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TANGERINE BAY CLUB ASSOCIATION

ENTERING OWNERS UNITS POLICY

The Tangerine Bay Club Association has the responsibility to protect the Condominium Property and the right to enter any Unit for the purpose of doing so.

In the aftermath of a major storm affecting Longboat Key, or a major casualty affecting TBC such as a fire, the Board and Owner volunteers appointed by the Board as members of the Disaster Preparedness and Recover (DPR) Committee will be allowed back onto TBC property, along with those employed in jobs dedicated to TBC, before Owners are allowed to return. These are "TBC's first responders."

1) The first priority for TBC's first responders is to account for the whereabouts and safety of residents who did not evacuate but rather sheltered-in-place.

2) TBC's first responders will assess damage and begin to restore the Condominium Property so as to prevent further damage. This will include:

- Securing the Buildings and property
- Debris removal; clearing roadways and Building/storm drains
- Covering or repairing roof and Building damage
- Ensuring water and gas line leaks are sealed
- Restoring electrical, fire safety, elevator, and HVAC systems

3) TBC's first responders will enter Owner Units to ascertain and repair damage *that poses a threat to Condominium Property or health and safety of residents*. The following protocols apply:

- A minimum of two individuals from Lighthouse Property Management (LPM), or one from LPM along with a Board Member or DPR Committee Member or a staff person of an emergency service company will be required to enter each Owner Unit. However, in the event of a large-scale emergency this rule may be suspended if there are not time or personnel available to enforce the two-person rule.
- Damage in Units that requires immediate action by the Association due to risk to Common Elements and/or other Units includes:
 - Gas line leaks
 - Broken windows/doors
 - Roof damage and ceiling leaks
 - Flooding
 - Damage to HVAC and fire protection systems
 - Damage to potable water system and tanks
 - Disruption of electrical service
- For insurance claims, if reasonable given the circumstances, damage in the Unit will be photographed and documented prior to performing any repairs. Owners will be informed as soon as practical of urgent repairs made by the Association. The cost of the repairs will be for the Owner's account unless a Common Element is involved.
- It is the responsibility of the Owner to immediately notify his insurance agent of any reported damage in the Unit. Serious, but not urgent damage such as the risk of or observed presence of mold will be discussed with the Owner via telephone or email, if at all possible. If the Owner cannot be reached, or is unwilling to address the problem promptly, the representatives of the

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Association may take action to do so, to prevent damage to Common Elements and other Units. The cost of repairs will be for the Owner's account.

4) The Association's purpose for checking Units is to identify and remedy urgent damage that threatens Common Elements and/or other Owner Units. *The Association's initial assessment for urgent damage in an Owner's Unit does not take the place of the Owner's primary responsibility and efforts to thoroughly inspect, identify problems, and remediate the Unit.* The Association will communicate with each Owner, as soon as possible, after the initial inspection of urgent damage and necessary repairs are made in the Unit. Owners are advised that TBC's communication system may be disrupted after the storm/casualty; also management may be busy with recovery efforts and may not be able to communicate with Owners as soon as expected.

5) For TBC Owners' protection and adequate preparation to respond to natural disaster events such as hurricanes, it is required for Owners who are not planning to be in residence through storm season (June 1 through Nov 30) to have in their employ a Unit caretaker** to check their Units regularly. The Unit caretaker's contact information should be provided to TBC's General Manager. In addition, Owners should provide their Unit caretakers with a letter of employment and identification to be allowed entry to LBK and the TBC property to check and secure their Unit after hurricane evacuation. Owners should also provide their Unit caretakers with proper instructions for damage inspection, proof of loss, and repairs for insurance claim purposes.

*** If an Owner engages a member of TBC's staff as a Unit caretaker, the staff person only will fulfill his Unit caretaker responsibilities outside of Association working hours. Association working hours may be extended during emergency situations as Association needs require.*

***TBC Board of Directors
August 2017***