



Policy, Procedure & Information Manual

Maintenance & Repair

Tips for Owners

Insurance

Hurricane Preparedness and Emergency Procedures

The Hammocks-Preserve Condominium Association

REVISED AUGUST 10, 2020

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**CONTACT THE PROPERTY MANAGER FOR COPIES OF REVISED MITIGATION FORMS FOR YOUR BUILDING

Important Information for all owners

[CLICK HERE](#) FOR HAMMOCKS WEBSITE HOME PAGE & PROPERTY MANAGER INFORMATION
(PLEASE TAKE A FEW MOMENTS TO BROWSE THE WEBSITE. IT CONTAINS IMPORTANT INFORMATION.)

[CLICK HERE](#) FOR HAMMOCKS PRESERVE ASSOCIATION GOVERNING DOCUMENTS

[CLICK HERE](#) FOR THE HAMMOCKS MASTER ASSOCIATION GOVERNING DOCUMENTS

[CLICK HERE](#) FOR THE MASTER ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE & INFORMATION

[CLICK HERE](#) FOR THE HAMMOCKS RULES, REGULATIONS, AND FINES FOR VIOLATIONS

[CLICK HERE](#) FOR FLORIDA CHAPTER 718 CONDOMINIUM STATUTES

[CLICK HERE](#) FOR INFORMATION CONCERNING OWNER & ASSOCIATION INSURANCE MATTERS

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

This document contains policies and procedures that are the foundation of the Preserve-Condominium Association that ensure day-to-day operations run smoothly and are understood by all residents and unit owners. Your compliance and cooperation with these policies and procedures are requested and appreciated. For questions or concerns, please contact the property manager at 941-698-2989 or email propertymanager@hammockscapehaze.com.

Board of Directors
Hammocks Preserve Association

Policies and Procedures Defined

Policies are principles (both written and unwritten) to guide decisions and encourage cohesion and harmony within the community; they document information and offer guidance for residents.

Procedures are an established or prescribed way of doing something used to simplify the management of a given endeavor.

Policies and procedures must not conflict with either the Hammocks Preserve or Master Associations' governing documents or with Chapter 718 of Florida Statutes, which deals with condominiums. They must be reasonable and establish ways to deal with situations in a fair and orderly manner, that are likely to occur because the Associations' governing documents (Declarations, Bylaws, Articles of Incorporation; Rules) do not specifically address them. They may also communicate directives from Authorities Having Jurisdiction (AHJ) such as Florida Chapter 718, The Englewood Area Fire District, Federal Housing Administration (FHA) Americans with Disabilities Act (ADA), and U.S. Department of Housing and Urban Development. (HUD) etc.

POLICIES AND PROCEDURES TO COMPLY WITH AUTHORITIES HAVING JURISDICTION (AHJ)

Preserve Buildings Trash Chute Closets

The Englewood Area Fire District forbids the storage of items in trash chute closets.

All trash chutes have Hammocks rules, regulations, and instructions for disposal of trash posted on the door of the chute.

Large heavy items must not be dumped down trash chutes; they must be placed by the garage trash door in the parking garage.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Parking Bicycles in Building Garages

The Englewood Area Fire District and the Preserve Association governing documents require residents to keep garage parking spaces free of clutter and not used for storage. Residents must use their storage space lockers (SSL) for storage. However, the Englewood Area Fire District has approved a limited amount of bicycle parking.

Policy

Preserve residents, when in residence, may park no more than two bicycles between their parked vehicle and their SSL. When out of residence for three days or more, bicycles must be secured in the unit owner's SSL.

Procedures

Bicycles must be parked by the owner's storage space locker (SSL) in a manner that will not block access to it or prevent opening the SSL door, and within the white parallel lines of their parking space. The residents' parked vehicle must not encroach into the common element vehicle driving lanes which would be defined by the garage vertical drive lane openings. Nor should the parked vehicle encroach into areas such as walkways and pathways between the front of the vehicle and the storage lockers. Bicycles must not restrict the use of or encroach upon another owner's parking space. Bicycles must be parked in such a manner they are not a trip, fall or injury hazard, they may not be leaned against a garage wall. Bicycles must be supported by their installed kickstand. At all times, residents who do not secure bicycles in their units SSL, if vandalized or damaged, do so at their own risk.

Use of Extension/Flexible Cords in Garages

Extension/flexible cords may not be used and left unattended in garages and the SSL. The Englewood Area Fire District has failed the Preserve Association during inspections for flexible electric cords being extended through/under storage area doors to connect automobile battery trickle chargers.

Policy

The Association is required to comply with National Fire Protection Association (NFPA) codes and standards. The Englewood Area Fire Marshal prohibits use of extension cords and flexible cords affixed to the building that extend through walls, ceilings, floors, under or through storage locker doors or floor coverings, nor may they cause environmental or physical damage.

Procedures

It is appropriate for residents to use extension/flexible cords to perform a task in the Preserve Association garage parking spaces/storage locker areas *when the resident is present*. When appropriately used, the ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Charcoal Broilers, Open Flame Burners (Hibachi Grills), and Electric Grills

Preserve Association Declarations

12.14 Charcoal Broilers, Etc.

Charcoal broilers, or small open flame burners, ~~electric grills~~ or gas grills are not permitted to be used on balconies or any of the Common Elements, Limited Common Elements or Units.

Master Association Declarations

Article XIII, Use Restrictions

The following Use Restrictions shall apply to all Residential Dwellings within HAMMOCKS CAPE HAZE; provided, however, Neighborhoods may be subject to more restrictive use restrictions as adopted by the Board of Directors or additional deed restrictions applicable thereto either by master instrument or individually recorded instruments. Each Owner must comply with the following:

Section 5 Cooking

No cooking shall be permitted nor shall any goods or beverages be consumed on the Common Areas except in areas designated for those purposes by Association. The ARC shall have the right to prohibit or restrict the use of grills or barbecue facilities throughout.

(See Policy Change below)The use or storage of Charcoal Broilers and Open Flame Burners (Hibachi Grills) is prohibited on Preserve unit Lanais and Balconies by Authorities Having Jurisdiction (AHJ) such as Florida Fire Prevention Code, NFPA 1:10.10.6.1 And the Englewood Area Fire District. Also by the Preserve Declaration of Condominium section 12.14, as stated in The Hammocks Cape Haze Rules, Regulations and Fines Matrix.

Policy Change

As of January 1, 2018, the Florida Fire Prevention Code was changed as it relates to grilling on a balcony of an apartment or condominium. Use of electric grills is now permitted provided that they comply with the following:

NFPA 1:10.10.6.1.1: Listed electric portable, tabletop grills, not to exceed 200 square inches of cooking surface, or other similar apparatus shall be permitted. Use or kindling of Gas Grills is still prohibited on any balcony, under any overhang, or within 10 feet of any structure as in previous code editions.

The Policy change is reflected in the Hammocks Cape Haze Rules, Regulations and Fines matrix as adopted 02/19/2018.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Fire Sprinkler Components Inside Units and Storage Lockers

Florida law and the National Fire Protection Association (NFPA) require multi-story condominium buildings that have a fire alarm and sprinkler systems to have annual inspections. Annually, fire and sprinkler components inside an owners unit and their storage space locker (SSL) are inspected by the Preserve's fire protection service vendor to ensure they comply with the **National Fire Protection Agency (NFPA) 25** codes and standards or if there are deficiencies in need of replacement.

Preserve Declarations

Section 7.2 (c)

*Included within the responsibility of the Unit Owner shall be all windows, screens, screen enclosures over patio and doors opening into or onto the Unit (except as provided in Section 7.1 (d)), sliding glass doors opening into or onto the Unit, carpeting, **electrical fixtures and appliances** in the Units . . .*

(Definition of Appliance: A device designed for a particular use or function)

Section 7.1 (i)

The Association shall maintain, repair, and replace at the unit owners expense items appurtenant to, but located outside of a Unit, including, but not limited to items that are designated as a Limited Common Element.

Information: [Deficiencies](#) such as damaged, painted (over-sprayed), leaking, corroded, loaded (packed with dust and debris), loss of fluid in the glass bulb, and missing components are generally the cause of a failed inspection.

Policy

Owners are required to provide access to their unit and its storage space locker (SSL) for myriad reasons, including fire sprinkler inspection.

Procedure

Owners are notified in advance of inspection dates. Failure to provide access to their SSL will result in the lock being removed by cutting it off at the owners' expense.

Unit owners are responsible for the cost of repairing or replacing identified deficient fire and sprinkler appliances inside in their units or its limited common element.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

GENERAL POLICIES AND PROCEDURES

Recycling

Policy

The Hammocks Cape Haze encourages residents to recycle.

Procedures

All food containers must be washed and free of all food matter before disposing of in recycling containers. All boxes must be collapse/broken down and placed in recycling containers.

No personal hygiene products may be disposed of in recycling containers.

Non-recyclables including plastic bags and Styrofoam must not be disposed of in recycling containers.

Use of Electricity to Charge Electric Motor Vehicles

[Florida Statute 320.01.36](#) Defines Electric Motor Vehicles

[2018 Florida Statutes, Chapter 718.113 \(8\)](#) Governs the installation of an electric vehicle charging station.; provides guidance for associations and owners. The Statute mandates will be vigorously enforced by the Preserve Association.

Policy

Preserve Association owners, residents, and guests shall not charge electric motor vehicles, as defined in 2018 Florida Statutes 320.01.36, by plugging into garage common element electric receptacles.

Owners' Reimbursement for Repairs

Policy

The Preserve Association will reimburse owners for any defect or need for repairs for which the *Association is responsible*. However, owners *must* follow the procedures below to be reimbursed.

Procedures

For an owner to be reimbursed for the cost of repairs within a unit, 1) the property manager must be notified of damage, 2) the Association representative must inspect and photograph the damage, 3) the Association must determine the cause of the damage, 4) the owner must produce a licensed contractor's (approved by the association) itemized repair cost proposal that separates Association cost from owners, and 5) the Association provides the owner advanced written approval for the work to be done.

Work contracted to be done by an owner without receiving Association written approval may not be reimbursed.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Washing Lanai Floors and Screens

Hose washing lanai screens and floors may cause dirt and grimy water to run over the floor edge and blow/run into other units' lanais and windows. In consideration to residents below, the Preserve Association discourages using a hose to wash/pressure wash a lanai.

Procedure

The Association suggests wet cloth/mopping method for cleaning lanai screens and floors. As a last resort, if a resident feels hose washing is necessary, please notify your neighbors below so they can move furniture & other belongings to a safe area. (You are responsible for damages to your neighbors property.)

Required Access to Units

Florida law specifically provides that condominium associations have the irrevocable right of access to each unit during reasonable hours when it is necessary for the maintenance, repair or replacement of the common elements or any portion of the unit that the association is required to maintain, as well as to prevent damage to common elements. The Hammocks Preserve Association governing documents also allows management to access units and requires owners to provide the association with a copy of keys to the residence or storage lockers.

Preserve Rule

A Preserve rule ensures access by requiring owners to provide keys to allow appropriate authorities into their units in an emergency or when it is necessary for maintenance, repair, or replacement of the common elements or any portion of the unit that the association is required to maintain, as well as to prevent damage to common elements or another unit.

ITEM	RULE	REFERENCE	FINE FOR VIOLATION (\$\$)
Preserve Associations Irrevocable Right of Access to Units.	All Hammocks Preserve Unit Owners shall provide the property manager with all keys, passcodes, combinations or other means of access to their Unit, including; (1) front door, (2) utility closets (if locked), (3) parking level storage areas. Failure to do so may result in a fine. Additionally, in the event of an emergency, if a Unit must be forcibly accessed, any costs of damage to a Unit shall be borne by the Owner and the Preserve Association shall be held harmless.	Preserve Declaration of Condominium 9.7 Preserve Bylaws 4.2 Florida Statutes 718.111 (5)	100

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Use of Elevators

Elevator walls and doors have been damaged due to moving furniture and large appliances as well as improper elevator use. Pressing the *open-door button* to hold doors open for a period of time (approximate one minute) will cause the elevator alarm to sound and put the doors in the *nudging mode* where the doors slowly close. Blocking elevator doors from closing destroys the mechanism that opens and closes the doors and causes the elevator to malfunction, requiring costly service. Owners are responsible for **ALL DAMAGE** caused by a move or delivery without wall protectors or other negligent use of the elevators.

Preserve Declarations

15.1 Negligence

A Unit Owner shall be liable for the expense of any maintenance, repair or replacement rendered necessary by his negligence or by that of any member of his family or his or their guests, employees, agents, or lessees, but only to the extent that such expense is not met by the proceeds of insurance carried by the Association.

Procedure

Residents must contact the property manager (941-697-9722; propertymanager@hammockscapehaze.net) a minimum of 24 hours in advance of moving or loading heavy or bulky items into elevators to allow time for elevator blankets to be installed. In the event of a move that requires the elevator doors to be open for long periods of time, a staff member must use a special key to put the elevator into the *independent service mode* to allow the doors to be manually operated and to stand open. When the elevator is placed in the service mode, operators need to be courteous of residents requiring their use.

Service and Emotional Support Animals (ESA)

Preserve Declarations:

Section 12.17 (as amended January 17, 2014) of the Declaration of Condominium for The Hammocks – Preserve Condominium Association, Inc. provides that dogs, cats and other customary household pets may be kept in units as long as such animals do not exceed 45 pounds at full maturity, and that no more than 2 dogs are kept in a unit.

Persons who are seeking a reasonable accommodation for an assistance animal that provides comfort and/or emotional support must complete The Hammocks' Preserve Association accommodation application in compliance with the Fair Housing Act.

See EXHIBIT (I) on Page 47 for Request of Reasonable Accommodation information

Florida SB 1084 effective July 1, 2020, Amends Florida Statutes Section 817.265. A person who falsifies information or written documentation or who knowingly provides fraudulent information or written documentation to obtain an emotional support animal (ESA) or otherwise knowingly and willfully misrepresents himself or herself as having a disability or a disability related need for a ESA commits a misdemeanor of the second degree.

An application for Reasonable Accommodation of an Emotional Support Animal will be thoroughly vetted for compliance with the Florida Statutes

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Parking



THE HAMMOCKS CAPE HAZE RULES, REGULATIONS AND FINES FOR VIOLATIONS Revised January 2019

Revised January 2019

ITEM	RULE	REFERENCE	FINE FOR VIOLATION (\$'S)
Parking, Vehicles & Garages	Automobiles must be parked in the designated garage, driveway or parking lot as appropriate.	Master Article XIII Section 2a	\$100 Fined Changed 6/15/17
	Personal street vans or trucks not exceeding ¾ ton capacity may be parked within the standard size parking stalls.	Master Article XIII Section 2a	\$100 Fined Changed 6/15/17
	No dilapidated, rundown wrecked or non-functional vehicles are permitted.	Preserve Section 12.8 Villa Section 12.8	50
	No repair or maintenance of a vehicle (excluding emergencies) is to be carried out other than within an individual unit garage.	Master Article XIII Section 2b	\$100 Fined Changed 6/15/17
	Commercial vehicles, limousines, RV's and boats and trailers of any kind are not allowed unless parked within the garage of a Villa unit.	Master Article XIII Section 2c Preserve Section 12.8 Villa Section 12.8	\$100 Fined Changed 6/15/17

The Hammocks governing documents detail regulations for all vehicles housed in the community. The chart above provides the 1) regulations/rules, 2) reference in the documents, and 3) fines for violations:

Policy

All vehicles parked within the Hammocks must be registered and display appropriate credentials. The property manager will notify owners of vehicles parked without the necessary credentials to require them to obtain the credentials for display. Failure to do so promptly may result in the vehicle being towed at the owner's expense.

Procedure/Rule

Please contact the property manager (941-697-9722; propertymanager@hammockscapehaze.net) for the appropriate passes or decals.

Full Time and Seasonal Resident Parking: Full time residents must have a parking pass decal displayed in the lower windshield/driver's side. Seasonal residents must display a pass on their dashboard or rearview mirror hanger.

Preserve Guest Parking Passes: All guest vehicles parked overnight within the Hammocks must have a temporary guest pass displayed on the driver's side dashboard or hung from the rearview mirror.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Handicapped Accessible Parking Spaces

The Preserve Board has addressed problems with accessible *handicapped parking spaces* frequently. Each Preserve Association building has one designated handicapped parking spaces (DHPS) inside the garage for residents with disabilities and handicapped parking spaces outside the garage for visitors with disabilities. Accessible parking spaces are regulated by myriad organizations including Florida state and county statutes, the Fair Housing Act (FHA), US Department of Housing and Urban Development (HUD), and the Americans with Disability Act (ADA). Unfortunately, some provide conflicting guidance.

Policy

All vehicles parked in a Preserve garage handicapped parking spaces must display a valid dated parking permit that contains the [International Symbol of Accessibility](#). A DHPS is for transitional use of residents or their guests with disabilities for temporary loading or unloading of vehicles. It is not permanent parking. All units have assigned parking providing easy access to elevators. However, because of conflicts in guidance between the various government organizations above, the Hammocks Preserve hesitates to enforce a time limit on the spaces.

Procedures

Residents are asked to be courteous and respectful of others in the use of the handicapped parking spaces and should not use the space as a permanent parking space precluding other persons with disabilities from using it.

If a resident abuses the use of a DHPS, the property manager will contact the vehicle's owner to request the vehicle be moved to the unit's designated space or to a guest parking space outside the building. If that request is disregarded, the vehicle will be subject to towing.

Replacement of the Water Heater and Incoming Water Supply Valve

It is important for all owners to replace both the original water heater and the plastic water shutoff valve on a unit's incoming water supply pipe. The original heaters are old, and many have burst causing flooding to both that unit and all the units below. In addition, the original plastic valve to the main water pipe coming into the unit cannot be turned off fully, which is a violation of Florida Building Code (below). Furthermore, because the plastic valves cannot be turned off, it is necessary to turn the entire building's water off to service a unit's hot/cold water valves, causing inconvenience to all the building's residents.

An additional problem is the plastic valves break when forced to close, which causes flooding in that unit and the units below. The inability to turn off the incoming water supply can result in tremendous damage in the event of a water leak or break (e.g., shower, washing machine drain box, water heater) - see Water Heater Leak - Exhibit (F); Bathing Tubs, Showers, and Wash Machine Drain Box (Pages 18 & 19). **Florida Building Code** (Page 18) requires:

FULL OPEN VALVES ARE REQUIRED ON THE ENTRANCE TO EVERY WATER SUPPLY PIPE TO A DWELLING UNIT, EXCEPT WHERE SUPPLYING A SINGLE FIXTURE EQUIPPED WITH INDIVIDUAL STOPS.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Replacement of the Water Heater and Incoming Water Supply Valve (Continued)

Policy

Residents must turn off the unit's main water supply valve when leaving for 72 hours or longer.

Rule

Homeowners must turn off the main water supply valve, and the water heater switched off when the unit is unoccupied for a period of 72 hours or longer. Failure to do so will result in a fine, and in the event of any resultant leakage the owner will be liable for all Association costs to repair any damage caused.

Required Architectural Review Committee; Review/Approval of Modifications

The Hammocks Architectural Review Committee (ARC) is a formal, standing committee whose purpose is to ensure the community's property values are preserved and its aesthetics maintained.

Policy

The ARC oversees changes and modifications to the external area of an owner's unit through an application and appeal process. The ARC develops standards and guidelines designed to balance the interests of owners and the community as a whole. Owners *are required* to go through the ARC review process prior to making any change in the limited common area (for example, lanai, entry door, screen cage) of their unit.

Procedure

Owners wishing to make any change to an external component of the limited common element (e.g., lanais, entry doors, screen cage, screens) must submit a completed ARC request form to the property manager. For example, to replace a unit door, an owner must submit a completed form detailing the desired change to the property manager to ensure the change is in compliance with an approved ARC standard. The ARC/property manager must approve the change and inspect the final product. Should an owner submit a request to change an area that the ARC has not developed a standard; the ARC will review the request and make a ruling.

