

TOWNHOME HURRICANE PREPARATION

Pre-Hurricane Season Preparation and / Terms to Know



Pre-Hurricane Season Checklist

- 1 Familiarize yourself with storm surge history and elevation of your area. Is it safe to stay?
- 2 Determine safe routes inland. Plan a family evacuation and relocation strategy.
- 3 Learn the locations of official shelters.
- 4 Prepare an inventory list of personal valuables, household furnishings and equipment, so losses can be authoritatively itemized. Video taping of all personal belongings is the preferred method. However, pictures will suffice. Keep a list of serial numbers and model numbers. Keep this list in a safe place away from your house (i.e., safe deposit box).
- 5 Keep your insurance coverages current. Review your insurance policy. Make sure you have adequate coverage for any betterments and improvements you have made to the interior and exterior surfaces of your townhome, i.e. floors, cabinets, countertops, etc. since you last evaluated and purchased your insurance. Also, ensure you have coverage for any new additions to your personal belongings, i.e. furniture, electronics, etc. You cannot purchase or increase insurance as long as there is a storm in the Gulf.
- 6 Check your homeowners or renters insurance. Homeowners policies do not cover flooding. Contact your agent to find out how to obtain flood insurance.
- 7 Keep your insurance policies in a safe place where they can be retrieved easily after a disaster. Keep a quick reference list containing your agent's telephone number, all your policy numbers and respective insurance company names.
- 8 Keep a supply of nonperishable foods and an emergency water supply; have essential drugs and first aid kit available in your medicine cabinet. Keep these supplies fresh.
- 9 Keep fresh batteries available for transistor radios and flashlights and an extra supply of fuel for portable grills and stoves. (Note: a fresh set of batteries purchased at the beginning of the hurricane season should last through the season with little or no loss of effectiveness.)
- 10 Have available the supplies needed for protecting your residence from the elements or for making necessary emergency repairs afterward (i.e., hammer, nails, tape, plywood, etc.)

HURRICANE SEASON OFFICIALLY EXTENDS FROM JUNE 1 TO NOVEMBER 30

Tropical cyclone is the general term for all cyclone circulations originating over tropical waters, classified by form and intensity as follows:

Tropical Disturbance: A moving area of thunderstorms in the Tropics that maintains its identity for 24-hours or more. A common phenomenon in the tropics.

Tropical Depression: Rotary circulation at surface, highest constant wind speed 38 miles per hour (33 knots).

Tropical Storm: Distinct rotary circulation, constant wind speed ranges 39-73 miles per hour (34-63 knots).

Terms to Know

Hurricane: Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

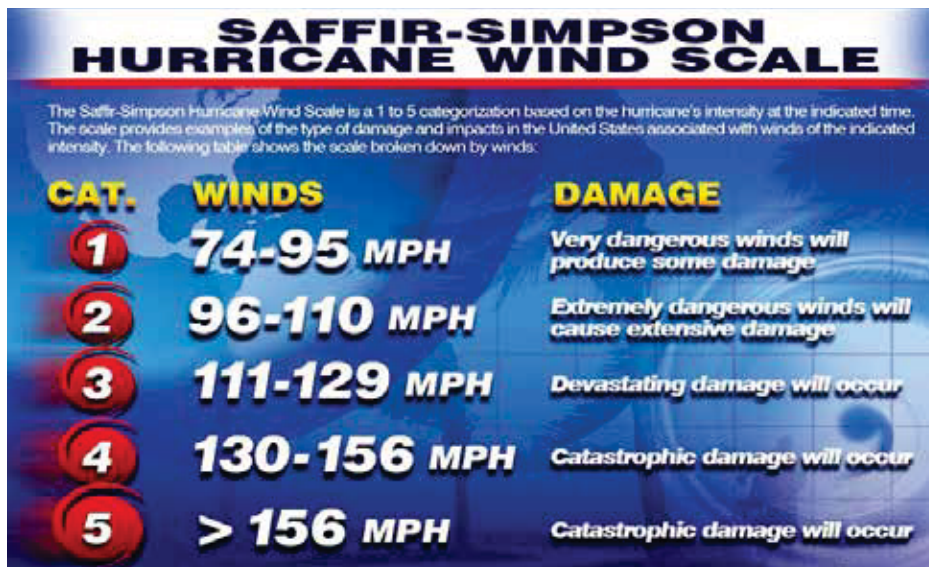
Small craft cautionary statements: When a tropical cyclone threatens a coastal area, small craft operators are advised to remain in port or not to venture into the open sea.

