be sure to **close** your hurricane panels. Please maintain your shutters in operational condition so that they can easily be closed as needed. Please do not wait until a hurricane is imminent to make your shutters functional.
2. If you will be away from your unit for more than a few days, please turn your water meter OFF.
3. Please provide a key or a key code to your unit to Bob Steelberg in unit # 6. If there is damage to the building a Board member may need to access your unit to check for any interior damage. The Board will make every attempt to contact you prior to entering your unit.
4. If you have a screened porch, please secure any items on the porch. Screens can easily be blown out and items can be sent flying. You may want to put porch items inside your unit.
5. IF (and there really should not be) there are any items ***outside*** your unit, please move them inside. Again, loose items can go flying during wind events and cause damage.
6. If you have a boat at the dock, please either move it or properly secure it. If you decide to leave your boat during a wind event and it damages the dock, you will be responsible for the damage. Check with your insurance carrier to ensure that you have proper coverage.
7. Please have **your** insurance for **your** unit in order. Remember that the association insurance is **limited**.

We STRONGLY suggest that you call the association's insurance agency, IOAUSA at 305-743-0494 for all questions related to what is and what is NOT covered.

IF YOU HAVE TENANTS IN YOUR UNIT PLEASE ADVISE THEM OF THIS INFORMATION

The Board members who live in Marathon (Bob and Melissa), are responsible for moving the pool furniture as well as any other condominium items, to either the laundry room, interior hallway, or upstairs storage closet. Of course if you are onsite, we would welcome your assistance.

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