Caution! Should an owner make a change without going through the ARC review, the owner will be required to restore the area to the original *at their expense*.

Please visit the Hammocks Website (<https://www.hammockscapahazefl>) for complete information about the ARC, including the standards and the ARC Request Form.

It is important for residents to read, understand, and comply with the ARC Mission and Process, failure to do so, can result in financial consequences.

[CLICK HERE](#) for the Architectural Review Committee Request Form.

PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND INFORMATION MANUAL

Maintenance Topics and Tips for Residents

The Hammocks website contains maintenance information on myriad topics including *Water Leak Prevention, Replacing Water Heater and Shutoff Valves, Lanai Sliding Doors and others* (see [About/Tips for Owners](#)) There are resolutions on *Maintenance of Dryer Booster and Bathroom Vent Fans and Flooring Soundproof Abatement*. See Exhibits (B) through (R).

Responsibility of Preserve and Master Associations for Maintenance & Changes of Condominium Property

Hammocks-Preserve Condominium Association - Maintenance, Alteration & Improvement

Section 7.1 Responsibility of the Association

Section 7.2 Responsibility of the Unit Owner

Master Declaration for the Hammocks Cape Haze

Article VII, Section 1 States. . . *Any Owner may remodel, paint or redecorate the interior of his or her Residential Dwelling without approval; however, modifications of screened porches, patios, and similar portions of a Residential Dwelling visible from outside the structure shall be subject to approval.*

Article VII, Sections 2 – 5 - Describes the authority of the Architectural Review Committee (ARC) and gives an overview of procedures.

Recycling, Trash Pickup, Disposal of Large Items

The Preserve Association manages trash pickup and recycling.

Procedure

Recycling - The Preserve Association contracts with Waste Management to pick up recycling canisters building-to- building. Residents may deposit recycling in canisters located in garages.

Trash Pickup - Preserve facilities staff removes trash from each building where it has been deposited down trash chutes. Waste Management picks up the large enclosed, roll-off container from the trash shed once every three weeks.

Disposal of Large Items (Furniture/Appliances) - Residents discarding furniture, appliances and large items should arrange with their retailer (perhaps as a part of their purchase agreement) to remove items from the community. As a last resort, please contact the property manager (941-697-9722; propertymanager@hammockscapehaze.net) at least 48 hours in advance to coordinate a pickup of large items with the facility manager.

To donate large furniture and other household items in good condition, contact charities who take such items, such as:

[Charlotte County Habitat for Humanity](#), Englewood Resale (Boutique Store)
3949 South Access Road, Englewood, FL 34224, 941-681-3600

[Suncoast Humane Society](#), 1951 S. McCall Rd, Englewood, FL · (941) 681-2627 or 6781 San Casa Dr, Englewood, FL (941) 474-7884

**PRESERVE ASSOCIATION POLICIES, PROCEDURES, AND
INFORMATION MANUAL**

Notes

ATTACHMENTS AND EXAMPLES

Investment Policy



HAMMOCKS CAPE HAZE

8660 Amberjack Circle+ Englewood, FL 34224 +941-698-2989
www.hammockscapehaze.net

A Resolution by the Board of Directors of the Hammocks-Preserve Condominium Association, Inc. Establishing a Policy for the Investment and Management of Reserve Funds

WHEREAS, the Board of Directors shall discharge their duties "within the care an ordinarily prudent person in a like position would exercise under similar circumstances" and;

WHEREAS, it is deemed prudent to establish standard practices regarding the administration of the Association's Reserve Funds.

THEREFORE, BE IT RESOLVED that the following

POLICY be adopted by the Board of Directors of the Hammocks-Preserve Condominium Association, Inc.

The Hammocks— Preserve Condominium Association, Inc. Policy for the Investment and Management of Reserve Funds

Policy Objectives:

1. Safety of Principal- the objective is to invest Reserve Funds in a manner that guards against the loss of principal.
2. Liquidity- Reserve Funds are to be invested in a manner that ensures adequate cash is available to meet forecasted disbursements.
3. Avoidance of Market Risk- Reserve Funds are to be invested in a manner that allow investments to be held to maturity thereby avoiding a possible market loss.
4. Yield- Reserve Funds are to be invested in a manner that enhances returns within the constraints of the above objectives.

Permissible Investments:

The following types of investments are allowable pursuant to Policy Objectives.

1. FDIC insured checking, savings, and money market accounts.
2. FDIC Insured Certificates of Deposit, including those available under Certificate of Deposit Account Registry Service (CDARS).
3. United States Treasury bills, notes, and bonds.
4. Any other FDIC insured instruments.

ATTACHMENTS AND EXAMPLES

Investment Strategy:

1. Annually the Board will review the reserve schedule for the coming year and determine the base amount of liquidity.
2. Reserve Funds in excess of base liquidity may be invested in permissible investments as per Policy Objectives.

Investment Procedures:

Investment Strategy:

1. Annually the Board will review the reserve schedule for the coming year and determine the base amount of liquidity.
2. Reserve Funds in excess of base liquidity may be invested in permissible investments as per Policy Objectives.

Investment Procedures:

1. All Investment transactions shall require the approval of two designated Board members.
2. At the beginning of each calendar year, the newly elected President, Vice President, and Treasurer will obtain signatory authority from the Board to effectuate authorized transactions in the Reserve account(s).
3. Contemporaneously, expired Board members signatory authority will be removed from the applicable Reserve accounts.
4. Monthly account statements will be prepared by the applicable financial institution(s) and forwarded to the account signatories and to the property management firm for the preparation of monthly financial statements.

Approved May 16, 2016 by the Board of Directors of the Hammocks—Preserve Condominium Association, Inc.

ATTACHMENTS AND EXAMPLES

Examples of Association and Owner Responsibility for Maintenance, Alteration, and Improvement of Condominium Property: Preserve Association Governing Documents

Unit Boundaries Description and Notes: Preserve Declaration Section 5 and Attachment of Surveyor Certified Plot Plans (Exhibit A)

UNIT BOUNDARIES DESCRIPTION AND NOTES: AS RECORDED IN THE PRESERVE DECLARATIONS (SECTION 5) AND ON THE PRESERVE CONDOMINIUM BUILDINGS SURVEYOR CERTIFIED PLOT PLANS (EXHIBIT "A")

UNIT BOUNDARIES: THE LOWER HORIZONTAL BOUNDARIES OF EACH UNIT SHALL BE THE HORIZONTAL PLANE OF THE UNFINISHED SURFACE OF THE TOP OF THE CONCRETE FLOOR EXTENDED TO THE INTERSECTION WITH THE PERIMETER BOUNDARIES. THE UPPER HORIZONTAL BOUNDARIES OF EACH UNIT SHALL BE THE HORIZONTAL PLANE OF THE LOWER SURFACE OF THE UNFINISHED CEILING EXTENDED TO THE INTERSECTION WITH THE PERIMETER BOUNDARIES. THE PERIMETER BOUNDARIES OF EACH UNIT SHALL BE THE VERTICAL PLANES ESTABLISHED BY THE BACKSIDE OF THE DRYWALLS, AND OUTER BOUNDARY OF DOORS AND WINDOWS BOUNDING THE UNIT EXTENDING TO THE INTERSECTIONS WITH EACH OTHER AND WITH THE UPPER AND LOWER BOUNDARIES; AND WHERE THERE IS ATTACHED TO THE UNIT A PATIO OR BALCONY AND SO DESIGNATED ON THE PLOT PLAN, IT SHALL NOT BE CONSIDERED A PART OF THE UNIT TO WHICH IT IS ATTACHED AND SHALL BE CONSIDERED A LIMITED COMMON ELEMENT FOR THE EXCLUSIVE USE OF THE UNIT TO WHICH IT IS ATTACHED.

PROPERTY EXCLUDED FROM UNITS AND PROPERTY INCLUDED IN UNITS: A UNIT SHALL NOT INCLUDE FOUNDATIONS, COLUMNS, GIRDERS, BEAMS, STRUCTURAL JOISTS, SUPPORTS, EXTERIOR WALLS, INTERIOR LOAD BEARING WALLS, UNIT DIVIDER WALLS, PILLARS, CONCRETE FLOORS, EQUIPMENT FOR ELECTRICAL POWER, AND ALL PIPES, WIRES, CONDUITS, DUCTS, VENTS, AND OTHER SERVICE AND UTILITY LINES WHICH ARE UTILIZED FOR, SERVE OR PASS THROUGH MORE THAN ONE UNIT. A UNIT SHALL SPECIFICALLY INCLUDE ALL COMPONENTS OF BATHROOMS CONSTRUCTED WHOLLY WITHIN THE UNIT NOT PREVIOUSLY EXCLUDED FROM THE UNIT.

APERTURES: WHERE THERE ARE APERTURES IN ANY BOUNDARY, INCLUDING, BUT NOT LIMITED TO, WINDOWS AND DOORS, THE BOUNDARIES OF THE UNIT EXTEND TO THE INTERIOR SURFACE OF ALL WINDOWS AND DOORS.

AIR CONDITIONING/HEATING: ANY AIR CONDITIONING/HEATING EQUIPMENT WHICH EXCLUSIVELY SERVES SERVICES A SINGLE UNIT SHALL BE DEEMED A LIMITED COMMON ELEMENT APPURTENANT TO THE UNIT IT SERVES.

LIMITED COMMON ELEMENTS: LANAIS, BALCONIES, AND PARKING LEVEL STORAGE UNITS ARE LIMITED COMMON ELEMENTS. THE USE OF WHICH SHALL BE LIMITED TO THOSE UNIT OWNERS TO WHOM SUCH USE IS ASSIGNED BY MEANS OF THE DECLARATION, AMENDMENTS THERETO, AND ASSIGNMENTS EXECUTED BY THE DEVELOPER, OR BY THE ASSOCIATION

COMMON ELEMENTS: COVERED ENTRY, CORRIDORS, STAIRS, ELEVATOR LOBBY, ELEVATOR, AND TRASH ROOM ARE COMMON ELEMENTS FOR USE OF ALL UNIT OWNERS.

PARKING SPACES: PARKING SPACES ASSIGNED IN ACCORDANCE WITH THE DECLARATION SHALL BECOME LIMITED COMMON ELEMENTS APPURTENANT TO THE UNITS TO WHICH THEY ARE ASSIGNED.

ATTACHMENTS AND EXAMPLES

MAINTENANCE, ALTERATION, AND IMPROVEMENT **PRESERVE DECLARATION: SECTION 7**

RESPONSIBILITY FOR THE MAINTENANCE OF THE CONDOMINIUM PROPERTY, AND RESTRICTIONS UPON ITS ALTERATION AND IMPROVEMENT SHALL BE AS FOLLOWS:

7.1 **BY THE ASSOCIATION:** THE ASSOCIATION SHALL HAVE THE EXCLUSIVE CONTROL TO MAINTAIN, REPAIR AND REPLACE AT THE ASSOCIATIONS EXPENSE:

- (A) ALL COMMON ELEMENTS AND LIMITED COMMON ELEMENTS, EXCEPT AS PROVIDED IN PARAGRAPH 7.2
- (B) ALL PORTIONS OF A UNIT CONTRIBUTING TO THE SUPPORT OF THE BUILDING, EXCEPT INTERIOR SURFACES, WHICH PORTIONS SHALL INCLUDE BUT NOT BE LIMITED TO LOAD-BEARING COLUMNS, LOAD BEARING WALLS AND ROOFS.
- (C) EXCEPT AS PROVIDED IN 7.2, ALL CONDUITS, DUCTS, PLUMBING, WIRING, AND OTHER FACILITIES FOR THE FURNISHING OF UTILITY SERVICES CONTAINED IN THE UNIT.
- (D) AT THE ASSOCIATION'S SOLE DISCRETION, THE ASSOCIATION SHALL BE RESPONSIBLE FOR PAINTING THE EXTERIOR FRONT DOORS OF UNITS.
- (E) ALL DAMAGE CAUSED BY THE INTENTIONAL OR NEGLIGENT ACTS OF THE ASSOCIATION, OR ITS CONTRACTORS OR AGENTS, TO A UNIT BY REASON OF MAINTENANCE, REPAIR AND REPLACEMENT ACCOMPLISHED PURSUANT TO THE PROVISIONS OF THIS SECTION 7.1

REFER TO THE PRESERVE DECLARATIONS FOR SUBSECTIONS (F), (G), (H)

- (I) TO MAINTAIN, REPAIR AND REPLACE AT THE UNIT OWNERS EXPENSE ALL STACKS, VENTS, BOOSTER FANS AND DRYER-RELATED ITEMS APPURTENANT TO, BUT LOCATED OUTSIDE OF A UNIT. INCLUDING, BUT NOT LIMITED TO, ALL STACKS, VENTS, BOOSTER FANS AND DRYER-RELATED ITEMS WHICH ARE DESIGNATED AS A LIMITED COMMON ELEMENT.

7.2 **BY THE UNIT OWNER:** THE UNIT OWNER SHALL BE RESPONSIBLE TO PROMPTLY REPORT TO THE ASSOCIATION ANY DEFECT OR NEED FOR REPAIRS FOR WHICH THE ASSOCIATION IS RESPONSIBLE. THE RESPONSIBILITY OF THE UNIT OWNER FOR MAINTENANCE, REPAIR, AND REPLACEMENT SHALL BE AS FOLLOWS.

- (A) TO MAINTAIN, REPAIR AND REPLACE AT THE UNIT OWNERS EXPENSE ALL PORTIONS OF THE UNIT, INCLUDING BUT NOT LIMITED TO, THE WATER HEATER, AIR HANDLERS AND THE AIR CONDITIONING AND HEATING UNIT WHICH SERVICES THE UNIT OWNER'S UNIT, INCLUDING, BUT NOT LIMITED TO, THAT PORTION OF THE AIR CONDITIONING AND HEATING WHICH IS DESIGNATED AS A LIMITED COMMON ELEMENT.
- (B) A UNIT OWNER SHALL ALSO MAINTAIN, REPAIR AND REPLACE AT THE UNIT OWNERS EXPENSE, ALL PORTIONS OF THE PATIOS, LANAIS AND/OR BALCONIES APPURTENANT TO A UNIT HAVING DIRECT AND EXCLUSIVE ACCESS THERETO, INCLUDING, BUT NOT LIMITED TO, THAT PORTION OF PATIOS, LANAIS AND/OR BALCONIES WHICH IS DESIGNATED AS A LIMITED COMMON ELEMENT.
- (C) INCLUDED WITHIN THE RESPONSIBILITY OF THE UNIT OWNER SHALL BE ALL WINDOWS, SCREENS, SCREEN ENCLOSURES OVER PATIO AND DOORS OPENING INTO OR ONTO THE UNIT. (EXCEPT AS PROVIDED IN SECTION 7.1 (D)), SLIDING GLASS DOORS OPENING INTO OR ONTO THE UNIT, CARPETING, ELECTRICAL FIXTURES AND **APPLIANCES** IN THE UNITS, NON- SUPPORTING WALL AND PARTITIONS, ALL CONTENTS OF THE UNIT AND BUILT-IN CABINETS IN THE UNITS.

(NOT SPECIFICALLY DEFINED IN THE PRESERVE GOVERNING DOCUMENTS. APPLIANCES (PLURAL NOUN) SHALL MEAN: A DEVICE OR PIECE OF EQUIPMENT DESIGNED TO PERFORM A SPECIFIC TASK.)

ATTACHMENTS AND EXAMPLES

THE INSURANCE OTHER THAN TITLE INSURANCE SHALL BE CARRIED UPON THE CONDOMINIUM PROPERTY AND THE PROPERTY OF THE UNIT OWNERS SHALL BE GOVERNED BY THE FOLLOWING PROVISIONS.

10.2 PERSONAL PROPERTY OF UNIT OWNER:

- (A) COVERAGE ALL REAL OR PERSONAL PROPERTY LOCATED WITHIN THE BOUNDARIES OF THE UNIT OWNER'S UNIT WHICH IS EXCLUDED FROM THE COVERAGE TO BE PROVIDED BY THE ASSOCIATION AS SET FORTH IN AS PROVIDED IN FLORIDA STATUTES SECTION 718.111(11)(B) (2004), SHALL BE INSURED BY THE INDIVIDUAL UNIT OWNER AT THE UNIT OWNER'S EXPENSE AND SHALL NOT BE A COMMON EXPENSE SPECIFICALLY, THE UNIT OWNER SHALL BE RESPONSIBLE TO PROCURE AND MAINTAIN AT A MINIMUM INSURANCE COVERAGE FOR THE FOLLOWING ITEMS. ALL FLOOR, WALL, AND CEILING COVERINGS, ELECTRICAL FIXTURES, APPLIANCES, AIR CONDITIONER OR HEATING EQUIPMENT, WATER HEATERS, WATER FILTERS, BUILT-IN CABINETS AND COUNTERTOPS, AND WINDOW TREATMENTS, INCLUDING CURTAINS, DRAPES, BLINDS, HARDWARE, AND SIMILAR WINDOW TREATMENT COMPONENTS. OR REPLACEMENTS OF ANY OF THE FOREGOING WHICH ARE LOCATED WITHIN THE BOUNDARIES OF A UNIT AND SERVE ONLY ONE UNIT AND ALL AIR CONDITIONING COMPRESSORS THAT SERVICE ONLY AN INDIVIDUAL UNIT, WHETHER OR NOT LOCATED WITHIN THE UNIT BOUNDARIES (THE "COVERED ITEMS") COVERED ITEMS SHALL NOT INCLUDE PERSONAL PROPERTY ITEMS SUCH AS FURNITURE, CLOTHING, PAINTINGS, AUDIO/VISUAL EQUIPMENT, JEWELRY, OR OTHER ITEMS NOT SPECIFICALLY LISTED AS COVERED ITEMS
- (B) OWNERS DUTY TO PURCHASE COVERED ITEMS INSURANCE. IT SHALL BE THE INDIVIDUAL RESPONSIBILITY OF EACH UNIT OWNER AT THEIR EXPENSE TO PROCURE AND MAINTAIN INSURANCE FOR COVERED ITEMS THE ASSOCIATION MAY REQUIRE EACH UNIT OWNER TO PROCURE AND MAINTAIN INSURANCE FOR COVERED ITEMS WITH RESPECT TO THEIR UNIT AND TO FURNISH A COPY SUCH POLICY TO THE BOARD UPON REQUEST THE BOARD MAY, BUT IS NOT REQUIRED TO, REQUEST A COPY OF SUCH INSURANCE POLICY OR CERTIFICATE OF INSURANCE FROM EACH UNIT OWNER ON AN ANNUAL BASIS OR FROM TIME TO TIME, PROVIDED, HOWEVER, FAILURE OF THE BOARD TO MAKE SUCH A REQUEST SHALL NOT BE DEEMED A WAIVER OF THE RIGHT TO DO SO THEREAFTER TO THE EXTENT AVAILABLE, THE UNIT OWNER SHALL USE HIS BEST EFFORTS TO OBTAIN THAT THE INSURANCE POLICY FOR COVERED ITEMS MAINTAINED BY THE UNIT OWNER SHALL NAME THE ASSOCIATION AS TRUSTEE AND ATTORNEY IN FACT FOR SUCH UNIT OWNER.
- (C) FAILURE OF UNIT OWNER TO PURCHASE COVERED ITEM INSURANCE THE ASSOCIATION MAY, BUT SHALL HAVE NO OBLIGATION TO, PURCHASE COVERED ITEM INSURANCE ON BEHALF OF AN INDIVIDUAL UNIT OWNER AND CHARGE THE COSTS OF ANY SUCH INSURANCE PREMIUM TO THE UNIT OWNER AS A SPECIFIC CHARGE UNDER THE FOLLOWING CIRCUMSTANCES (I) THE UNIT OWNER FAILS TO PROCURE AND/OR MAINTAIN COVERED ITEM INSURANCE AS REQUIRED HEREIN; OR (II) SUCH UNIT OWNER DOES NOT WHEN REASONABLY NECESSARY REPLACE ANY EXPIRED OR SOON TO BE EXPIRED COVERED ITEM INSURANCE. UPON THE OCCURRENCE OF THE FOREGOING, AND AFTER REASONABLE PRIOR NOTICE TO SUCH UNIT OWNER, AND A REASONABLE OPPORTUNITY TO BE HEARD, THE ASSOCIATION'S BOARD, BY A VOTE OF NOT LESS THAN A MAJORITY OF THE BOARD, MAY PURCHASE SUCH COVERED ITEMS INSURANCE AND MAY RECOVER BY SPECIFIC CHARGE THE COSTS OF SUCH COVERED ITEMS INSURANCE PREMIUM, AS THE CASE MAY BE, AGAINST SUCH UNIT FAILURE OF THE ASSOCIATION TO PURCHASE SUCH COVERED ITEM INSURANCE POLICY ON BEHALF OF THE UNIT OWNER SHALL IN NO EVENT BE DEEMED A WAIVER OF THE RIGHT TO DO SO THEREAFTER

10.3 CONDOMINIUM PROPERTY COVERAGE:

[CLICK HERE](#) GO TO, SECTION 10.3 THE HAMMOCKS – PRESERVE DECLARATION OF CONDOMINIUM FOR ASSOCIATION RESPONSIBILITY FOR PROVIDING INSURANCE.

ATTACHMENTS AND EXAMPLES

NOTE: REFER TO ATTACHED EXHIBITS FOR TIPS, SUGGESTIONS, AND GUIDANCE:

PRESERVE BUILDING DRYER BOOSTER FAN MAINTENANCE – EXHIBIT - B

ENTRANCE DOORS FAILING: SUGGESTED SOLUTION - EXHIBIT - C

MAINTENANCE OF PRESERVE WINDOW SCREENS – EXHIBIT - D

REPAIR AND MAINTENANCE OF LANAI SLIDING DOORS – EXHIBIT - E

MAINTENANCE OF WATER HEATERS, SHUTOFF VALVES, CIRCUIT BREAKERS – EXHIBIT – F

PRESERVE ASSOCIATION ATTORNEY LETTER - RE: WATER HEATERS I SHUTOFF VALVES – EXHIBIT - G

LETTER TO PRESERVE OWNERS RE: UNIT OWNER LIABILITY FOR WATER LEAKS – EXHIBIT - H

SERVICE AND EMOTIONAL SUPPORT ANIMALS – FLORIDA STATUTES- REASONABLE ACCOMMODATION EXHIBIT - I

WATER LEAK PREVENTION & WATER LEAK ACTION PLAN – EXHIBIT - J

PRESERVE WINDOW INSPECTION: REVISED UNIFORM MITIGATION VERIFICATION FORMS – EXHIBIT - K**

LANAI ALUMINUM SCREEN FRAMES: MAINTENANCE, REPAIR & REPLACEMENT – EXHIBIT L

ASSOCIATION RIGHT TO ACCESS UNITS – EXHIBIT - M

RESOLUTION ON SOUNDPROOFING FLOORS: – EXHIBIT - N

SUGGESTION FOR LEAVING UNIT FOR EXTENDED PERIOD – EXHIBIT - P

LETTER TO OWNERS RE. WINDOW SURVEY RESULTS. WINDOWS ARE NOT IMPACT RESISTANT- EXHIBIT - Q

ATTACHMENTS AND EXAMPLES

**FLORIDA BUILDING CODE (FBC) PLUMBING 2017
ADOPTS WITH AMENDMENTS:
INTERNATIONAL PLUMBING CODE 2015 (IPC 2015)
SECTION 606 INSTALLATION OF THE WATER DISTRIBUTION SYSTEM**

606.1 LOCATION OF FULL OPEN VALVES:

1. ON THE BUILDING WATER SERVICE PIPE FROM THE PUBLIC WATER SUPPLY NEAR THE CURB.
2. ON THE WATER DISTRIBUTION SUPPLY PIPE AT THE ENTRANCE INTO THE STRUCTURE.
3. ON THE DISCHARGE SIDE OF EVERY WATER METER.
4. ON THE BASE OF EVERY WATER RISER PIPE IN OCCUPANCIES OTHER THAN MULTIPLE-FAMILY RESIDENTIAL OCCUPANCIES THAT ARE TWO STORIES OR LESS AND IN ONE- AND TWO-FAMILY RESIDENTIAL OCCUPANCIES.
5. ON THE TOP OF EVERY WATER DOWN-FEED PIPE IN OCCUPANCIES OTHER THAN ONE- AND TWO-FAMILY RESIDENTIAL OCCUPANCIES.
6. **ON THE ENTRANCE TO EVERY WATER SUPPLY PIPE TO A DWELLING UNIT, EXCEPT WHERE SUPPLYING A SINGLE FIXTURE EQUIPPED WITH INDIVIDUAL STOPS**
7. ON THE WATER SUPPLY PIPE TO A GRAVITY OR PRESSURIZED WATER TANK.
8. **ON THE WATER SUPPLY PIPE TO EVERY WATER HEATER.**

606.2 LOCATION OF SHUTOFF VALVES:

SHUTOFF VALVES SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS:

1. **ON THE FIXTURE SUPPLY TO EACH PLUMBING FIXTURE OTHER THAN BATHTUBS AND SHOWERS** IN ONE- AND TWO-FAMILY RESIDENTIAL OCCUPANCIES, AND OTHER THAN IN INDIVIDUAL SLEEPING UNITS THAT ARE PROVIDED WITH UNIT SHUTOFF VALVES IN HOTELS, MOTELS, BOARDING HOUSES, AND SIMILAR OCCUPANCIES.
2. ON THE WATER SUPPLY PIPE TO EACH SILLCOCK.
3. **ON THE WATER SUPPLY PIPE TO EACH APPLIANCE OR MECHANICAL EQUIPMENT.**

ATTACHMENTS AND EXAMPLES

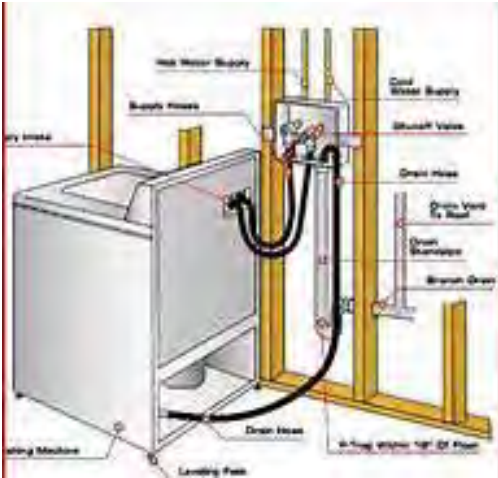


Image 1.



Image 10520-202.
Drainpipe cement fails; drainpipe becomes detached from washing machine water supply box.

Images above show various plumbing failure examples. Image 1, shows plumbing that services the washing machine water supply valves & its drain box; Preserve owners are responsible for maintenance and replacement of the box and its water supply valves.

Image 10520-202 shows a drainpipe cement failure; the drainpipe became detached from the washing machine water supply box. In this event, the water discharged from the washing machine flooded the unit below. The PVC drainpipe plumbing located inside walls is the Association's responsibility. The Association is also responsible for the repair of the drainpipe connection to the water supply box. If an access hole to the drainpipe is required to make repairs. The repair of that drywall is also the Association's responsibility. The Association is responsible for the cost of ceiling drywall repair, texturing, and painting the damaged unit below

Unit owners are responsible for water discharge and leaks that cause damage to another owner's unit. If the damage is caused to another unit because a washing machine floods a unit, its water supply hose breaks or the washing machine drain hose is improperly inserted into the washing machine drain box, drainpipe, the unit owner is responsible for the leak and is responsible for settling with the damaged owner the cost of their repairs.

ATTACHMENTS AND EXAMPLES

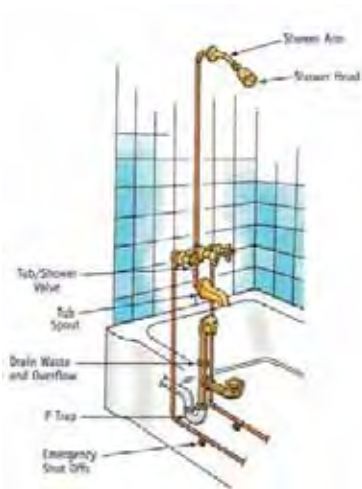


Image 2.



Image 8541-401

Bathing tub drainpipe; joint cement at bottom of "T" joint failed below floor, causing water to leak into unit 302

Image 2 & 8541-401 shows bathing tub plumbing. In instances where the responsibility is the Preserve Associations and, its plumbing cement joints fail or another circumstance happens and water damage occurs in owners units and where drywall requires removal to make repairs, The Association is responsible for the cost of the plumbing repair, drywall repair, texturing, and painting.

(THE PRESERVE ASSOCIATION IS RESPONSIBLE FOR ALL PLUMBING EMBEDDED INSIDE WALLS, UNDER FLOORS AND ABOVE CEILINGS. THE ASSOCIATIONS RESPONSIBILITY FOR PVC/CPVC WATER SERVICE LINES ENDS AT CONNECTIONS TO WATER SHUT OFF VALVES INCLUDING VALVES THAT CONTROL WATER FLOW AT THE WASHING MACHINE WATER SUPPLY BOX, BATHING TUB AND SHOWER VALVES, SHOWERHEAD ARM, TOILETS AND FIRE SPRINKLER PENDANT HEADS. THE PRESERVE RESPONSIBILITY FOR PVC DRAINPIPE PLUMBING ENDS WHERE THE DRAINPIPE EXITS ITS EMBEDDED SPACE AND IS ACCESSIBLE IN THE OWNERS UNIT)

(PRESERVE OWNERS ARE RESPONSIBLE FOR ALL WATER SUPPLY VALVES, WASHING MACHINE WATER SUPPLY/DRAIN BOX, WATER HEATER DRAIN PANS, INSIDE UNIT HVAC AIR HANDLER DRAINPIPE, UNDER TOILET FLANGE AND SEAL, FIRE SPRINKLER PENDENT'S, UNDER SINK AND UNDER COUNTER COOLER/ICEMAKER DRAINPIPE, KITCHEN SINK AIR ADMITTANCE VALVE, CIRCUIT BREAKERS AND BOX, ALL ELECTRIC RECEPTACLES, SWITCHES AND RECESSED LIGHTING FIXTURES LOCATED WITHIN A UNIT. FIRE ALARM COMPONENTS, SMOKE DETECTORS ALSO, PRESERVE OWNERS ARE RESPONSIBLE FOR MAINTENANCE OF SHOWER WATERPROOFING, FLOOR DRAINS AND SHOWER FLOOR PAN LINERS.)

ATTACHMENTS AND EXAMPLES



Plumbing Repair Holes in Ceiling, Unit 302, Below Unit 401

The pictures above show holes cut into a ceiling to make repairs to PVC drainpipe the Association is responsible for. (Preserve Declarations, Section 7.1 (C))

The preserve declarations unit boundaries state; ***THE UPPER HORIZONTAL BOUNDARIES OF EACH UNIT SHALL BE THE HORIZONTAL PLANE OF THE LOWER SURFACE OF THE UNFINISHED CEILING EXTENDED TO THE INTERSECTION WITH THE PERIMETER BOUNDARIES.*** Therefore, ceiling drywall is the Association's responsibility, finishing, texturing, and painting is the owner's responsibility. If the ceiling or perimeter drywall damage in 302 was caused by an event in 401, such as a bathing tub or toilet water overflow, water heater discharge, an appliance water line break, discharge from a unit's blocked appliance drain or valve leak within unit 401, there would have been two damaged parties, the owner in 302 and the Association. In that example, the Association would repair the drywall, the owner in 302 would need to work with the owner in 401 to settle on the responsibility and cost of finishing, texturing, and painting unit 302. Extensive damage from a catastrophic event may require the owners to get their HO6 insurance providers involved.

In the above examples, if the damage in 302 was caused by a PVC drainpipe joint leak located inside the drywall behind the bathing tub or in another drywall enclosed location in 401. The Association is responsible for those drainpipes and repairs. (Preserve Declarations 7.1(C)) Because breaks in the Association's drainpipe; caused damage in 302 requiring drywall removal to make repairs. The Association is responsible to return the drywall, texture, and paint to the same, as-built in unit 302. If the owner in 302 wants something special regarding finishing, that added work is at their expense and requires a proposal itemizing unit 302 owner cost from the Associations cost and requires approval by the Association before work begins.

ATTACHMENTS AND EXAMPLES

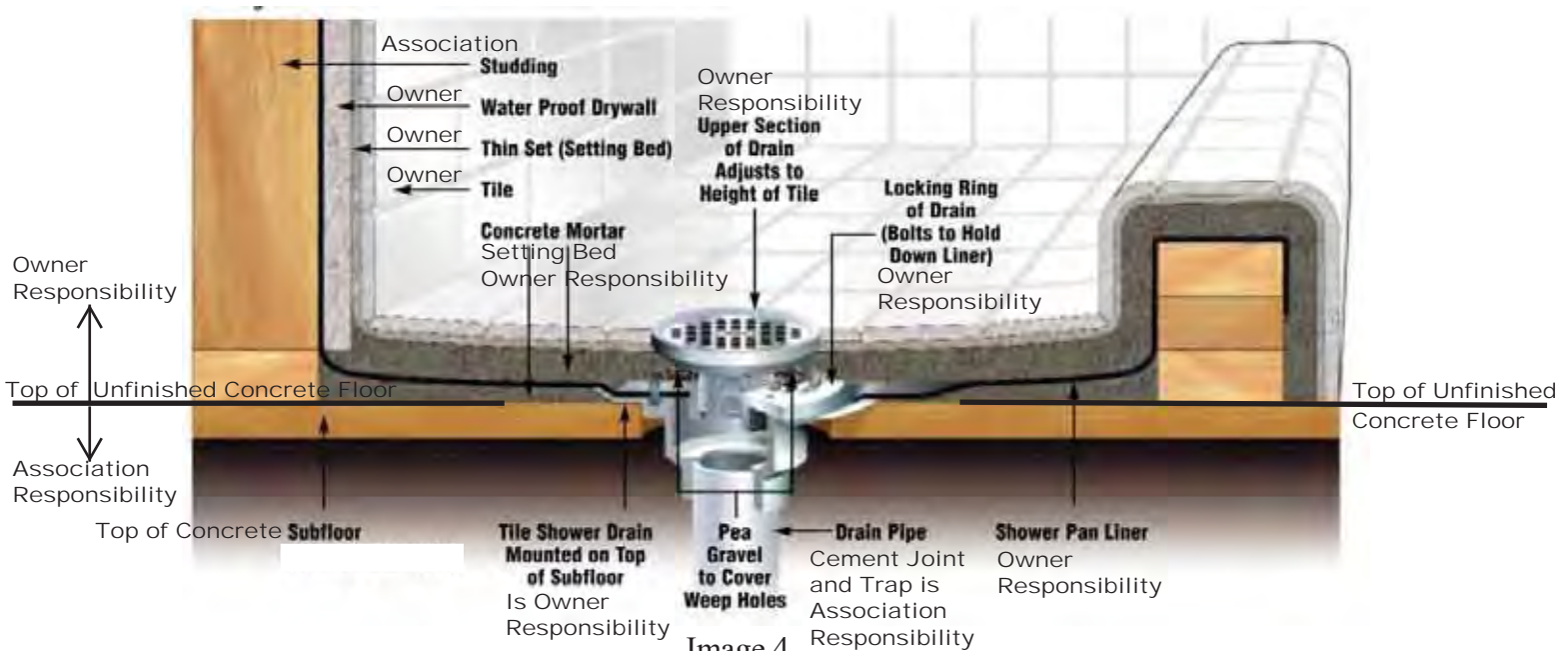


Image 4

The Association is responsible for the maintenance and replacement of the shower and toilet drainpipe that is located below the top surface of a unit’s concrete floor; Image 4 & 5. The Association is also responsible for plumbing located in-between a drywall ceiling and the top of the concrete floor in the unit above. In instances where a drainpipe located behind drywall breaks, its cement joint fails or a water line break occurs. The Association is responsible for the water damage occurring in an owner’s unit. Including drywall holes opened to make repairs; The Association is responsible for the cost of the plumbing repair, drywall repair, texturing, and paint.

The Owner’s are responsible for maintenance and replacement cost of items such as the shower pan liner, waterproof drywall behind tiled walls, the shower floor drain and, the toilet mounting flange. In the event leaks that are an owner’s responsibility cause damage to another owner’s unit or the Association’s property, the unit responsible for the leak is responsible for paying the cost of repairs to damaged property; including drywall repair, texturing, and paint. Refer to “Reimbursement for repairs in Owner’s Units” page 5

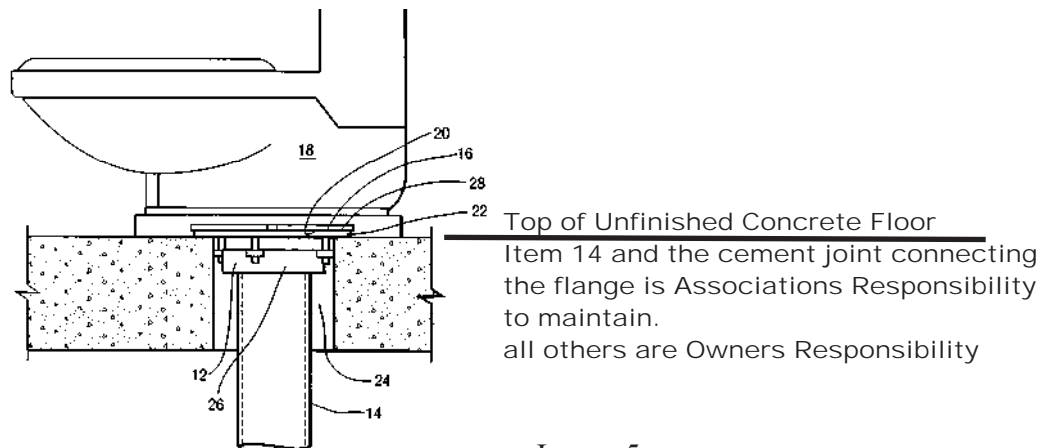
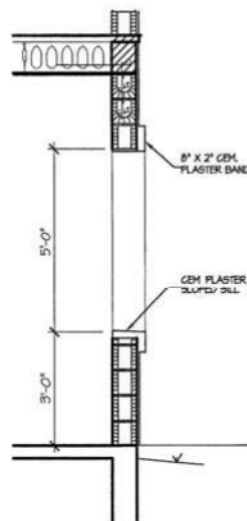


Image 5



The picture at the left shows a Preserve Penthouse ceiling that was damaged by a burst attic sprinkler water line.

Because this damage was caused by the failure of the building attic sprinkler line (below) the Preserve association was responsible for the cost of repair for all unit damage; including water damage remediation, ceiling and wall drywall replacement, texturing, and painting.



1 SECTION
SCALE: 3/8\"/>

The picture at the left shows drywall that has been removed around an owner’s window because it became damp from water intrusion, the paint blistered and peeled. There was uncertainty about the cause of the damage. The outside of the building was inspected; hairline cracks were found and repaired. The drywall remained open for several months to allow drying and be certain the water intrusion was resolved. Several times the Facility Manager hose soaked the outside of the building to ascertain if the remedy worked.

After the area remained dry for several months the drywall was repaired.

Because the damage was caused by the building’s Cement Missionary Unit (CMU) exterior wall hairline cracks, The Preserve Association was responsible for the cost of repair for all unit damage including, water damage remediation, drywall replacement, texturing, and painting.

The Preserve Declarations state; “Included within the responsibility of the Unit Owner shall be all Windows, Screens, and Doors” The Declarations also state, ***“THE PERIMETER BOUNDARIES OF EACH UNIT SHALL BE THE VERTICAL PLANES ESTABLISHED BY THE BACKSIDE OF THE DRYWALLS AND OUTER BOUNDARIES OF DOORS AND WINDOWS”*** If the damage above was caused by a Window or Door leak, the responsibility for repairs would be the unit owners.



The picture at the left shows drywall damage caused by a leaking Sprinkler Pendant. Owners are responsible for maintenance, repair, and replacement of appliances, (Fire Sprinkler Pendants & Components) inside an Owners Unit and their Limited Common Element Storage Space Locker. When deficiencies are found with Fire Sprinkler components the cost of repairing those components and damage that occurs as a result of the leaking is also the responsibility of the Unit Owner.

Appliances (Plural Noun) shall mean; a device or piece of equipment designed to perform a specific task.



The Englewood Area Fire District and the Preserve Governing Documents require garage parking spaces to be kept free of clutter and not be used for storage. Residents must use their Storage Space Lockers (SSL) to store paraphernalia. However, The Englewood Area Fire district has approved the parking of two bicycles outside, in front of the storage Lockers. (Refer to the bicycle parking policy on page four of this document for guidance) All other items must be stored inside the locker. Failure to do such will result in a warning letter being issued. Then, if ignored, fines will be levied on storage unit owners.

Notes:

The Hammocks-Preserve Condominium Association is grateful to Carolyn Maddy-Bernstein for graciously volunteering her time editing this document.

EXHIBIT (B)

Preserve Buildings ~ Dryer Booster Fans

Recently, some owners have asked questions concerning the sound of a motor continually running in their units. Most likely, if the sound is coming from the ceiling close to a louvered grill, that grill is an access to your units Dryer Booster Fan. Many units have a Dryer Booster Fan installed in the dryer vent duct because of the long duct run from the Dryer to the buildings exterior vent outlet.

These Booster Fans the pressure switch and their probes have been in service for over 10 years in many units and may become clogged with lint, need to have maintenance or they simply wear out. If the booster fan does not run when the dryer is running it will reduce the dryers efficiency greatly increasing the drying time



How do I know if I have a Dryer Booster Fan?

If you look behind the Dryer and see a switch that looks similar to the photo, with a plastic tube coming out of it, you have a Dryer Booster Fan. This is a pressure switch that controls the Booster Fan motor. The Booster Fan should only run when the Dryer is running. If the fan is running when the Dryer is off the switch may have become defective and needs maintenance or replaced. The Booster Fan has a low noise level when it is running and can barley be heard. If your Booster Fan has become noisy when it is running it needs maintenance or replacement.

The Preserve Declaration of Condominium, Section 7.

MAINTENANCE, ALTERATION, AND IMPROVEMENT.
§7.1 By the Association. §(i) States "To maintain, repair and replace **at the Unit Owners expense** all stacks, vents, booster fans and dryer-related items appurtenant to, but located outside of a unit, including, but not limited to all stacks, vents, booster fans and dryer-related items which are designated as a Limited Common Element."

Licensed HVAC Service Contractors for Dryer Booster Fan Maintenance, Repair or Replacement. These Contractors are recommended because they have done work in our buildings, are knowledgeable about the products and are familiar with the buildings construction.

Grande Aire Services, Inc.

(941) 964-1142

Tell them, ED McCarty Knows
About Dryer Booster Fans For
The Hammocks-Preserve Buildings.

OR

Dryer Vent Wizard.

(866)-498-7233 Appointments

(941)-799-5580 Sarasota Number

Please Note: The Preserve Association may perform maintenance or make repairs and assess the costs of the repairs to the Unit Owner if they fail to properly have repairs done to the Dryer Booster Fans.

EXHIBIT (B)



THE HAMMOCKS-PRESERVE. A CONDOMINIUM

RESOLUTION ON MAINTENANCE, ALTERATION AND IMPROVEMENT OF DRYER BOOSTER FANS & BATHROOM VENT FANS

WHEREAS,

The [DECLARATION OF CONDOMINIUM](#) FOR THE HAMMOCKS-PRESERVE, Section 7. MAINTENANCE, ALTERATION AND IMPROVEMENT. §7.1 **By the Association.** §(i) ~ States. "To maintain, repair and replace at the Unit Owners expense all stacks, vents, booster fans and dryer-related items appurtenant to, but located outside of a unit, including, but not limited to all stacks, vents, booster fans and dryer-related items which are designated as a Limited Common Element."

WHEREAS,

The Hammocks-Preserve Condominium Association wishes to facilitate the Unit Owners and enable them to expedite repairs of Dryer Booster Fans or Bathroom Vent Fans located in the Limited Common Element of an Owners Unit.

NOW, THEREFORE, IT IS RESOLVED,

The Hammocks-Preserve Condominium Association adopts a Resolution that states. In addition to The Hammocks-Preserve Declaration of Condominium, §7.1 (i). The Hammocks-Preserve Condominium Association, in an effort to facilitate the Unit Owners and enable them to expedite repairs of Dryer Booster Fans or Bathroom Vent fans located in the Limited Common Element of an Owners Unit. Allows the Unit Owner, at the Unit Owners expense, to contract and have Maintenance, Repair or Replacement of Dryer Booster Fans and Bathroom Vent Fans done. Work shall be performed by and limited to *Licensed & Insured HVAC Service Contractors* of their choosing.

SUBMITTED BY: Francis Stenglein ~ Hammocks-Preserve Board Member.

ACTION TAKEN: Adopted, by majority vote.

DATE: March 27, 2017

EFFECTIVE TIME PERIOD: Ongoing

Director Signature Print Name/Title

Director Signature Print Name/Title

Director Signature Print Name/Title

Director Signature Print Name/Title



June, 2019

EXHIBIT (C) Entrance Doors Failing; Suggested Solution

Dear Hammocks Cape Haze Condominium Unit Owners,

Recently a letter was mailed to all Hammocks Cape Haze Condominium Association owners bringing to their attention the problem owners are having with their doors failing (picture). As you know the Condominium Associations Declarations Section 7.2 (c) assigns the responsibility of maintenance of doors to the unit owners. Along with warning owners about the door failure issue, the Association's Directors and Administrators want to be helpful to owners by making a suggestion on how doors can be replaced at a reasonable cost.

The Associations have contacted several local Therma-Tru door dealers asking them to submit itemized proposals on pricing of the doors and separately the cost of installation. Of the proposals received, one is a Charlotte County Door company, (Visit the web-site) [Donna's Door & Window Co.](#) located at 18480 Paulson Dr. Suite B-4, Port Charlotte FL 33954 submitted the most interesting; See attached.



Donna's Door & Window Company advertizes fifteen locations served on the Gulf Coast

When the requests for proposals were sent to dealers' very specific information was sent with it informing dealers what would be necessary to do the installations.

The owner of Donna's Door & Window Company, Donna Kallnischkies, traveled to the Hammocks Cape Haze.

With the Hammocks facility manager, John Schwab, visited buildings and documented the door sizes, frames, door hardware and weather-stripping so in the event owners need replacement parts she could have them on hand.

Please review the proposal. The Associations suggest owners consider banding together; Contact Donna's and arrange for replacement of Doors.

Donna's, upon receiving requests from owners to install doors, will advise owners of deposit and final payment requirements and record the orders. When enough orders are received, Donna's will procure doors and make arrangements with Owners for installation of them.

Please note; this transaction is between each owner and Donna's Door & Window Co. Other than being helpful by providing owners the suggestion and other attached information; The Hammocks Cape Haze Condominium Associations', Directors and Administrators assume no responsibility for the transaction or its outcome.

EXHIBIT (C)

Estimate

Donna's Door & Window Co.
 18480 Paulson Dr. Suite B-4
 Port Charlotte, FL 33954
 License # AAA-10-00003

Date	Estimate #
6/5/2019	19-4230

Name/Address	
Francis Stenglein Hammocks Cape Haze 8660 Amberjack Cir Englewood 34224	
Customer Phone	937-231-3474
Customer E-mail	hcp.fg.stenglein@gmail.com

Sales Rep	Job Name

Description	Qty	Cost	Total
Impact Rated 3/0x8/0 Therma Tru Style No. FC860 6 Panel Textured Oak Door Only w/ Inswing Sweep 1-14 \$497.70 each 15+ \$478.00 each		0.00	0.00T
Impact Rated 3/0x6/8 Therma Tru Style No. FC60 6 Panel Textured Oak Door Only w/ Inswing Sweep 1-14 \$297.00 15+ \$272.45			
Install 1-4 \$190.00 each 5+ \$157.00 each			
Doors are sold primed and ready to paint. Paint within 30 days of installation.			

Estimates Good for 30 Days		Subtotal
		Sales Tax (7.0%)
		Total
Phone #	Fax #	
941-255-3770	941-255-3778	

Signature

EXHIBIT (C)

Estimate

Donna's Door & Window Co.
 18480 Paulson Dr. Suite B-4
 Port Charlotte, FL 33954
 License # AAA-10-00003

Date	Estimate #
6/5/2019	19-4230

Name/Address	
Francis Stenglein Hammocks Cape Haze 8660 Amberjack Cir Englewood 34224	
Customer Phone	937-231-3474
Customer E-mail	hcp.fg.stenglein@gmail.com

Sales Rep	Job Name

Description	Qty	Cost	Total
Add ons: 1 set white weather strip - 16.25 Interior or exterior sweep - 8.90			

Estimates Good for 30 Days		Subtotal	\$0.00
		Sales Tax (7.0%)	\$0.00
		Total	\$0.00


Phone #	Fax #
941-255-3770	941-255-3778

Signature _____

EXHIBIT (C)

Better Business Bureau®

[Home](#) > [Florida](#) > [Port Charlotte](#) > [Doors](#) > Donna's Door & Window Company



Donna's Door & Window Company

Doors

This company provides sales, installation, and service of all types of windows and doors, including impact resistant.

- 📍 18480 Paulson Dr STE B4
Port Charlotte, FL 33954-1036
- 🌐 <http://www.facebook.com/donnasdoorwindow>
- 📞 (941) 255-3770

<p style="text-align: center;">Accreditation</p>  <p style="text-align: center;">Accredited Since: 11/5/2015</p> <p style="text-align: center;">Years in Business: 17</p>	<p style="text-align: center;">BBB Rating</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">A+</p> <p style="text-align: center; font-size: 0.8em;">Customer Reviews are not used in the calculation of BBB Rating</p>	<p style="text-align: center;">Customer Reviews</p> <p style="text-align: center; font-size: 1.2em;">THIS BUSINESS HAS 0 REVIEWS</p>
---	---	---



Business Details

Location of This Business
18480 Paulson Dr STE B4, Port Charlotte, FL 33954-1036

BBB File Opened: 12/12/2005
Years in Business: 17
Business Started: 2/12/2002
Business Incorporated: 2/12/2002 in FL
Accredited Since: 11/5/2015
Type of Entity: Corporation

Alternate Business Name
Annodivad Venture Group, Inc.

Contact Information
Principal



EXHIBIT (C)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GIGA Solutions, Inc. 101 Plaza Real South Ste 201 Boca Raton FL 33432	CONTACT NAME: PHONE (A/C, No. Ext): 888-581-0807 FAX (A/C, No): 954-252-4426 E-MAIL ADDRESS: certs@gigasolves.com														
INSURED Integrity Employee Leasing IV, Inc. 128 W. Charlotte Avenue Punta Gorda FL 33950	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : STATE NATL INS CO INC</td> <td style="text-align: center;">12831</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : STATE NATL INS CO INC	12831	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** 1027685685 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TGW900100400	2/1/2019	1/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Coverage provided for all leased employees but not subcontractors of Annodivad Venture Group Inc dba Donna's Door & Window Co. Location coverage effective 2/1/2019

CERTIFICATE HOLDER Hammocks Cape Haze 8660 Amberjack Circle Englewood FL 34224	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--



EXHIBIT (C)

DONNA-1

OP ID: PL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 941-429-9709 Key Agency Inc North Port 14942 Tamiami Trail North Port, FL 34287 Key Agency Inc.		CONTACT NAME: Key Agency Inc. PHONE (A/C, No, Ext): 941-429-9709 FAX (A/C, No): 941-429-0287 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
		INSURER A : Auto Owners Insurance	
		INSURER B : First Community Insurance Co.	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	
INSURED Donnas Door and Window Co dba Annodivad Venture Group Inc 18480 Paulson Dr Ste B4 Port Charlotte, FL 33954			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			090004983255208	06/30/2018	06/30/2019	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ included
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			4634623200	04/18/2019	04/18/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Door & Window Sales

CERTIFICATE HOLDER

CANCELLATION


HAMMO06 Hammocks Cape Haze 8660 Amberjack Circle Englewood, FL 34224	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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EXHIBIT (D)

GALVANIC CORROSION, PITTING AND CREVICE CORROSION OF THE HAMMOCKS PRESERVE WINDOW SCREENS



The purpose of this document is to alert Hammocks Owners that this condition exists on the aluminum window screen frames in many of the units. If you contract to have any service done on your windows and this condition exists, removing the screens may allow the frames to break apart at the retaining pins and they may not be able to be re-installed into the window frames. Owners should ask the service contractor to advise them if the condition exists on their screens. If it does the owner needs to make the decision weather or not to remove the screens and take responsibility for the result.

The Hammocks Preserve Associations assumes no responsibility for this damage if it occurs.

The Preserves Declaration of Condominium [§7.2 \(c\)](#) states. "Included within the responsibility of the Unit Owner shall be all windows, screens, screen enclosures over patio and doors opening into or onto the Unit, sliding glass doors opening into or onto the Unit,etc."

If the window screens need to be replaced, owner Bob Wright has found a local source for them.

**GULF COAST HARDWARE
975 S MCCALL RD
ENGLEWOOD, FL 34223 US
(941) 474-1807**

Call and ask for Frank

EXHIBIT (E)

Repair and Maintenance of Lanai Sliding Doors

Frank Stenglein

For anyone who would like to know, this is the results of the work I had done on roller replacement for my Lanai sliding glass door. Pictured below is the manufacturer and style of the doors that we have, the manufactures label and the SGD roller assemblies that were replaced. There are two required for each door. If someone is having a service call made giving this information would be helpful because it is not a standard roller assembly that Englewood Glass had on there truck, they had to have them delivered to my unit. Total cost of the roller replacement for my door was \$189.00 tax included. Cost was more than estimate due to the cost of the larger duel wheel roller assembly and additional time required to do the work.

Very Important. Do not lubricate rollers with WD40. It sucks the lubricant out of the rollers and allows them to wear out faster.

I was told that any silicone based lubricant would work. They use a lubricant named "**Alum A Lube**". To lubricate the rollers they recommend spraying the lubricant on the track then roll the door over it allowing the rollers to pick up the lubricant and deliver it to the bearings. Don't lubricate by spraying lubricant through the roller adjustment holes at the bottom of the door frame as the rollers straddle that hole and the lubricant doesn't hit the bearing. See picture of the roller assembly below. After the bearings are lubricated clean the track by wiping the excess lubricant off the tracks with a paper towel.

Hope this information helps. Frank



EXHIBIT (E)



Miami-Dade Approved Impact Doors

(800) 573-1780
(305) 328-9138
sales@astorwindows.com



call us now!



FRENCH DOORS | SLIDING GLASS DOORS | PGT WINDOWS | ABOUT US | CONTACT US

PGT WinGuard® Doors

PGT WinGuard® door product line was designed to meet the highest standards, complying with Florida's most stringent code requirements for wind-borne debris protection. WinGuard® line of impact doors features beautiful French and sliding glass doors that provide a number of design options to integrate indoor with outdoor entertainment areas while offering hurricane protection. For example, our different size configurations in our impact-resistant sliding glass doors will provide you with new ways of bringing freedom and additional lighting to your floor layout. We feature impact sliding glass doors that can cover an up to 24-foot-wide openings! With this size of an opening, you have the flexibility to completely integrate two separate areas when entertaining guests. Equally important, this configuration can completely improve the lighting exposure in the house.

WinGuard® Sliding Glass Door (SGD730)



[Standard Sizes \[298 KB \]](#)

General Product Information

PGT FD101 impact-resistant door could be single or double (shown above). The maximum width that these doors can fill up is 37 inches for the single version and 72 inches for the double panel option. Both options can have fixed panels to the side called "side lites." The maximum width for side lites are 37 inches. These doors come in two standard height sizes: 80 and 96 inches. PGT can build custom sizes if needed. However, the maximum height tested and approved for Miami-Dade County is 96 inches.

EXHIBIT (E)



Hammocks Cape Haze

Water Heater,

Shut Off Valves,

Circuit Breaker,

Insurance Considerations

And

Smelly Water After Long Periods

Of No Water Movement

EXHIBIT (F)

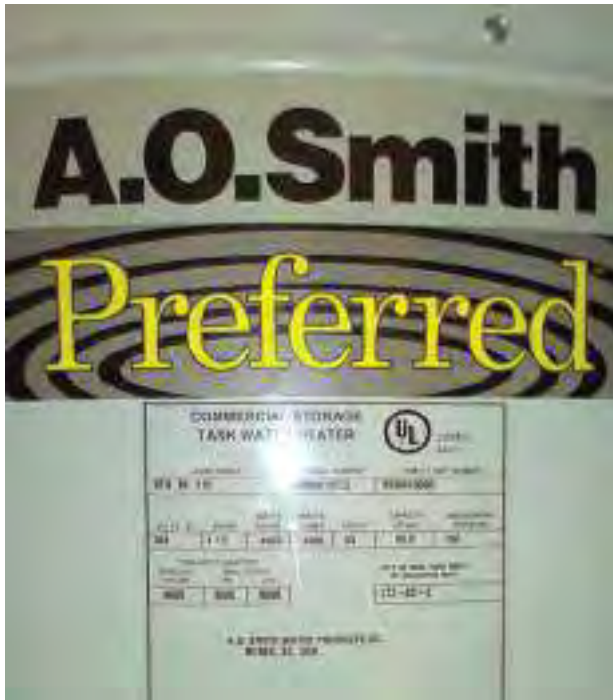


Photo of the water heaters originally installed by the developer in 2006/2007. They are a light duty commercial water heater that had a 3 year warranty. Below are the warranty results that were returned when this water heater was registered in 2011. These tanks are approaching their end of useful life and many will fail in the near future. Seasonal owners may want to consider replacing these water heaters before they do fail and become a stressful emergency when you are not occupying your unit.

AO Smith Commercial Electric Water Heater Dura-Power Preferred
 Model Number DEN 80 20G023000 Serial Number K06M010223 Install Date 5/07

Warranty Verification: Results Product Information

Brand A.O.SMITH
 Heater Serial: [K06M010223]
 Model: [DEN 80 20G023000]
 Type Commercial
 Install Date 5/1/2007
 Manufacture Date 10/31/2006

Warranty Details

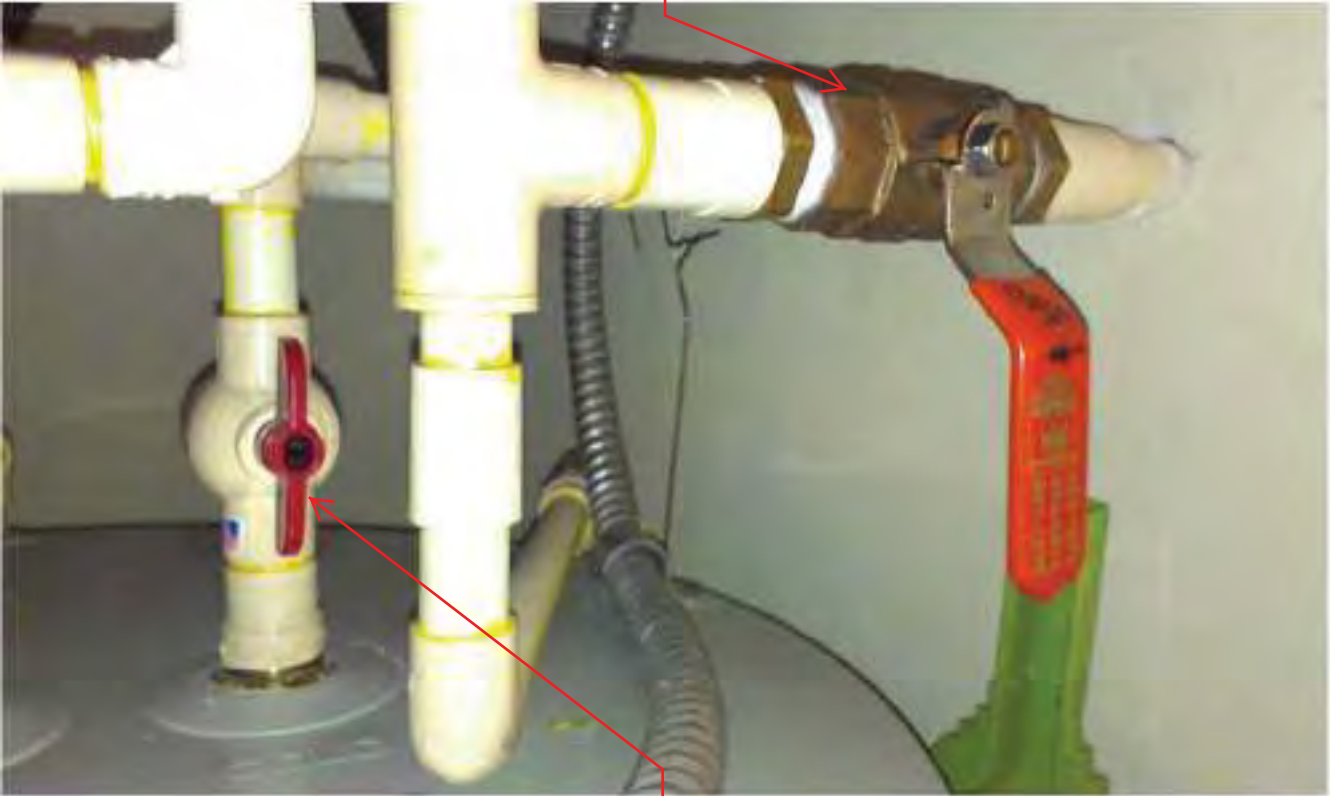
Type	Length	Extended Warranty	Expiration	Status
Tank	3 yr	No.	5/1/2010	Pending Documentation
Parts	1.00 yr	N/A	5/1/2008	Pending Documentation

EXHIBIT (F)

The Preserve Home Owners Association is adopting a rule requiring all units that are vacant for a short or extended period of time must have the master water supply valve turned off. Below are a few tips for owners to help them come into compliance with the new rule. The Villa owners may also want to consider these tips.

MASTER WATER SUPPLY VALVE...

Turns off all water flow to the unit. Some of the existing PVC valves are defective and may not shut the water supply off. They may crack if forced to shut off. If your original valve will not shut your water off it must be replaced. The valve shown is a replacement valve for the PVC valve that the Preserve Home Owners Association is requesting the owners to replace.



HOT WATER TANK SUPPLY VALVE...

This valve turns off the water flow to the hot water tank still allowing cold water to flow to the unit. Some of these existing PVC Valves are defective. Caution must be used if you try to turn this valve off. It is an inexpensive PVC valve that has the same issues as the original master supply valve. If you force it to turn off it could crack. It is advisable to change this valve if it doesn't shut off the water supply to the tank



WATER HEATER CIRCUIT BREAKER & LOCKOUT BRACKET...

If you are a seasonal resident you may want to turn the water heater circuit breaker off to reduce electricity usage while you are away. If your insurance requires or for some other reason the tank needs to be drained when the unit is vacant for long periods. Turn the circuit breaker off before emptying the tank & lockout the breaker so it cannot be turned back on before filling the tank. Tag the lockout with a reminder note to fill the water heater tank before turning the circuit breaker on. Caution... turning the electricity on before filling the tank will destroy the heating elements.

EXHIBIT (F)

Check your overflow pan to be sure the fitting is properly installed and sealed so in the event of a leak or discharge of water it is drained into the over flow drain and not your unit. Mine had a hole the size of a pencil at the bottom were it could not be seen.

Download and review your Condominium Homeowners H06 Policy for Coverage, Exclusions and what they want seasonal owners to do while they are away to protect the unit in the event of a hot water tank failure or discharge. Insurance companies have different policy requirements and exclusions, do a word search for "**water**".

As an example, Arc Royal (ASI) has this paragraph in their Homeowners (HO6) Unit-Owners Form.

12. Accidental discharge or overflow of water or steam from within a plumbing, heating, air conditioning or automatic fire protective sprinkler system or from within a household appliance. We also pay for tearing out and replacing any part of the building which is covered under Coverage A and on the "residence premises," if necessary to repair the system or appliance from which the water or steam escaped.

This peril does not include loss:

- a. On the "residence premises," if the dwelling has been vacant for more than 30 consecutive days immediately before the loss. A dwelling being constructed is not considered vacant;
- b. To the system or appliance from which the water or steam escaped;

Hint, ask your agent to define the word "Vacant, Occurrence & Unoccupied" in writing. Don't accept the statement "It depends on the adjusters determination" Arc Royal (ASI) Seasonal Dwelling Endorsement is on the next page. Other insurance company Seasonal Dwelling Endorsements and Exclusions are similar. Check yours for your insurance companies requirements.

EXHIBIT (F)

SEASONAL DWELLING ENDORSEMENT (ASI HO 09 SDE)

For the premium charged, liability coverage under this policy is limited to losses related to the ownership, maintenance or use of the premises insured by this policy.

The following changes have been made to the coverage provided under your policy:

DEFINITIONS

Definition 5. "Occurrence" is deleted and replaced by the following:

5. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions, resulting from the ownership, maintenance, or use of the premises described on the Declaration page, which results, during the policy period, in:
 - a. "Bodily injury"; or
 - b. "Property damage."

COVERAGE C – PERSONAL PROPERTY

The following is added to item 12:

- d. While the dwelling is "vacant" or "unoccupied" for 30 days or more or being constructed unless you have shut off the water supply and drained the system and appliances of water. Systems and appliances of water do not include outdoor swimming pools or spas or outdoor irrigation wells.

SECTION I – EXCLUSIONS

The following Exclusion is added:

Accidental discharge or overflow of water or steam or condensation from within a plumbing, heating, air conditioning or automatic fire protection sprinkler system or from within an appliance for heating water or from within a household appliance. This exclusion applies only while the dwelling is "vacant" or "unoccupied" for 30 days or more or being constructed unless you have shut off the water supply and drained the system and appliances of water. Systems and appliances of water do not include outdoor swimming pools or spas or outdoor irrigation wells.

All other policy provisions apply.

EXHIBIT (F)

AO SMITH TECHNICAL BULLETIN

BULLETIN 22

SMELLY WATER

CAUSE	<p>The most common cause of “smelly water” is a non-toxic sulfate reducing bacteria, scientifically termed <i>Divibrio Sulfurcans</i>. This bacteria often enters the water system through construction or a break in ground piping. The bacteria creates the energy it needs to survive by converting sulfate(SO₄) to hydrogen sulfide(H₂S) gas you smell in the water.</p> <p>Hydrogen sulfide gas is distinctive because of its rotten egg-like stench. Its presence can severely affect the taste as well as the odor of the water. Occasionally this bacteria can be accompanied by black deposits, the result of pipe and fitting corrosion. In extremely high concentrations, hydrogen sulfide gas can be toxic though the gas is detectable long before harmful levels are reached.</p> <p>The requirements for the bacteria to thrive are: a) an elevated level of sulfur in the water, b) activated hydrogen from cathodic reactions within the tank, c) water with little or no dissolved oxygen, d) and temperatures below 138 F.</p> <p>Items that can increase the potential for this bacteria are: a) water softeners, b) well water, c) and long periods of no water movement.</p> <p>Other factors that may contribute to smelly water:</p> <ul style="list-style-type: none">Chlorides of Magnesium and Calcium leave a bitter taste.Chloride of Sodium produces a salty taste.Sulfates (50 ppm) gives a medicinal taste.Carbon Dioxide in a low pH water gives fizzy water.Iron and tannic waters also give a bad taste and odor.
TREATMENT	<p>The simplest treatment available is the shock-chlorination of the system. This is a surface treatment, and often requires repeated trials in heavily infected systems. The chlorination of a system requires that you follow each step explicitly to avoid an un-treated portion of the piping system from reinfected another part. See Bulletin 23 for the chlorination procedure. Longer lasting solutions include chlorination or aeration of the water supply.</p>
NOTE	<p>Since smelly water is caused by a bacteria presence and is not caused by the water heater, any treatment would not be considered warranty related.</p>



Port Charlotte Office

18501 Murdock Circle
Suite 304
Port Charlotte, FL 33948
941-206-3700
941-206-3701 fax

Fort Myers Office

5237 Summerlin Commons
Suite 411
Fort Myers, FL 33948
239 243-9934

Mark Martella, Esq.

mmartella@icardmerrill.com

June 22, 2017

Debbie Maysack, President
The Hammocks-Preserve Condo Assoc., Inc.
10550 Amberjack Way #203
Englewood, FL 34224

Re: Water Heaters & Shutoff Valves

Dear Ms. Maysack:

Pursuant to your request, I am writing to you as President of the Board of Directors of the Hammocks – Preserve Condominium Association, Inc. Specifically, I am writing with regard to the issue as to whether the Association has the authority to go into a unit to unilaterally replace an old water shut off valve that may not be working and/or the water heater. Based upon my review the Association documents, I do not believe that the Association has the right to replace these items as it is not part of the “Common Elements” or “Limited Common Elements” of the Association’s property and, therefore, does not fall within the maintenance purview of the Association.

Additionally, because of the potential liability for assuming repairs for non-common area property, I do not believe the Association should take on that responsibility. As it is not part of the common elements, it may not be something that can be insured for and, therefore, should there be extensive damage to a unit including mold, the Association may be taking on a liability for which it does not have funding and/or insurance to cover.

While this is a pressing issue in many condominium associations, the best way to address the issue is to communicate to the unit owners to let them know that pursuant to the Declaration of Condominium in Section 7.6:

1. They are responsible for the cost of the repair and maintenance of not only their unit, but of the repair of the Common Elements and Limited Common Elements that may be damaged as well.

EXHIBIT (G)

Debbie Maysack, President

The Hammocks-Preserve Condo Assoc., Inc.

June 22, 2017

Page 2

2. They are also responsible for damage to neighboring units.

As this can result in costs of tens of thousands of dollars, (and even more if litigation ensues for attorney's fees), **unit owners should be put on notice** via the association newsletter, emails and direct mailings regarding this issue and the related costs.

It may also be helpful to also consult with the Association's insurance agent to find out what may be covered and not covered to motivate unit owners to address this issue and compare the minor costs of repairing or replacing these two items versus the possible total loss that may occur and not be covered by their insurance.

In sum, **the Association should not take on any additional responsibility for non-common area elements.** To do so would not be in the best interest of the Association.

As always, please feel free to contact me if you have any questions or would like to discuss this matter further.

Very truly yours,

ICARD MERRILL

By:



Mark Martella

MM/ma

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EXHIBIT (H)



THE HAMMOCKS CAPE HAZE

July 2017

TO: Preserve Homeowners
FROM: Preserve Board of Directors
RE: Letter From Preserve Attorney Re: Water Heaters and Shut off Valves

Water leaks at the Hammocks has reached a crises! The most frequent culprit is busted water heaters and the inability to shut off water heater valves and/or water supply valves. Despite repeated warnings to owners, water damages continue to occur almost weekly. Expenses incurred are in the tens of thousands of dollars. Unfortunately, some of your association dollars have been required for a portion of these repairs.

A number of leaks have come from units that are not occupied; and in many cases the water heater and/or the water supply valves have not been turned off. As a reminder, the Preserve Board adopted the following Rule on March 21, 2016:

Homeowners must turn off the main water supply valve, and the water heater switched off, when the unit is unoccupied for a period of 72 hours or longer. Failure to do so will result in a fine, and in the event of any resultant leakage the owner will be liable for all Association costs to repair any damage caused.

The Preserve Board of Directors consulted the Association attorney regarding the damage from leaks. Please read the attached letter with his response. Your ***receipt of this letter will document that you have received proper notice of your potential liability in any future water leaks in your units.***

Owners are asked to ***immediately*** replace the original hot water heater installed by the developer. In addition, the hot water heater shut-off valve and the main water supply shut-off valves **MUST BE** replaced by brass valves, as the original PVC valves are almost universally failing. The warranty on the original hot water has expired.

Thank You - to the owners who have already replaced their water heaters and valves.

All owners are asked to make note of the warranty expiration date on the replacement hot water heater for future maintenance and replacement. In addition, the Board requests that owners notify the Office Manager at propertymanager@hammocks.com when the work is completed, along with warranty information.

A licensed plumber must be employed to replace the hot water heaters and valves. NOTE: The water for an entire Preserve building **MUST** be shut off to replace these valves; therefore it is recommended to replace as many valves as possible in the same building at the same time. Several residents' report they received discounted rates by teaming up with their neighbors when hiring a plumber for this project. A list of preferred plumbing vendors is posted on the website for your convenience. The Office Manager is available to work with you for entry into your unit if you are not in residence.

Our goal as Board members is to limit damage to the buildings and keep HOA fees to a minimum.

Thank you for your attention to this urgent request

Session Ends and Long Awaited ESA Bill Passes!

EXHIBIT (I)

March 16, 2020

By: Donna DiMaggio Berger



We will be addressing the major bills impacting our CALL members in a series of separate alerts since there is a lot to discuss on each bill. In the first of the series, we are delighted to announce that **SB 1084**, the bill which takes the first step to rein in emotional support animal abuse, passed! We thank our HonestESA members who helped make this happen. The effective date of the bill is July 1, 2020.

This new law provides for the following:

- Amends Section 817.265 of the Florida Statutes. A person who falsifies information or written documentation or who knowingly provides fraudulent information or written documentation to obtain an emotional support animal (ESA) or otherwise knowingly and willfully misrepresents himself or herself

as having a disability or a disability related need for an ESA commits a misdemeanor of the second degree as punishable under Chapter 775 of the Florida Statutes. In addition, a person convicted under this new law must also perform thirty (30) hours of community service for an organization that serves persons with disabilities or such other organization that the court determines is appropriate.

- Amends Section 456.072 of the Florida Statutes. A health professional who provides information, including written documentation, indicating that a person has a disability or which documentation supports a person's need for an ESA without personal knowledge of the person's disability is subject to disciplinary action.
- Amends Section 760.27 of the Florida Statutes.
- Defines an ESA as "an animal that does not require training to do work, perform tasks, provide assistance, or provide therapeutic emotional support by virtue of its presence which alleviates one or more identified symptoms or effects of a person's disability."
- Allows associations to deny a reasonable accommodation request for an ESA if the animal being requested poses a "direct threat to the safety or health of others or poses a direct threat of physical damage to the property of others which threat cannot be reduced or eliminated by another reasonable accommodation."
- Allows associations to request supporting information for the ESA if a person's disability is not readily apparent.
- Clarifies that information which may support an ESA request may include: a determination of disability from any federal, state, or local government agency; receipt of disability benefits or services from any federal, state, or local government agency; proof of eligibility for housing assistance or a housing voucher received because of a disability; information from a health care practitioner (456.001, F.S.), a tele-health provider (456.47, F.S.) or any similarly licensed or certified practitioner or provider in good standing with his or her profession's regulatory body in another state BUT only if such out-of-state practitioner has provided in-person care or services to the person on at least one occasion.
- The practitioner or provider of the supporting information must have personal knowledge of the person's disability and must be acting within the scope of his or her practice.
- If a person requests more than one ESA, he or she must provide supporting information for each animal.
- The association may require proof that each ESA is properly licensed and vaccinated.
- The association may not require persons requesting an ESA to use a specific form and may not deny a request solely because a person did not follow the association's routine method for providing supporting information.
- An ESA registration of any kind including an ID card, patch, vest, certificate, etc. is not by itself sufficient information to reliably establish that a person has a disability or a disability-related need for an ESA.
- Persons with ESAs are liable for any damage done to the premises or to

another person by the ESA.

Stay tuned for the next in our series of alerts on 2020 community association legislation and further updates about COVID-19 from your CALL Team.

If you are completing this form electronically, a digital signature is required

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- 1.) Download this file to a folder on your device and open with (free) Acrobat Reader DC
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E.g. (Your Name) PRESERVE ASSOC. - Reasonable Accommodation form 12-7-2018
- 3.) Provide all of the information requested (highlighted fields).
- 4.) Digitally add your signature.
 - a.) Click on "Tools"
 - b.) Click on "Fill & Sign"
 - c.) A Fill & Sign tool bar will appear at the top center of the form. Click on "Sign"
If this is the first time you have created a digital signature a dialogue box will appear asking you to "Add Signature" "Click on Add Signature"
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If you wish, you can change the style of your signature, if all is Ok "Click Apply"
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propertymanager@hammockscapehaze.net

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THE HAMMOCKS - PRESERVE CONDOMINIUM ASSOCIATION, INC.
REQUEST FOR REASONABLE ACCOMMODATION
UNDER THE FAIR HOUSING ACT
FOR A COMFORT/EMOTIONAL SUPPORT ANIMAL

Section 12.17 (as amended January 17, 2014) of the Declaration of Condominium for The Hammocks – Preserve Condominium Association, Inc. provides that dogs, cats and other customary household pets may be kept in units as long as such animals do not exceed 45 pounds at full maturity, and that no more than 2 dogs are kept in a unit.

Persons who are seeking a reasonable accommodation for an assistance animal that provides comfort and/or emotional support must complete The Hammocks’ Preserve Association accommodation application in compliance with the Fair Housing Act.

Name of Person Requesting: _____

Building Address _____

Unit Number _____ (either current residence or prospective residence):

Either I or the following occupant in my household has a disability:

Please note: you have no obligation to provide or reveal the specific nature or severity of that disability.

Name and Relationship to Applicant: _____

As a result of this disability, I am requesting an exception to the Declaration to allow an assistance animal that provides comfort and emotional support to reside in the unit as a reasonable accommodation. **Specifically, the assistant/support animal requires an exception from the following Declaration’s requirements that:**

- An animal’s weight cannot be over 45 pounds at full maturity, and/or
- The animal is a dog which will cause the number of dogs within the unit to exceed 2.
- Other, please specify: _____

In support of my request, I acknowledge that I will also need to provide the Verification of Disability form which must be filed out by a medical professional. I understand that this application and the Verification form will be used by the Board of Directors solely to evaluate this application and will be kept completely confidential.

Upon approval of my request, **I agree to provide to the Board of Directors the animal’s name, breed, weight, and license number.**

I affirm that the animal is vaccinated as required by law and that such vaccinations will be kept up to date. (Please attach certification of vaccinations.)

Signed: _____ Date: _____

Animal Owner Reasonable Accommodation Guidelines ADA, FHA, and The Hammocks Preserve Condominium Association

Service and Emotional Support Animals

Service Animal Defined by Title II and Title III of the ADA

The following is the *Americans with Disabilities Act (ADA)* service animal definition:

A service animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button. ADA service animals are allowed in any public place, such as stores, restaurants, office buildings, etc.

This definition of service animal does not include emotional support animals. Rather, emotional support animals, comfort animals, and/or therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual's disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. **A doctor's letter does not turn an animal into a service animal.**

Emotional Support Animals and the Fair Housing Act (FHA)

What are commonly referred to as emotional support, comfort, and/or therapy animals are not governed by the ADA, but rather the FHA. Regardless of the distinction given to these support animals (emotional support, comfort, therapy), they are allowed to live with their owner in that owner's residence, even when the community which the owner resides in prohibits or restricts pets. In order for an animal to be considered such an exception under the FHA, and not a pet, its owner has to have a legal disability for which the animal provides support, and that legal disability has to be verified by a medical professional.

Handler's Responsibilities

Support Animals

The handler is responsible for the care and supervision of his or her support animal. If a support animal behaves in an unacceptable way and the person with a disability does not control the animal, it can lose its status under the FHA and legally be removed from the community. Uncontrolled barking, jumping on other people, or running away from the handler are examples of unacceptable behavior for a support animal. The Association has the right to demand the removal of a support animal that does not behave appropriately, as it would be a nuisance and/or safety violation of the Community's rules and restrictions.

Service Animals

Service animals are trained to behave appropriately. The ADA requires the animal to be under the control of the handler. This can occur using a harness, leash, or other tether. However, in cases where either the handler is unable to hold a tether because of a disability or its use would

interfere with the service animal's safe, effective performance of work or tasks, the service animal must be under the handler's control by some other means, such as voice control.

The ADA does not require covered entities to provide for the care or supervision of a service animal, including cleaning up after the animal.

Handler's Rights

Owners of service animals do not have to request an exception, unless their disability is not physically obvious. For example, questions may not be asked about a person's disability if a dog is observed guiding that individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance for assistance with an observable mobility disability.

If an occupant with a disability which is not obvious wants a service or support animal to reside with him or her in the community, he or she needs to make a request to the Association for a "reasonable accommodation." To accomplish this, the occupant must answer the following two (2) questions:

- 1) Is the animal required because of a disability? YES NO

Please note: the specific nature or severity does not have to be stated.

- 2) What task or service has this animal been trained to do in connection with the disability? _____

OCCUPANTS IN THE HAMMOCKS PRESERVE CONDOMINIUM

For occupants residing in The Hammocks Preserve Condominium who have more than two animals in a unit or whose animal is in excess of 45 pounds at full maturity must submit a request for reasonable accommodation under the FHA. Again, occupants of service animals do not have to request an exception unless their disability is not physically obvious.

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propertymanager@hammockscapehaze.net

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THE HAMMOCKS - PRESERVE CONDOMINIUM ASSOCIATION, INC.

VERIFICATION OF STATUS AS AN INDIVIDUAL WITH A DISABILITY

Federal regulations under the Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, define “disability” as:

1. a physical or mental impairment that substantially limits one or more major life activities;
2. a record of such an impairment; and/or
3. being regarded as having such an impairment.

A physical or mental impairment may include, but not limited to:

1. visual or hearing impairment,
2. anatomical loss or mobility impairment,
3. HIV infection,
4. developmental disabilities,
5. drug addiction, or
6. mental or psychological disorders.

NAME & ADDRESS OF CLIENT (INCLUDE UNIT #): _____

IMPORTANT: The individual verifying the disability and need for an accommodation and/or modification IS NOT required to reveal the specific nature and/or severity of the individual’s disability.

As a medical professional with the knowledge necessary to make a determination, I certify that _____

(name of client)

qualifies as an individual with a disability as defined above and that the following accommodation and/ or modification is consistent with the needs associated with his/ her disability.

Accommodation/ Modification: _____

Signature of Medical Professional

Date

Printed Name, Title, and Phone Number (please print clearly)

EXHIBIT (J)



The Hammocks

Water Leak Prevention & Water Leak Action Plan

Water leaks in the Preserve and Villa Buildings cause more stress on owners than any other event. Leaks in upper level Preserve units and upper floors of Villas can adversely impact all units and areas below them. This action plan is written to provide tips to owners and occupants to help them prevent water leaks and sudden discharges. Or, in the event of a leak or sudden accidental water discharge, the actions to take to minimize the possibility of damage to your Unit and the Unit of other owners.

Unit occupants should ensure that their washing machines and dishwashers aren't running when they're not home. Occupants should also avoid distractions to prevent water overflow.

The unit owner is responsible for plumbing maintenance (including hot water tank leaks, toilet overflows and other water leak related issues) in their Unit. Unless unit owners or occupants possess the skills to do such, plumbing need inspection routinely by a licensed professional.

In all of the following scenarios, if a water leak is detected and you do not have the skills to stop or repair it, call a licensed plumber or qualified service provider. Do not attempt to do the repair yourself. Also, if you are a unit tenant/occupant notify the owner ASAP.

Leak Prevention Tips

Owners: CHECK YOUR CAULKING!!

There is sanded caulk or grout between the bottom of wood trim, wood or tile baseboards, cabinet kickboards and the tile floors in the Kitchen, Utility Room, Laundry Room & Bathrooms.

If you get down on your hands and knees and look between the bottom of the wood or tile baseboards, cabinet kickboards and floor tiles, you will see that the gap between them have been sealed with sanded caulk or grout. If there is a sudden discharge of water (e.g. toilet overflow), this will help prevent or delay water intrusion under the wood or tile baseboards, tile walls and cabinet kickboards. Check these gaps for voids where water can go through and re-caulk. Also, check the caulking around the shower stalls, the tile inside the shower stalls and the marble threshold under the shower door. Look under the marble shower door threshold for voids between the bottom of the threshold and wall tile. Check sinks, tubs and especially the base of toilets. Apply caulk in any areas that have voids, loose caulk or grout to prevent water intrusion in the event of an accidental water discharge.

EXHIBIT (J)

In the Water Heater and/or A/C Air Handler Room:

By now, all owners should be aware of the need to replace the original Water Heaters and the water supply valves servicing the Water Heaters that the developer installed. They are now in excess of 10 years old. **They will fail! Timely Preventive Replacement has now become critical.** If you are not aware of this, [click here](#) and read, "Tips for owners". Also you **should** be aware of the Preserve And Villas rule that is associated with turning off the electricity to the Water Heater and the units main water supply valve when the unit is unoccupied for over 72 hours. Read page 6 row 5 of The Hammocks Cape Haze Rules & Regulations.

1.) Occasionally inspect all water lines and valves for leaks. Inspect the water heater drain pan for the presence of water. If water is present in the drain pan your water heater may have begun to fail and needs to be replaced.



2.) The A/C Air Handler condensate pan, overflow switch and drain lines require at a minimum, a seasonal inspection and cleaning to prevent malfunction and drain line blockage and condensate pan overflow (while you're doing this, change the air handler filter). If you do not possess the skills to do this, you need to arrange to have an HVAC service technician do it for you. Not servicing your A/C equipment will eventually lead to water overflow that will find it's way into your unit and the unit below you or, possibly, adjacent to you.

Appliances In the Kitchen, Bar & Bathrooms:

1.) **Pull out the Kitchen Refrigerator & Bar Refrigerator if you have one.** Check the plastic water line fittings for dampness or leaks where it connects to the water shut off valve at the wall. Also check the floor for wet spots under where the Refrigerator stood. If you see a wet spot, a leak could be coming from the water line where it connects to the Refrigerator water inlet valve (usually hidden from sight by an access cover). The valve itself could be leaking and may need replacement. Refrigerator Icemakers and water dispensers do fail. Check them routinely for leaks and malfunction. Check your kitchen dishwasher and bar appliance drain lines. Make sure they are properly installed and secured firmly in place.

2.) **At all sinks.** Open the cabinet doors and check the water lines where they connect to the hot and cold water supply lines for dampness or leaks. Check drain line and trap fittings for dampness or leaking. If the aforementioned conditions exist, try to hand tighten the fittings if that doesn't work have them replaced. It is important that the water supply valves function properly. In the event of a broken supply line, the valves need to be turned off quickly. Check the valves for proper function. Try to turn the water supply valves off. If they cannot be turned off they should be replaced. **Do not force them to shut off!**

In the Kitchen Sink Cabinet; check the garbage disposal for dripping onto the cabinet floor. If this occurs and the drain lines are not leaking the seals in the garbage disposal may have failed. The disposal may need replacement. Check the drain line from the dishwasher to where it connects at the garbage disposal for dampness or leaking.

3.) **In the Bathroom.** Check the toilet tank fill valve water line connection fitting for leaks. Check for water seepage between the toilet bowl and the water tank for leaks. If leaking is present have repairs made. Drip some food coloring into toilet tanks to check for leaks. If coloring appears in the toilet bowl, there is a leak in the toilet tank flapper.

4.) **Items such as cat litter, pills or grease are not to be disposed of in toilets or sinks.**

EXHIBIT (J)

Laundry Room:

Washing machine hoses should be checked regularly for leaks and discharge hoses secured firmly in place

1.) Check washing machine water hose fittings for dampness or leaks tighten them if necessary. Most of the hoses on the original washing machines installed by the developer are over 10 years old. Washing machine pressure hoses tend to fail with age. If possible, rubber washing machine hoses should be replaced with braided stainless steel hoses. Insurance companies suggest a washing machine shut-off valve turned off after each use.

Action to take in the event of a sudden or Accidental water discharge

1.) A discharge from a broken water line. **Shut the source water supply valve off ASAP.**

2.) When a leak, accidental or sudden discharge or burst pipe occurs, quick response is essential. **Call and inform the Hammocks Property Manager (941-698-2989) or email propertymanager@hammockscapehaze.net.** If you are an occupant and the water discharge is substantial and beyond your control. Inform your unit owner and, in the Preserve Buildings, the occupants of the unit below you so they can take any necessary action.

3.) **Fast and proper water removal is essential.** If drying out is beyond your ability, have a professional contractor come in immediately. Consider the following sources

[SERVPRO](#)
197 S McCall Rd,
Englewood, FL 34223
(941) 460-1822

OR

[DAMEX CORPORATION](#)
17436 Seymour Ave
Port Charlotte FL 33953
(941) 624-3100

4.) The water discharge is substantial you should notify your HO-6 Insurance agent. Make note of time & date of incident. Be prepared to give information. Request the contact information of the adjuster and claim number.

5.) Create an Inventory list documenting damaged property for filing a claim. Take photographs of the damaged property.

6.) Obtain written estimates for repairs, which provide details and the scope of the repair work and cost. Ask contractors to be present when the claim adjuster arrives to assess the damage to your unit.

7.) Do not sign a contract for repair work until you have reviewed the contract in consultation with your insurance agent and you understand your rights.

8.) Keep all receipts for all cleanup costs incurred. (E.g., wet/dry vacuum rentals, cleaning supplies, etc.)

The Hammocks Hopes you never will experience a water leak, sudden accidental water discharge or suffer an insurance loss. However, in the event one occurs, taking action and following some of the recommendations above will make this process move smoothly and provide a positive outcome.

The Hammocks hopes you heed these suggestions to prevent damage to your unit and the units of others.

Uniform Mitigation Verification Inspection Form EXHIBIT (K)

Maintain a copy of this form and any documentation provided with the insurance policy

Inspection Date: 10/28/2019		
Owner Information		
Owner Name: Hammocks of Cape Haze		Contact Person:
Address: 8500 Amberjack Cir.		Home Phone:
City: Englewood	Zip: 34224	Work Phone:
County: Charlotte		Cell Phone:
Insurance Company:		Policy #:
Year of Home: 2007	# of Stories: 4	Email:

NOTE: Any documentation used in validating the compliance or existence of each construction or mitigation attribute must accompany this form. At least one photograph must accompany this form to validate each attribute marked in questions 3 through 7. The insurer may ask additional questions regarding the mitigated feature(s) verified on this form.

- Building Code:** Was the structure built in compliance with the Florida Building Code (FBC 2001 or later) OR for homes located in the HVHZ (Miami-Dade or Broward counties), South Florida Building Code (SFBC-94)?

A. Built in compliance with the FBC: Year Built 2006. For homes built in 2002/2003 provide a permit application with a date after 3/1/2002: Building Permit Application Date (MM/DD/YYYY) / /

B. For the HVHZ Only: Built in compliance with the SFBC-94: Year Built . For homes built in 1994, 1995, and 1996 provide a permit application with a date after 9/1/1994: Building Permit Application Date (MM/DD/YYYY) / /

C. Unknown or does not meet the requirements of Answer "A" or "B"
- Roof Covering:** Select all roof covering types in use. Provide the permit application date OR FBC/MDC Product Approval number OR Year of Original Installation/Replacement OR indicate that no information was available to verify compliance for each roof covering identified.

2.1 Roof Covering Type:	Permit Application Date	FBC or MDC Product Approval #	Year of Original Installation or Replacement	No Information Provided for Compliance
<input type="checkbox"/> 1. Asphalt/Fiberglass Shingle	_/_/_	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> 2. Concrete/Clay Tile	_/_/_	_____	_____	<input type="checkbox"/>
<input checked="" type="checkbox"/> 3. Metal	<u>07/19/2005</u>	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> 4. Built Up	_/_/_	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> 5. Membrane	_/_/_	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> 6. Other _____	_/_/_	_____	_____	<input type="checkbox"/>

- A. All roof coverings listed above meet the FBC with a FBC or Miami-Dade Product Approval listing current at time of installation OR have a roofing permit application date on or after 3/1/02 OR the roof is original and built in 2004 or later.
- B. All roof coverings have a Miami-Dade Product Approval listing current at time of installation OR (for the HVHZ only) a roofing permit application after 9/1/1994 and before 3/1/2002 OR the roof is original and built in 1997 or later.
- C. One or more roof coverings do not meet the requirements of Answer "A" or "B".
- D. No roof coverings meet the requirements of Answer "A" or "B".

- Roof Deck Attachment:** What is the weakest form of roof deck attachment?

A. Plywood/Oriented strand board (OSB) roof sheathing attached to the roof truss/rafter (spaced a maximum of 24" inches o.c.) by staples or 6d nails spaced at 6" along the edge and 12" in the field. -OR- Batten decking supporting wood shakes or wood shingles. -OR- Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that has an equivalent mean uplift less than that required for Options B or C below.

B. Plywood/OSB roof sheathing with a minimum thickness of 7/16" inch attached to the roof truss/rafter (spaced a maximum of 24" inches o.c.) by 8d common nails spaced a maximum of 12" inches in the field. -OR- Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that is shown to have an equivalent or greater resistance than 8d nails spaced a maximum of 12 inches in the field or has a mean uplift resistance of at least 103 psf.

C. Plywood/OSB roof sheathing with a minimum thickness of 7/16" inch attached to the roof truss/rafter (spaced a maximum of 24" inches o.c.) by 8d common nails spaced a maximum of 6" inches in the field. -OR- Dimensional lumber/Tongue & Groove decking with a minimum of 2 nails per board (or 1 nail per board if each board is equal to or less than 6 inches in width). -OR- Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that is shown to have an equivalent

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EXHIBIT (K)

or greater resistance than 8d common nails spaced a maximum of 6 inches in the field or has a mean uplift resistance of at least 182 psf.

- D. Reinforced Concrete Roof Deck.
- E. Other: _____
- F. Unknown or unidentified.
- G. No attic access.

4. **Roof to Wall Attachment:** What is the **WEAKEST** roof to wall connection? (Do not include attachment of hip/valley jacks within 5 feet of the inside or outside corner of the roof in determination of WEAKEST type)

- A. Toe Nails
 - Truss/rafter anchored to top plate of wall using nails driven at an angle through the truss/rafter and attached to the top plate of the wall, or
 - Metal connectors that do not meet the minimal conditions or requirements of B, C, or D

Minimal conditions to qualify for categories B, C, or D. All visible metal connectors are:

- Secured to truss/rafter with a minimum of three (3) nails, **and**
- Attached to the wall top plate of the wall framing, or embedded in the bond beam, with less than a 1/2" gap from the blocking or truss/rafter **and** blocked no more than 1.5" of the truss/rafter, **and** free of visible severe corrosion.
- B. Clips
 - Metal connectors that do not wrap over the top of the truss/rafter, **or**
 - Metal connectors with a minimum of 1 strap that wraps over the top of the truss/rafter and does not meet the nail position requirements of C or D, but is secured with a minimum of 3 nails.
- C. Single Wraps
 - Metal connectors consisting of a single strap that wraps over the top of the truss/rafter and is secured with a minimum of 2 nails on the front side and a minimum of 1 nail on the opposing side.
- D. Double Wraps
 - Metal Connectors consisting of 2 separate straps that are attached to the wall frame, or embedded in the bond beam, on either side of the truss/rafter where each strap wraps over the top of the truss/rafter and is secured with a minimum of 2 nails on the front side, and a minimum of 1 nail on the opposing side, **or**
 - Metal connectors consisting of a single strap that wraps over the top of the truss/rafter, is secured to the wall on both sides, and is secured to the top plate with a minimum of three nails on each side.
- E. Structural Anchor bolts structurally connected or reinforced concrete roof.
- F. Other: _____
- G. Unknown or unidentified
- H. No attic access

5. **Roof Geometry:** What is the roof shape? (Do not consider roofs of porches or carports that are attached only to the fascia or wall of the host structure over unenclosed space in the determination of roof perimeter or roof area for roof geometry classification).

- A. Hip Roof Hip roof with no other roof shapes greater than 10% of the total roof system perimeter.
Total length of non-hip features: 20 feet; Total roof system perimeter: 435 feet
- B. Flat Roof Roof on a building with 5 or more units where at least 90% of the main roof area has a roof slope of less than 2:12. Roof area with slope less than 2:12 _____ sq ft; Total roof area _____ sq ft
- C. Other Roof Any roof that does not qualify as either (A) or (B) above.

6. **Secondary Water Resistance (SWR):** (standard underlayments or hot-mopped felts do not qualify as an SWR)

- A. SWR (also called Sealed Roof Deck) Self-adhering polymer modified-bitumen roofing underlayment applied directly to the sheathing or foam adhesive SWR barrier (not foamed-on insulation) applied as a supplemental means to protect the dwelling from water intrusion in the event of roof covering loss.
- B. No SWR.
- C. Unknown or undetermined.

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7. **Opening Protection:** What is the **weakest** form of wind borne debris protection installed on the structure? **First**, use the table to determine the weakest form of protection for each category of opening. **Second**, (a) check one answer below (A, B, C, N, or X) based upon the lowest protection level for ALL Glazed openings **and** (b) check the protection level for all Non-Glazed openings (.1, .2, or .3) as applicable.

Opening Protection Level Chart Place an "X" in each row to identify all forms of protection in use for each opening type. Check only one answer below (A thru X), based on the weakest form of protection (lowest row) for any of the Glazed openings and indicate the weakest form of protection (lowest row) for Non-Glazed openings.		Glazed Openings				Non-Glazed Openings	
		Windows or Entry Doors	Garage Doors	Skylights	Glass Block	Entry Doors	Garage Doors
N/A	Not Applicable- there are no openings of this type on the structure		X	X	X		X
A	Verified cyclic pressure & large missile (9-lb for windows doors/4.5 lb for skylights)					X	
B	Verified cyclic pressure & large missile (4-8 lb for windows doors/2 lb for skylights)						
C	Verified plywood/OSB meeting Table 1609.1.2 of the FBC 2007						
D	Verified Non-Glazed Entry or Garage doors indicating compliance with ASTM E 330, ANSI/DASMA 108, or PA/TAS 202 for wind pressure resistance						
N	Opening Protection products that appear to be A or B but are not verified						
	Other protective coverings that cannot be identified as A, B, or C						
X	No Windborne Debris Protection	X					

- A. Exterior Openings Cyclic Pressure and 9-lb Large Missile (4.5 lb for skylights only)** All Glazed openings are protected at a minimum, with impact resistant coverings or products listed as wind borne debris protection devices in the product approval system of the State of Florida or Miami-Dade County and meet the requirements of one of the following for "Cyclic Pressure and Large Missile Impact" (Level A in the table above).
- Miami-Dade County PA 201, 202, **and** 203
 - Florida Building Code Testing Application Standard (TAS) 201, 202, **and** 203
 - American Society for Testing and Materials (ASTM) E 1886 **and** ASTM E 1996
 - Southern Standards Technical Document (SSTD) 12
 - For Skylights Only: ASTM E 1886 **and** ASTM E 1996
 - For Garage Doors Only: ANSI/DASMA 115
- A.1 All Non-Glazed openings classified as A in the table above, or no Non-Glazed openings exist
- A.2 One or More Non-Glazed openings classified as Level D in the table above, and no Non-Glazed openings classified as Level B, C, N, or X in the table above
- A.3 One or More Non-Glazed Openings is classified as Level B, C, N, or X in the table above
- B. Exterior Opening Protection- Cyclic Pressure and 4 to 8-lb Large Missile (2-4.5 lb for skylights only)** All Glazed openings are protected, at a minimum, with impact resistant coverings or products listed as windborne debris protection devices in the product approval system of the State of Florida or Miami-Dade County and meet the requirements of one of the following for "Cyclic Pressure and Large Missile Impact" (Level B in the table above):
- ASTM E 1886 **and** ASTM E 1996 (Large Missile – 4.5 lb.)
 - SSTD 12 (Large Missile – 4 lb. to 8 lb.)
 - For Skylights Only: ASTM E 1886 **and** ASTM E 1996 (Large Missile - 2 to 4.5 lb.)
- B.1 All Non-Glazed openings classified as A or B in the table above, or no Non-Glazed openings exist
- B.2 One or More Non-Glazed openings classified as Level D in the table above, and no Non-Glazed openings classified as Level C, N, or X in the table above
- B.3 One or More Non-Glazed openings is classified as Level C, N, or X in the table above
- C. Exterior Opening Protection- Wood Structural Panels meeting FBC 2007** All Glazed openings are covered with plywood/OSB meeting the requirements of Table 1609.1.2 of the FBC 2007 (Level C in the table above).
- C.1 All Non-Glazed openings classified as A, B, or C in the table above, or no Non-Glazed openings exist
- C.2 One or More Non-Glazed openings classified as Level D in the table above, and no Non-Glazed openings classified as Level N or X in the table above
- C.3 One or More Non-Glazed openings is classified as Level N or X in the table above

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EXHIBIT (K)

N. Exterior Opening Protection (unverified shutter systems with no documentation) All Glazed openings are protected with protective coverings not meeting the requirements of Answer "A", "B", or "C" or systems that appear to meet Answer "A" or "B" with no documentation of compliance (Level N in the table above).

- N1 All Non-Glazed openings classified as Level A, B, C, or N in the table above, or no Non-Glazed openings exist
- N2 One or More Non-Glazed openings classified as Level D in the table above, and no Non-Glazed openings classified as Level X in the table above
- N3 One or More Non-Glazed openings is classified as Level X in the table above

X. None or Some Glazed Openings One or more Glazed openings classified as Level X in the table above.

MITIGATION INSPECTIONS MUST BE CERTIFIED BY A QUALIFIED INSPECTOR. <i>Section 627.711(2), Florida Statutes, provides a listing of individuals who may sign this form.</i>			
Qualified Inspector Name:	Steven Rosenbaum	License Type:	Engineering
		License or Certificate #	49307
Inspection Company:	Insight Inspections	Phone:	(941) 224-9030

Qualified Inspector – I hold an active license as a: (check one)

- Home inspector licensed under Section 468.8314, Florida Statutes who has completed the statutory number of hours of hurricane mitigation training approved by the Construction Industry Licensing Board and completion of a proficiency exam.
- Building code inspector certified under Section 468.607, Florida Statutes.
- General, building or residential contractor licensed under Section 489.111, Florida Statutes.
- Professional engineer licensed under Section 471.015, Florida Statutes.
- Professional architect licensed under Section 461.213, Florida Statutes.
- Any other individual or entity recognized by the insurer as possessing the necessary qualifications to properly complete a uniform mitigation verification form pursuant to Section 627.711(2), Florida Statutes.

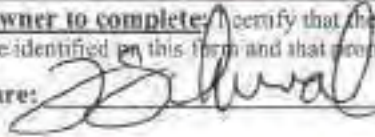
Individuals other than licensed contractors licensed under Section 489.111, Florida Statutes, or professional engineer licensed under Section 471.015, Florida Statutes, must inspect the structures personally and not through employees or other persons. Licensees under s.471.015 or s.489.111 may authorize a direct employee who possesses the requisite skill, knowledge, and experience to conduct a mitigation verification inspection.

I, Steven Rosenbaum am a qualified inspector and I personally performed the inspection or (licensed (print name) contractors and professional engineers only) I had my employee (_____) perform the inspection (print name of inspector) and I agree to be responsible for his/her work.

Qualified Inspector Signature:  Date: 10/28/2019

An individual or entity who knowingly or through gross negligence provides a false or fraudulent mitigation verification form is subject to investigation by the Florida Division of Insurance Fraud and may be subject to administrative action by the appropriate licensing agency or to criminal prosecution. (Section 627.711(4)-(7), Florida Statutes) The Qualified Inspector who certifies this form shall be directly liable for the misconduct of employees as if the authorized mitigation inspector personally performed the inspection.

Homeowner to complete: I certify that the named Qualified Inspector or his or her employee did perform an inspection of the residence identified on this form and that proof of identification was provided to me or my Authorized Representative.

Signature:  Date: 10/28/19

An individual or entity who knowingly provides or utters a false or fraudulent mitigation verification form with the intent to obtain or receive a discount on an insurance premium to which the individual or entity is not entitled commits a misdemeanor of the first degree. (Section 627.711(7), Florida Statutes)

The definitions on this form are for inspection purposes only and cannot be used to certify any product or construction feature as offering protection from hurricanes.

Inspectors Initials SR Property Address 8500 Amberjack Cir. Revised 03/22/2020

*This verification form is valid for up to five (5) years provided no material changes have been made to the structure or inaccuracies found on the form.

EXHIBIT (K)

8500



Gable roof shape, 20 In ft total
Balance of roof is Hip
Gable % = Gable In ft / Total In ft
= 20 / 435 = 5%



8d nails verified



Nail location verified

EXHIBIT (L)

HAMMOCKS PRESERVE & VILLA LANAI ALUMINUM SCREEN

FRAMES MAINTENANCE, REPAIR & REPLACEMENT

Information Owners need to know, both the Preserve and Villas Declaration Of Condominium state in Section 7.2 “A Unit Owner shall also maintain, repair and replace at the Unit Owner’s expense, all portions of the screened lanais, and/or balconies and porches....”

And, “Included within the responsibility of the Unit Owner shall be all windows, screens, screen frames.....”

And, “All such maintenance, repair and replacement shall be done without disturbing the rights of other Unit Owners and shall be of a **design, quality, specification** and **décor consistent** with the Condominium Property.

For the purpose of this document and so there is no ambiguity in the definition of the above words;

Design means: To decide upon the look and functioning of a building and its appurtenant items.

Quality means: The standard of something as measured against other things of a similar kind; the degree of excellence of something. The quality shall not be less than what exists on the Condominium Property.

Specification means: A detailed description of the design and materials used to make something.

Décor means: The color scheme & decoration.

Consistent means: Uniform, not changing in form or character; remaining the same in all cases and at all times.

When replacing lanai aluminum screen enclosures (frames) the Unit Owner should consult the Hammocks Cape Haze Architectural Review (ARC) web page, read and comply with all of its requirements and published standards. You must also complete and submit an Architectural Review Committee Request Form. If you have questions, contact the Property Manager to get the correct answers. Replacement of lanai aluminum screen frames and screens are subject to architectural review upon completion.

When replacing lanai aluminum screen frames, the look from outside of the building shall be consistent with and have a Décor the same as all other Lanais on the Condominium property.

RUSTED SCREWS

Many of the existing screws that anchor the aluminum screen frames to the lanai floor and walls have rusted to the point where they cannot be removed without breaking. For those of you who have aluminum screen frames that have peeling powder coat (paint) or have electrolysis corrosion, you will be better off to do a complete replacement of the screen and aluminum frames. However, for those of you who have solid frames with no peeling or corrosion and would like to extend the aluminum frames life, a skilled installer e.g. ([Dr Aluminum inc.](#) or [Glen Heneault Construction Co.](#)) will know how to install these type of fasteners without damaging your frames. In either case, new screen will need to be installed.

Below are links to videos and data sheets that will explain Pro-Tec fasteners and help an owner understand how they work and select replacements for rusted screws.

YouTube Video. [Pro-Tec & Nylo-Tec Fasteners Explained.](#)

YouTube Video. [Pro-Tec Fasteners what to do if a screw breaks off](#)

EXHIBIT (M)



THE HAMMOCKS CAPE HAZE

June 2018

TO: Preserve Homeowners
FROM: Preserve Board of Directors
RE: Preserve Declaration of Condominium Requires owners to provide keys to access units.

Due to Water leaks at the Hammocks and other emergency situations: The preserve Board of directors intends to enforce the Preserve Declaration of Condominium section 9.7.

9.7 Associations Access to Units *The Association shall at all times have the right to enter the Condominium Units and Limited Common Elements at reasonable times for the purposes of gaining access to the Units, Common Elements and Limited Common Elements for the maintenance, repair or replacement of Condominium Property or for the maintenance, repair or replacement of Units as provided in Section 7.6, or to abate emergency situations which threaten damage to the Condominium Property, Including the Unit entered. Each Unit Owner shall be required to keep on file with the Association, a key or keys that will allow access to the Unit in the event of emergency. Said keys shall be accessible only by designated individuals in an emergency situation.*

The Preserve Association is adopting a rule that states;

All Preserve Unit Owners shall file with the Preserve Property Manager, Unit keys including keys necessary to access utility closets (Water Heaters & HVAC) if they are locked, and keys to the Parking Level Storage Units. Failure to do so will result in a fine. Also, if keys are not provided in an emergency, if a Unit or its Elements need to be forcibly accessed, the Association shall be held harmless.

The association is doing this because it has had to break doors or locks to access Units or Unit Elements for emergencies. And some Owners Units have not been able to have the mandated Annual Fire Inspections.

The association does not want to damage Owners Units or Elements to access them for emergency repairs, Fire Alarm and Sprinkler Inspections or for any other reason.

Thank You - to the owners who have already provided keys to access their Unit and Elements.

If you are unsure what keys you have provided to the Association, contact the property manager at propertymanager@hammocks.com

Our goal as Board members is to limit damage to the buildings and keep HOA fees to a minimum.

Thank you for your attention to this urgent request



EXHIBIT (N)

**THE HAMMOCKS-PRESERVE. A CONDOMINIUM
RESOLUTION ON SOUNDPROOFING FLOORS**

WHEREAS,

THE DECLARATION OF CONDOMINIUM. FOR THE HAMMOCKS-PRESERVE.

SECTION 12 USE RESTRICTIONS §12.20 WEIGHT and SOUND RESTRICTIONS STATES.

12.20 Weight and Sound Restrictions. Hard and/or heavy surface floor coverings, such as tile, wood , etc., will be permitted throughout the Unit, provided, however, use of a hard and/or heavy surface floor covering in any location within the Unit must be submitted to and approved by the Board of Directors and also meet applicable structure requirements. Also, the installation of any improvement or heavy object must be submitted to and approved by the Board of Directors, and be compatible with the structural design of the building and be **adequately insulated from sound transmission**. The Board of Directors may require the review of a structural engineer at the Unit Owner's expense. All other areas of the Unit which do not receive the approved hard and/or heavy surface floor coverings are to receive sound absorbent, less dense floor coverings, such as carpet. No carpet of any type may be placed on the patio or balcony. Floor coverings on balconies shall be limited to a maximum composite thickness of 1/2" and a maximum composite weight of four (4) pounds per square foot including setting bed and/or adhesive materials, unless approved otherwise by the Board of Directors and compatible with the structural and architectural designs; provided, however, this limitations of this sentence shall not apply to marble flooring . The Board of Directors will have the right to specify the exact material used on balconies. These use guidelines are consistent with good design practices for waterproofing and structural design . Owners will be held strictly liable for violation of these restrictions and for all damages resulting there from and the Association has the right to require immediate removal of violations.

WHEREAS,

The Hammocks-Preserve Condominium Association wishes to expound on and add clarity to the ambiguous language, "adequately insulated from sound transmission" and adopt a standard that defines specifications to be used for "insulation from sound transmission".

RESOLVED THAT,

In units that are having an entire room floor area re-floored.

The Hammocks-Preserve Condominium Association adopts a Resolution and Standard that states: Any product used for sound abatement under flooring must have a Sound Transmission Class (STC) of 66 or higher. For example, Proflex 70 is a product that is used as a sound abatement for tile installation in the Englewood Florida area. It has a STC of 66.

SUBMITTED BY: Marty Atkins ~ Hammocks-Preserve Board Member.

ACTION TAKEN: Adopted ~ By majority vote.

DATE: March 27, 2017 **EFFECTIVE TIME PERIOD:** Ongoing

Director Signature Print Name/Title

Director Signature Print Name/Title

Director Signature Print Name/Title

Director Signature Print Name/Title

EXHIBIT (P)

SUGGESTIONS BEFORE LEAVING....

Whether leaving for just overnight or an extended period of time, it is always a good idea to follow these suggestions, where appropriate:

- ❑ Leave travel itinerary at the front desk to include phone numbers and address where you can be contacted. Just email the front desk. propertymanager@hammockscapehaze.net
- ❑ Please update your owner information sheet with all necessary information pertaining to entrance to your home.
- ❑ Leave information for a local contact person that can be contacted in the event of an emergency and you are unreachable or unable to return to the Hammocks.
- ❑ Forward or stop your mail delivery and newspaper delivery.
- ❑ Notify the Hammocks office of any trade work to be done in your unit while you're gone.
- ❑ Leave any special instructions with the Hammocks office. These will be placed in your file.
- ❑ Shut off the refrigerator's icemaker. Remove all ice from the ice collector in the refrigerator. Remove all food from the freezer and refrigerator. Do not shut off the refrigerator/freezer but set on the lowest setting.
- ❑ Turn off water heater power.
- ❑ Turn off water main shutoff to the unit. Close shades and drapes.
- ❑ Set thermostat at 78 degrees or cooler and set humidistat to 55 or below. Leave all ceiling fans running on the lowest setting to circulate air in condo.
- ❑ Stop and/or forward newspaper, mail and other deliveries.
- ❑ Remove **ALL** furniture, plants and hanging items from terraces. This is a must for Hurricane Season, June 1st through November 30th.
- ❑ Test smoke alarms by pushing the green-lighted button and it will make a short tone- replace with 9-volt battery when necessary.
- ❑ Please make sure the Hammocks office has your alarm code and entry key in case we need to access your unit.
- ❑ Change the phone message on your answering machine if applicable
- ❑ If you leave a car parked, please leave a set of keys for emergency purposes.
- ❑ It is a good idea to unplug all electrical appliances incase of an electrical storm; Computers, TV, VCR or DVD, stereo, toaster, can openers, curling irons, hair dryers, lamps, alarm clocks, etc. Remove the batteries from all remotes.
- ❑ Spray a little WD-40 in the waste disposal to prevent it from locking up.

EXHIBIT (Q)



The Hammocks-Preserve Condominium Association, Inc.

March 30, 2020

Dear Hammocks Preserve Condominium Owner:

The Florida Office of Insurance Regulation requires condominium associations to perform Uniform Mitigation Verification Inspections (UMVI) every 5 years. Inspections must be conducted by certified qualified inspectors (*Section 627.71(2) Florida Statutes*) and inspection details for each building must be documented on a form that includes the type of opening protection (openings include windows, doors, garage doors) installed in the building structure. Insurance companies require these inspections for policy premium discounts, which are based on features that qualify for these discounts. Discounts are listed in Florida Statutes and are required by state law. The UMVI inspections include the level/type of window protection, hip roof feature, roof coverings, roof deck/truss, and if the building meets required state and local codes.

Because most Hammocks owners have believed their units' windows have the highest level of protection from the wind, it was concerning to some, including Preserve Board members, that the October 2019 UMVI Inspection Reports once again described the windows as being the *weakest form of wind borne debris protection*. Upon review, the UMVI Report located in the Hammocks Office identified building structure openings (windows and doors) as *non-impact as early as 2011*. However, while the form (as required by law) lists our (ESP Armor Glass) Windows the *weakest opening protection level* for wind borne debris protection installed on the structure, our lanai doors (PGT sliding and single pain master bedroom french doors) are in the strongest impact resistant category; thus, only the windows are reported as no wind borne debris protection. The UMVI Report also shows all wind mitigation components, including windows, meet 2006 Florida Building Code (FBC).

Because of conflicting information concerning the level of window wind borne debris protection between 1) the Association's UMVI Reports; 2) the UMVI Reports required by some owners insurance companies; 3) the association's architectural drawings recorded at Charlotte County Building Construction Division; 4) general information circulated among owners to the contrary; 5) confusion about window identification etchings; and 6) information provided by Englewood Glass (vendor who has replaced a number of Hammocks windows) noting that some Hammocks' glazed (i.e., glass) openings are impact resistant and some are not, Board members determined it was necessary to investigate the veracity of the 2019 UMVI reports. They researched past reports, reviewed state codes, and talked with others knowledgeable about impact resistant windows to provide owners the best information possible concerning each building(s) opening protection level and that UMVI Reports accurately reflect wind borne debris protection installed on the building(s) structure. To this end, the Preserve Association employed Insight Inspections, a Florida certified company, to conduct a building-by-building inspection of every opening in the Preserve buildings.

EXHIBIT (Q)

The inspection was conducted by randomly selecting one unit on every floor of every Preserve building. The inspection was completed March 9, 2020. This inspection verified the October 2019 Report that the windows are indeed the *weakest form of wind borne debris protection*. The results of the inspection for all buildings are contained in Attachment A. and reports included with this message.

So, What Does This Mean?

While some owners have expressed concern that the Preserve Association will be forced to replace unit windows, this is not the case.

The Preserve Association UMVI reports are on file with Atlas Insurance, our insurance provider. They have always clearly, without ambiguity, identified building structure openings (windows and doors) as non-impact. Atlas is fully aware of the contents of the report and submits these reports to the insurance carriers who provide hazard insurance policies. The Board's intention for researching the windows level of protection was to acquire information to make sure Association UMVI reports and resulting information disseminated to Atlas Insurance and Preserve owners is correct, **not to pursue replacing the windows.**

Furthermore, I asked Atlas Insurance agent, David McMahon, to review the attached UMVI reports and advise the Preserve Association (so we can inform owners) **if they contain any information** that, in the event of a catastrophic wind peril event would result in coverage being declined by carriers who provide the Preserve Associations coverage. His answer was, "I'm not concerned whatsoever. You're in good standing when it comes to that, if you got hit by a hurricane. They're providing you [the Preserve Association buildings] with hurricane coverage, Period. End of story."

I responded, "I just want everything to be accurate. I want my owners to have confidence that we (the Associations and its administrators) have done our due diligence, we've inspected everything, and we know exactly what we've got. And that's how we cope with what insurance coverage is based on."

Attachment A of this letter provides details of the Preserve Building Openings Survey completed March 09, 2020.

Uniform Mitigation Verification Inspection Forms revised March 22, 2020 can be obtained by emailing me your request and building address. In a reply, I will attach the form and send it to you

As Board president, I see no need to pursue the matter further. Owners can determine their use of these reports or obtain their own UMVI reports when purchasing condominium HO6 insurance policies. I hope this is helpful to you. If you have questions, please do not hesitate to contact me.

Sincerely,

Francis Stenglein

Francis Stenglein

President, The Hammocks Preserve

hcp.fg.stenglein@gmail.com

EXHIBIT (Q)



Attachment A Hammocks-Preserve Association UMVI Report

The Master Bedroom Lanai single pain French Door and Sliding Door(s) are PGT Industries Tempered Impact Safety Rated. The doors lower left corner monogram etching example states; PGT, DCA.LSC, ANSI Z97.1 2004, 16 CFR 1201 CI, 3/8”, CLC-1 4-06

Building Window Opening Glazing (i.e., windows): All Preserve buildings/all units have Tempered ESP Armor Glass, which is a strong glass but is not impact resistant.

Hall Entry Doors - Therma-Tru Classic Craft or Fiber Classic Fiberglass Non-Glazed Entry Doors: Previous UMVI reports submitted to our insurance provider stated they had “No Windborne Debris Protection” That was an error that is corrected by the updated report. They are verified (A) cyclic pressure & large missile impact (4-8 lb). These products have been evaluated and are in compliance with the 6th Edition (2017) Florida Building Code (FBC) structural requirements including the “High Velocity Hurricane Zone” (HVHZ). The certification reports for these door products are included in the updated 03/22/2020 UMVI report forms for each Preserve building included with this letter.

Construction mitigation attributes other than Windows:

All other wind mitigation attributes such as Roof Coverings, Roof Deck Attachments, Roof to Wall Attachments, Roof Geometry and Roof Secondary Water Resistance are in compliance with 2006 Florida Building Code (FBC)

Condominium Association Insurance Appraisals & Insurance:

Florida Statute 718.111(11)(a) requires all condominium associations to have “adequate” hazard insurance. To comply with the statute, a condominium association is required to have an insurance appraisal of the condominium property at least once every 36 months. The latest Hammocks Associations’ appraisals were submitted to the Associations February 24, 2020. These appraisals, in conjunction with the Uniform Mitigation Verification Inspections, are on file with Atlas Insurance Agency, the associations’ insurance provider. Atlas, when submitting an application for insurance to its carriers, provides the reports along with other data that is input into the carriers modeling programs to determine the association’s insurance rate, coverage and premium.

MEMORANDUM

To: Hammocks @ Cape Haze - Preserves, c/o Frank Stenglein, BOD
From: Steve Rosenbaum
Date: March 21, 2020
Subject: Window Survey
No. of Pages: 3

On 3/9/2020 I entered 1 unit on every floor of the 13 Preserves buildings to examine the windows and glazed doors (i.e. french door and sliders). I determined whether each window and door consists of laminated or impact rated glass thus complying with the impact standard of the FL Building Code. The results are show in the table on the following page.

Hammocks @ Cape Haze

Window Survey (Preserves - 3/9/2020)

Building Address / Unit	Do Windows Meet the Impact Standard	Do the Glazed Doors Meet the Impact Standard (French & Sliders)	Comment
8500 / 302	No	Yes	
8500 / 202	No	Yes	
8500 / 101	No	Yes	
8520 / 301	No	Yes	
8520 / 203	No	Yes	
8520 / 102	No	Yes	
8540 / 301	No	Yes	
8540 / 203	No	Yes	
8540 / 102	No	Yes	
8560 / 302	No	Yes	
8560 / 203	No	Yes	
8560 / 101	No	Yes	
8581 / 302	No	Yes	
8581 / 203	No	Yes	Several sashes contain impact glass
8581 / 102	No	Yes	
10520 / 302	No	Yes	
10520 / 203	No	Yes	
10520 / 101	No	Yes	
10540 / 302	No	Yes	
10540 / 202	No	Yes	
10540 / 101	No	Yes	
10550 / 302	No	Yes	
10550 / 203	No	Yes	
10550 / 101	No	Yes	
10521 / 402	No	Yes	One sash contains impact rated glass
10521 / 301	No	Yes	
10521 / 202	No	Yes	
10521 / 101	No	Yes	
10501 / 401	No	Yes	
10501 / 304	No	Yes	
10501 / 203	No	Yes	
10501 / 102	No	Yes	
8571 / 401	No	Yes	
8571 / 302	No	Yes	
8571 / 203	No	Yes	
8571 / 101	No	Yes	One sash contains impact rated glass
8561 / 402	No	Yes	
8561 / 303	No	Yes	
8561 / 203	No	Yes	
8561 / 104	No	Yes	
8541 / 303	No	Yes	
8541 / 202	No	Yes	
8541 / 101	No	Yes	

Building Address / Unit	Do Windows Meet the Impact Standard	Do the Glazed Doors Meet the Impact Standard (French & Sliders)	Comment
8660 - Clubhouse	No	No	All are Anderson tempered glass
8660 - Fitness Cen	No	No	All are Anderson tempered glass

THE HAMMOCKS CAPE HAZE



Hurricane Preparedness **Plan**

&

Emergency Procedures

2020

Provided by Grande Property Services

Introduction

Remember: C.A.L.M. for Emergency Situations

Call:911

Alert: Property management

Listen: for any announcements

Move: to safety as required

Remember: R.E.D. – This could save your life.

React: to any possible emergency situation. (Remember where there is smoke there is also fire.)

Evaluate: the situation and take control. **(Do Not Panic)**

Decide: if necessary, move to safety as required.

Administration

Purpose

This emergency plan is established as an integral part of THE HAMMOCKS CAPE HAZE building occupants' response to emergencies. The contents of this plan are designed as an operational guide for behavior, safety, protection of the residents and visitors to the property.

Scope

As outlined on the following pages, this emergency plan establishes a sequential plan of response for initially recognizing, identifying, and reporting the existence of specific emergency situations threatening THE HAMMOCKS CAPE HAZE and/or its inhabitants. It then provides for the safety and protection of endangered residents and/or assets.

When implemented and supplemented with appropriate instructions from the management of the buildings, this plan becomes an operational tool for effective & responsive action when occupants of the buildings are forced to cope with various emergency situations.

Detection

Smoke and heat detectors are located in various areas throughout the Preserve buildings. The smoke detectors inside the units and heat detectors in the common areas of the building are connected to the main fire alarm control panel for the entire building. The main fire alarm control panel is monitored 24 hours by an offsite monitoring company. If one of these detectors is activated the Englewood Fire Department will be notified and will respond immediately.

Evacuation

Fire alarm horns, strobes are located all throughout the Preserve buildings.

In the event of a fire emergency, **the elevators are not to be used unless directed to by emergency personnel.** Elevators will be recalled to the top floor and deactivated by the maintenance staff. In the event that you are inside an elevator, exit at the next floor possible, and continue to evacuate via the exit stairwells.

The building fire protection system has a multi-zone fire monitor and notification panel. In addition to controlling the common area, unit fire alarms, smoke and heat detectors, etc., it will alert the property staff and management to any smoke alarm, heat detector or sprinkler discharge and indicate its location.

Control

For the Preserve buildings, the entire building is covered by a fully automatic fire sprinkler protection system. The sprinklers are set off by the buildup of heat at the sprinkler location. All sprinklers are monitored to prevent tampering.

In the Preserve, the corridors are equipped with a fire extinguisher for each unit. In the Villas each unit is equipped with a fire extinguisher. These are type ABC fire extinguishers, and may be used on all classes of fire common to a mixed use environment. Please notify the Property Manager if a fire extinguisher has been used so we can make arrangements to have it refilled.

Evacuation Procedures

When evacuation is necessary as a result of the sounding of THE HAMMOCKS CAPE HAZE fire system, and orders for building evacuation have been given by the Englewood Fire Department, the building management, or security, please take the following steps.

- Residents should immediately begin an orderly evacuation via available stairwells, remembering always to keep to the right side of the stairs in a single file line.
- Important-Identify and give priority to the movement or evacuation of nervous, emotional, ill, and/or disabled occupants. Be sure to give the location of anyone who cannot get down the stairs to the emergency personnel onsite so they can make arrangements to get everyone out of the building.
- Evacuate via the stairwell, suggest to persons wearing high-heeled shoes to remove them so they will have less difficulty walking down the stairs.
- Remind everyone to keep calm and quiet during the evacuation, so, they can hear and understand all emergency instructions. The instructions could change during the evacuation.
- Elevators will be used for evacuation only by orders from the fire Department or building management.

Fire Procedure

The HAMMOCKS CAPE HAZE fire detection and suppression is among the most sophisticated of its kind. The building is fully protected by smoke, heat detectors and overhead sprinklers. Whenever a common area heat detector or unit smoke detector, or a flow meter in a sprinkler line is activated, the alarm is received at the Fire monitoring company.

What happens when an alarm sounds?

- Building management investigates the alarm
- The Englewood Fire Department is notified by the monitoring Company. Owners should follow these procedures in the event of a fire.

Owners should follow these procedures in the event of a fire

If you discover a fire or suspect a fire, call 911 and Property Management (941-698-2989).

If the fire is small enough to be controlled through the use of a fire extinguisher, use a hand held fire extinguisher located in the Preserve buildings corridors or Villas units. To operate the fire extinguisher, remove it from the cabinet on the wall and pull out the locking pin. Aim the fire extinguisher at the base of the fire and squeeze the handle, extinguish the fire in a sweeping motion.

DO NOT ATTEMPT TO CONTROL THE FIRE IF IT POSES A THREAT TO YOUR PERSONAL SAFETY. DO NOT ATTEMPT TO CONTROL THE FIRE UNTIL AFTER THE FIRE DEPARTMENT AND MANAGEMENT HAVE BEEN NOTIFIED. ALWAYS BE SURE YOU ARE ABLE TO EXIT IF NEEDED.

Note

Unless specifically instructed otherwise, always advise everyone to relocate down by the way of the stairwells, and never attempt to use the elevator.

Do not allow anyone to return to his or her floor until so advised by the fire department or building management.

Upon discovery or notification of a fire, first call 911 and then MANAGEMENT (941-698-2989) to relay the following information.

- The exact location of the fire
- What is burning? wiring, liquids, paper, wood, etc.
- The severity of the fire
- Your name
- Your telephone number
- Your location

Before opening any door to any corridor, check the door and door knob for heat. If it is hot do not open it. Find another exit. If trapped, attempt to call 911 or the Property Manager with your location. Stuff clothing or other material around ventilation ducts and cracks in the door to prevent smoke from penetrating the area. Hang a cloth or another signal in the window to attract the attention of the fireman. Do not attempt to break the glass. Under certain conditions, an open window may draw smoke into the area uncontrollably.

Fire Prevention Tips

Smoking is not permitted in the common areas of THE HAMMOCKS BUILDINGS.

Turn off all coffee pots, toaster ovens, hot curling irons, similar appliances when not in use.

Be sure the proper fire extinguishers are placed near fire risk areas such as the kitchen.

If you smell smoke at any time, even if it is not seen, report it immediately.

Medical Emergencies

Upon receiving notification of a medical emergency, first call 911, and then call MANAGEMENT at 941-698-2989 giving the following information:

- Nature of the medical emergency.
- Exact location (address, floor, unit number, or location)
- Whether an ambulance or doctor has been notified.

The Emergency Number is 911

Elevator Procedure

Please advise your visitors and guests to follow these procedures if an elevator stops, temporarily entrapping the passengers.

- Remain calm; there is no reason to panic.
- All of the elevators in THE HAMMOCKS are equipped with Two-way communication. In the event of an elevator malfunction, press the call button and wait for assistance. **If entrapped ask to have the Englewood Florida Fire Department notified.**
- Should an elevator malfunction press the alarm button. An alarm will sound within the elevator cab, signaling a problem to anyone in the vicinity of the elevator.
- Do not attempt to force open the doors or climb out of an elevator as the elevator could start to move causing severe injury.
- Trained elevator technicians or the Englewood Fire Department will respond promptly if anyone does become entrapped in an elevator.

Power Outage

In the event of a power outage, remain calm. Usually, a power interruption lasts only for a few seconds, causing equipment to reset.

- Contact MANAGEMENT 941-698-2989
- Contact FPL 800-468-8243
- If you are instructed to evacuate, lock your door.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator may cease in operation, but it will not fall. Do not force open the doors. If more than a couple of minutes go by and the elevator has not resumed operation, press the call button and wait for assistance.
- Turn off the lights and other electrical equipment in your unit to facilitate the return of power.
- Building management will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Hurricane Preparedness

Hurricane season begins on June 1st and runs through November 30th

- If you are not going to be in residence during the season please remove all items from lanais and balconies before your departure.
- Make sure you notify a home watch service or a reliable person that has access to your unit in your absence to check for damage in the event there is a strong storm.

If you are going to be in residence during the hurricane season these are a few tips that will help in the event of a hurricane.

- Windows within the buildings are tempered glass but not hurricane and impact resistant. The lanai and balcony doors are hurricane and impact resistant, so there is no need for shutters or tape on the doors.
- The staff of THE HAMMOCKS will take all necessary precautions to protect the common areas of the buildings, but it is the responsibility of each resident to prepare themselves for the hurricane season, or make prior arrangements to help you prepare.
- Move all items from lanais and balconies to the interior of your unit until the threat has passed.
- Make sure that you have your own disaster plan and be ready to initiate it.

Hurricane Watch & Warning

- **Hurricane Watch:** Indicates the possibility that you could experience hurricane conditions within 36 hours. This watch should trigger your disaster plan, and protective measures should be initiated.
- **Hurricane Warning:** Indicates that sustained winds of at least 74 miles per hour are expected within 24 hours. Once this warning has been issued, you should be in the process of completing protective actions and deciding the safest location to be during the storm.

Saffir-Simpson Hurricane Scale

- **Tropical Depression:** 0-38mph winds with little to no storm surge.
- **Tropical Storm:** 39-73mph winds with up to 3 feet of storm surge.
- **Category 1 Hurricane:** 74-95mph winds with up to 5 feet of possible storm surge. Damage primarily to unanchored mobile homes, shrubbery, and trees. Some coastal flooding and minor pier damage.
- **Category 2 Hurricane:** 96-110mph winds with 6-8feet of possible storm surge. Some roofing, door & window damage. Considerable damage to mobile homes, vegetation, etc.
- **Category 3 Hurricane:** 111-130mph winds with up to 12feet of possible storm surge. Some structural damage, with a minor amount of curtain wall failures. Mobile homes may be destroyed. Flooding near the coast, destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.
- **Category 4 Hurricane:** 131-155mph winds with possible storm surge up to 18 feet. More extensive curtain wall failures with some complete roof structure failure. Major erosion of beach areas, terrain may be flooded well in land.
- **Category 5 Hurricane:** 156mph winds and higher with possible storm surge in excess of 18 feet. Complete roof failure. Some complete building failures. Flooding could cause major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

The Florida Division of Emergency Management recommends that anyone located within a "hurricane zone" prepare and have handy a disaster kit containing at least the following items:

- Water: at least 1 gallon daily per person for 3 days
- Food: at least enough for 3 days
 1. Non-perishable canned food or juices.
 2. Snack foods.
 3. Non-electric can opener.
 4. Cooking tools/fuel.
 5. Paper plates/plastic utensils.
- Blankets/pillow, etc.
- First aid kit & medicines
 1. Prescription and non-prescription medications
 2. Glasses, dentures, hearing aids, etc.
- Special Items: for babies or elderly
- Toiletries: hygiene items
- Moisture Wipes
- Flashlight! Batteries
- Radio: battery operated and or a NOAA weather radio

- Cash
- Keys: extra set of home and car keys
- Important documents in a water proof container
 1. Insurance, medical records, bank account numbers
 2. Social security card
 3. Documentation of all valuables
- Toys/books/entertainment
- Tools: keep a set with you during the storm
- Vehicle fuel tanks filled
- Pet care items
 1. Proper identification! immunization records
 2. Ample supply of food and water
 3. A carrier or cage
 4. Medications
 5. Muzzle and leash

If there is a voluntary evacuation issued, you must use your best judgment on whether to stay or go. If you have special needs, medical issues, pets, etc. you may want to go ahead and evacuate, rather than wait until the last possible moment.

If there is a mandatory evacuation issued, you will be asked to leave the building as soon as possible. The staff will be performing all last-minute precautionary measures and locking down the building. Once the staff leaves there will be no one allowed to re-enter the building until the evacuation orders have been lifted and it is safe to do so.

As part of the lockdown procedures the elevators will be locked out on the upper floor to prevent any type of flood damage. Please keep this in mind when making your evacuation plans.

Please remember the staff will be very busy securing the buildings, especially in the event of a mandatory evacuation, so it will be up to each resident to keep themselves informed on weather and evacuation reports.

The staff will do a final walk through of the building to make sure that all residents in the building are aware of the mandatory evacuation before departing the building. If you choose not to evacuate please keep in mind that there could be very extreme winds, no electricity, no water, no plumbing, & possibly no emergency responders until the threat has passed.

As soon as the threat has passed and evacuation orders have been lifted, and it is safe to do so, the staff will return to the building to reopen it and begin to assess for damages.

Please contact MANAGEMENT (941-698-2989) before returning to THE HAMMOCKS to be assured that the building is safe to return to and has been reopened.

Important Phone Numbers

211-Operators can answer questions on a wide variety of subjects from advice on hurricane preparations, to shelter information. (This number works for Sarasota, Manatee, & Charlotte Counties)

Charlotte County Emergency Operation Center: 941-833-4000

Florida Emergency Public Info:1-800-342-3557

FPL: 1-800-468-8243

Charlotte County Red Cross Englewood: 941-473-9891

FEMA: 1-800-621-FEMA (3362)

Special Needs Registration: 941-861-5000

State Volunteer & Donations Hotline: 1-800-FL-HELP

Price Gouging and Contractor Fraud Hotline: 866-9-NO-SCAM



Hurricane Preparedness Procedure For Elevators For Property Management & Maintenance Staff

General Items to Check at the Beginning of Hurricane Season

Damage to elevator and escalator equipment from wind, water, power fluctuations and certain other weather related incidents are not covered by our maintenance contract with you. With this in mind, we have outlined several practical preventative measures that may help avoid damage to your elevator system.

Inspect your elevator machine room ventilation, windows and doors for their fitness and ability to prevent water leakage from wind driven rain during a large storm.

This applies to elevator hoist way ventilation as well. Install metal splash guards or hoods over all open ventilation in walls to reduce the possibility of water reaching electrical panels, and install weather-stripping around all elevator machine room doors.

When A Hurricane Warning Has Been Issued

1. Run elevators to a weather protected landing close to the center of the building to guard against floodwater damage to the elevator car and counterweights. If all elevator entrances above the ground floor are exposed to the weather, position the elevator at the top landing.
2. Secure elevators at the floor using the stop switch or key switch in the elevator car. Ensure that all machine room doors/windows/louvered vents are closed.
3. Disconnect the electrical power by switching off each elevator's main line disconnect, located in the elevator machine room, to guard against elevator use during a hurricane. Lock off elevator main line disconnects, if possible. If you are not comfortable performing this task, or feel you may not be able to perform it safely, please call us.
4. THE ELEVATOR SHOULD NOT BE OPERATED DURING A HURRICANE, EVEN IF YOUR BUILDING HAS AN EMERGENCY GENERATOR.

After the Storm Has Passed And the City Has Lifted Any Applicable Restrictions

Inspect your elevator machine room for water on the floor or control panels, or in the pits, **BEFORE** starting an elevator. If there is any sign of water in these areas, call KONE'S National Customer Care Center at 877-276-8691.

Do not start the elevator if there is any doubt in your mind about its ability to operate properly. If you are not comfortable performing any of these steps, or feel that you may not be able to perform them safely – call us. If you are unsure, err on the side of caution, and call us.

Although these steps will not guarantee that there will be no wind, water or electrical damage to your elevator equipment, they are reasonable steps that can be taken to lessen the chance of significant storm damage.