Gale Warnings: May be issued when winds of 39-54 miles an hour (34-47 knots) are expected.

Storm Warnings: May be issued when winds of 55-73 miles an hour (48-63 knots) are expected. If a hurricane is expected to strike a coastal area, gale or storm warnings will not usually precede hurricane warnings.

Hurricane Warning: Is issued when hurricane conditions are expected in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles an hour (64 knots) and/or dangerously high tides and waves. Action for protection of life and property should begin immediately when the warning is issued.

Tornadoes: Spawned by hurricanes sometimes produce severe damage and casualties. If a tornado is reported in your area, warning will be issued.



IMPORTANT NUMBERS

Weatherline 713-529-4444	Webster Police 281-332-2426	Clear Lake Water 281-488-1164	EMERGENCY: Police - Fire - Medical 911	City of Houston: Water/Streets 713-837-0311 or 311	American Red Cross 713-526-8300 FEMA 1-800-621-3362	CENTERPOINT ENERGY: Customer Service 713-207-2222 1-800-332-7143
Houston Police 713-884-3131	Seabrook Police 281-291-5610	Centerpoint Gas 713-659-2111				

TOWNHOME HURRICANE PREPARATION

If a Storm is Heading Toward You



If a Hurricane Watch is issued in your area

- Alert police and fire departments to special conditions, such as an invalid who might require emergency evacuation.
- Check often for official bulletins on radio, T.V., or NOAA weather radio.
- Know your areas flood risk and evacuation routes. For information call your local weather service office, your local chapter of the American Red Cross or a local emergency management agency.
- Secure lawn furniture, patio furniture, and other loose materials outdoors such as plants, grills, etc.
- Tape, board or shutter windows to prevent shattering. (Note: tape should be removed from all windows promptly after the storm, otherwise the tape will be virtually impossible to remove.)
- Wedge sliding glass doors to prevent their lifting from their tracks.

If a Hurricane Warning is issued in your area

- Stay tuned to radio, T.V. or NOAA weather radio for official bulletins.
- Move valuables to the highest possible spot in your home.
- Bring in pets.
- Fill containers (bath tub) with several days supply of water.
- Turn up refrigerator and freezer to maximum cold and don't open unless necessary.
- Use phone only for emergencies.
- Fill your car with gas.
- Make an informed decision on whether to stay home or evacuate. Considerations should include, among others; children, pets, strength of storm and potential for flooding.
- Buy toiletries, paper plates, utensils and trash bags.
- Use portable grill or Coleman stove with charcoal and/or fuel. Charcoal grills are to be used outside only due to the potential for fire and poisonous gases.
- Have extra cash.

Should We Stay or Leave?

When a hurricane threatens your area, you will have to make the decision whether you should evacuate, or whether you can ride out the storm safely in your home. **IF LOCAL AUTHORITIES RECOMMEND EVACUATION, YOU SHOULD LEAVE!** Their advise is based upon knowledge of the strength of the storm and its potential for death and destruction.

IF YOU ARE STAYING HOME

Emergency Supply Check List:

- Fill bathtub with water for toilet flushing. Purchase bottled water for drinking - try to have enough to last 3-4 days
- Candles and matches / Safety matches - in case of electrical loss
- Flashlight (and extra batteries)
- Ice or dry ice (water can be frozen in many types of containers; i.e., milk cartons)
- Prescription medicines
- Manual can opener
- Canned food - food that can be eaten without cooking
- Fill car with gas and park in the highest possible spot
- Baby formula / Disposable Diapers
- First Aid Kit / Bandages
- Oil lamps and lamp oil
- Ice chests and coolers
- Plastic drop cloths - in case of window breakage
- Key wound alarm clock

IF YOU DECIDE TO LEAVE

- Leave early, in daylight if possible.
- Be sure to fill your car with gas as soon as the hurricane warning is announced.
- Supply your car with food and other necessary items. Do not assume that stores will be open.
- Remember insurance papers, household inventory list, car titles and personal valuables that could be destroyed by flooding or damaged buildings.
- Don't forget your pet, food or medication that will be needed.
- Lock your house securely.
- Shut off gas, water and electricity to your home, if possible.
- Turn off and unplug all major and minor appliances. This will protect them in the likely event of a power surge.
- Be sure to have ample cash on hand before and after the storm. Banks may not open and ATM machines may not be functioning.
- Keep with you important phone numbers (relatives, friends, hospitals, etc.).
- Remember all device chargers.

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TOWNHOME HURRICANE PREPARATION

After the Storm



Use Caution Upon Re-Entering Your Home:

- 1 Use flashlight, not lanterns or torches, to examine the building.
- 2 Check for gas leaks; if you smell gas do not turn on lights or use your home or cellular phone. These could cause the gas to "ignite". Leave the building immediately and contact Centerpoint at 713-659-2111.
- 3 Look for broken glass.
- 4 If your home has been flooded, do not attempt to use any electricity. Contact an electrician before trying to restore power. There is the potential for electrical and fire hazards.
- 5 Allow all electrical appliances and electronic equipment, once submerged in water, to dry thoroughly - at least one week: then have them checked by a qualified repair person before turning them on.
- 6 If outside unit of your air conditioning system has been under water, mud may have accumulated in the controls. Attempting to restart the system could result in further damage and more costly repairs. Have your unit thoroughly checked by a qualified air conditioning repair person.

If You Stayed At Home

- 1 Please use extreme caution when you go outside after a natural disaster/storm. If you see an electrical line down on the ground, treat it like a live line and stay away. Report the line to Centerpoint at 713-207-2222 or 1-800-332-7143.
- 2 If you see a broken gas line or if you smell gas, do not use the phone, electricity or anything else that may cause a spark in the vicinity of the gas smell. Please report it immediately to Centerpoint Energy at 713-659-2111.
- 3 When walking, watch for snakes or poisonous insects.
- 4 Begin the process of identifying all damages that were sustained from the storm.

IF THE LIGHTS GO OUT

Check fuses and circuit breakers at the switch box first, then, check to see if service is out in your neighborhood. If there is a power outage, call Centerpoint Energy at 713-207-2222 or 1-800-332-7143.

Unplug all major appliances, including televisions. They can draw three to four times the normal electrical current when power comes back on. This could cause an electrical overload and possibly another power outage.

Keep a small lamp plugged in and turned on, so you'll know when power is restored.

If your home floods, turn off the main circuit breaker at the switch box.

If You Left Home

- 1 Delay returning to your home until local authorities have issued an all clear.
- 2 Watch for downed or dangling power lines and report them immediately to Centerpoint Energy. Contact with live power line can kill or seriously injure you..
- 3 Drive carefully. Washouts may have weakened bridges and other road structures. When walking, watch for snakes or poisonous insects.

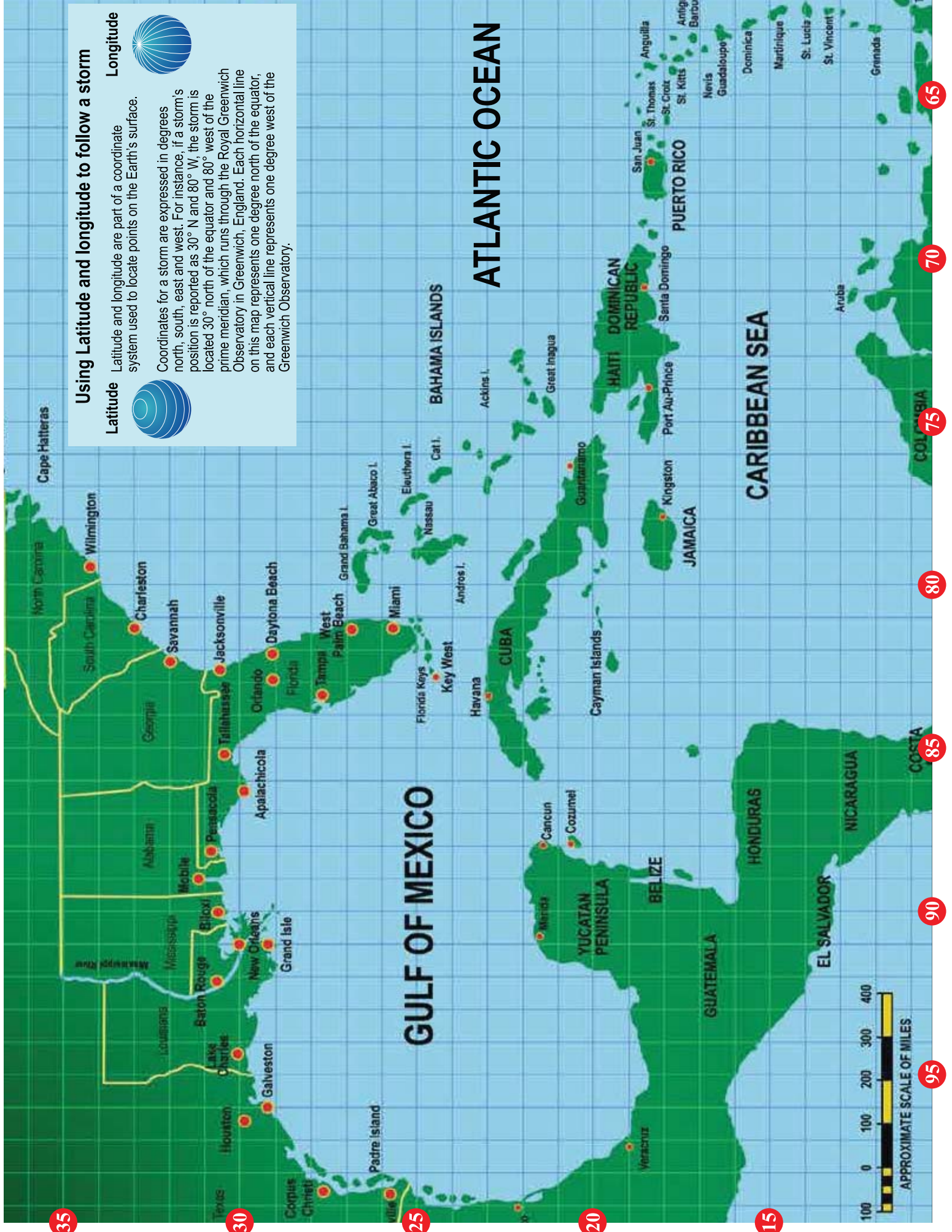
INSURANCE

If you have sustained damage from the storm, it is important that you take certain steps immediately.

- Contact your insurance agent immediately. **The Association may NOT provide insurance for your Townhome and does NOT provide insurance coverage for your personal property.**
- Prepare a detailed list of all damage to your townhome and/or personal property for your insurance adjuster.
- Take pictures and video (if possible) of all damages. Keep a copy. This information will be helpful in the claim process. Try to include the date of purchase or approximate age; cost at time of purchase and estimated replacement cost today. Collect canceled checks, invoices or other papers that will assist the adjuster. Make only those repairs necessary to prevent further damage to your home. This includes covering breaks in the roof, wall or windows with plywood, canvas or other waterproof material. **We recommend that you do not have permanent repairs made before approved by your adjuster. There is a strong possibility unauthorized repairs may not be reimbursed.**
- Fill out the enclosed official loss information form completely and forward it to Creative Management's office. This will assist us in making prompt repairs to damages to the common grounds.

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Using Latitude and longitude to follow a storm

Latitude



Latitude and longitude are part of a coordinate system used to locate points on the Earth's surface.

Longitude



Coordinates for a storm are expressed in degrees north, south, east and west. For instance, if a storm's position is reported as 30° N and 80° W, the storm is located 30° north of the equator and 80° west of the prime meridian, which runs through the Royal Greenwich Observatory in Greenwich, England. Each horizontal line on this map represents one degree north of the equator, and each vertical line represents one degree west of the Greenwich Observatory.

GULF OF MEXICO

ATLANTIC OCEAN

CARIBBEAN SEA



35

30

25

20

15

95

90

85

80

75

70

65

TOWNHOME HURRICANE PREPARATION



CREATIVE
MANAGEMENT
COMPANY

OFFICIAL LOSS INFORMATION

If you experience storm damage, please fill out this report and deliver it to or mail it to Creative Management Company, 8323 Southwest Freeway, Suite 330, Houston, Texas 77074 or email to workorders@cmctx.com.

You may contact our office at 713-772-4420. However, our phone lines may be down or extremely busy should a disaster occur; therefore, please be sure to complete this form in detail and return it promptly to the above location. If you must temporarily relocate, let us know how to reach you. Your cooperation and patience will be greatly appreciated.

The Association's insurance company will be notified, and you will be contacted. **Make only temporary repairs to prevent further damage.** Keep all receipts for expenses you incur. Insurance may not pay for damage they cannot witness. If you have losses related to personal items, i.e., furniture, clothing, small appliances, electronics, etc., you will need to file a claim with your personal insurance carrier. The Association's insurance does not cover these items. Please take pictures and/or videos of the damage. They will be very helpful to us in filing your claim.

Community Name: _____

Owner(s) Full Name: _____

Condominium/Townhome Address: _____

Owners Home Address, if different than above: _____

Home Phone Number: _____ Work Phone Number: _____

Email Address: _____

Tenant Full Name: _____

Home Phone Number: _____ Work Phone Number: _____

Email Address: _____

Is home currently occupied? YES / NO

Is home habitable? YES / NO

If occupant of homes will be residing elsewhere on a temporary basis, please provide contact information:

