

THE SHORE CLUB

Reference Guide for Better Living

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Guide for Better Living

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Reference Guide for Better Living

PREFACE

OVERVIEW

POLICY

The board of directors requested a reference guide document to be made available to all residents to assist in providing a pleasant, enjoyable and safe condominium community living for all.

This "Reference Guide for Better Living", compiled from the Shore Club Condominium association rules and regulations, is not intended to replace or modify the Shore Club condominium association rules and regulations that are part of your condominium documents.

This guide is intended to call attention to those areas of the rules and regulations where the board feels emphasis and clarification is necessary.

Additional sections are included recommending actions all residents can take to protect their individual property and the property of others.

IMPLEMENTATION

A copy of this guide is available to all residents. We ask our residents to give a copy of this reference guide to all guests that live here for extended periods so they will benefit from reading this document.

This is our home and this is our "Reference Guide for Better Living".

Reference Guide for Better Living

RULES AND REGULATIONS REFERENCE

GENERAL

EMPLOYEES

- No resident shall direct, supervise or in any manner attempt to assert any control over any of the employees of the association

KEYS

- The association must retain a passkey to each condominium unit for use only in the event of an emergency, such as fire, water leaks, etc.

Note:

Individual condominium unit keys are required by State Statute to be on file with the condominium office. These keys, kept in a locked closet, are used to access units during an emergency.

If we have to access your unit and we do not have a current key on file, we will use a locksmith and bill you for the service. Security will not accept or hold unit Keys.

NUISANCE

- No immoral, improper, offensive, or unlawful use shall be made of the condominium property
- Televisions, radios, and musical instruments must be used at such times and kept at reasonable volume levels as will provide no disturbance to other apartment owners. The use of musical instruments after 9:00 p.m. and before 10: a.m. is prohibited

Note:

Parties -- we encourage all our residents to have fun and to enjoy condominium living. There have been times where parties have gotten out of hand.

Please be considerate of your neighbors, know the rules and regulations and observe time limits placed on use of the facilities and nuisance noise.

PETS

- No animals or pets of any kind shall be kept in any unit or on any property of the condominium at any time. No pets are allowed with Visitors or Guests

SECURITY

- All doors to the condominium property are to remain closed and locked at all times
- Residents shall notify the security office (954-566-6115) in advanced of any visitors, deliveries or craftsmen that are expected. **Entry to condominium property will not be permitted unless you are present to receive them**

- Notify security office (954 566-6115) or condominium office (954 561-2623 ext 202) prior to receiving large items such as furniture, appliances or boxes which can damage the interior of the elevators, security will install elevator protective padding and flooring

GUESTS

- Owners must register guests with the condominium office providing name, time and date of arrival
- All guests, on the day they arrive, must register with the condominium office, register their automobiles with the security office and receive a parking pass

TRASH AND GARBAGE DISPOSAL

- All garbage and trash must be put in durable plastic bags and tied securely before it is thrown into the disposal chute
- Use of the disposal chute shall be limited to the hours between 8:00 a.m. and 10:00 p.m.
- Newspapers shall be placed in baskets located in the trash chute rooms on each floor as required by the Fort Lauderdale recycling program

AUTOMOBILE PARKING

- Condominium parking spaces are limited to private, passenger automobiles or private passenger vans (vans with windows with front and rear seating). No motorcycle, trailer, mobile home, commercial type van, any vehicle with signs or lettering, commercial vehicle, boat trailer, pick-up truck, truck or any other non-passenger automobile may be parked on condominium property. Passenger type vans should be parked on the west side of the upper-level parking area in yellow "guest" marked parking spaces
- Each unit has been assigned the use of a certain "numbered" parking space. Do not use a numbered parking space not assigned. Visitors may use yellow "guest" marked parking spaces
- Guests are required to register their vehicles with the upper-level security office and to display parking passes on the rearview mirror
- Speed limit on upper-deck and in underground garage is not to exceed five miles per hour
- No washing of automobiles is permitted on condominium property except in the designated "car wash" area
- Vehicles with defective exhaust systems or systems that produce above legal noise levels are not permitted in parking areas

CONDOMINIUM UNITS

- All non carpet floor covering, being installed or replaced within a unit, must have sound deadening material installed under it.
- During Hurricane Season (June 1 – November 30) all shutters must be closed when leaving for extended periods.

COMMON ELEMENTS

- The Common Elements shall be used for furnishing the services and facilities for which they were reasonably intended and shall not be abused defaced, littered or obstructed in any way
- Children shall not be permitted to play in the walks, catwalks, corridors, parking areas, elevators and stairways of the condominium property

- Top coverings and foot wear must be worn at all times in public areas
- Uncovered and wet swimming suits must not be worn by adults or children in the lobby, elevators, exercise room, and public areas
- No radio or television antenna, or any wiring for any purpose may be installed on the exterior of the building
- The balconies, terraces, exterior staircases and rear catwalks shall be used only for the purposes intended, and shall not be used for the hanging of bathing suits, garments towels or other objects, or for the cleaning of rugs or other household items
- Barbecuing or open flames are prohibited on balconies and rear catwalks
- No items including grocery carts, garbage cans, supplies, milk bottles or other articles shall be placed in the halls or on the staircase landings

LOWER GARAGE AREA

- In the lower garage storage rooms, no items may be left outside your enclosed storage bin.
- In addition to a currently approved vehicle, no other items may be left in your lower parking space except for bicycles, folding shopping cart(s) and a car top.

RECREATION AND POOL AREA

RECREATION AREA

- The use of all recreational facilities shall at all times be governed by the rules and regulations adopted by the association and posted in various locations
- Recreation facilities will be open from 6:00 am until 11:00 pm daily
- No pets or animals of any kind are allowed in the recreation area or any other common area
- You must be in residence and registered with the office to enter the recreation area
- Visitors may not enter the recreation area unless accompanied by the resident

RECREATION ROOM

- The meeting room may be reserved by an owner or lessee only
- Kitchen use must be scheduled with the condominium office (954) 561-2623 ext 202 in advance
- Kitchen area must be cleaned after use and all trash thrown away
- Recreation room must be cleaned after use and all trash thrown away
- Proper attire, including shirt and footwear, is required at all times
- No wet clothing is allowed

BILLIARD TABLE

- Table may not be reserved
- Cues and Balls are stored with the upper-level security office
- There is a one hour time limit if other people are waiting to play
- Children under fourteen (14) must be accompanied by an adult
- Area must be cleaned after use and all trash thrown away

TIKI BAR AREA

- The Tiki bar area is the only designated area where food may be stored and eaten
- An icemaker is provided to store ice only. No food or drinks are to be placed in the icemaker

- A cooler is provided to store drinks and food
- Tiki bar area must be cleaned after use and all trash thrown away

BEACH GATE

- **Gate is to remain closed and locked at all times**
- Showers are provided to remove sand before entering the pool area
- A tar bar is provided to remove tar before entering the pool area
- Shower rooms are not to be used to remove tar and sand

SWIMMING POOL

- Use of the swimming pool is at your own risk
- Pool hours are from 6:00 am until 11:00 pm
- Swimmers must take a cleaning shower before entering the pool and remove all sand, tar, suntan oil and/or lotions
- Children under twelve (12) years of age must be accompanied by an adult
- Proper bathing attire is required. Cut-offs are prohibited in pool
- Babies wearing diapers or not toilet trained are not permitted in the swimming pool
- Food, bottled beverages and glasses are not allowed on pool deck
- No running on pool deck
- No diving allowed
- No artificial rafts, floats, toys, balls or fins are allowed in pool (fun noodles and exercise vests are allowed)
- Radio and tape player volume levels must be kept at minimum levels

SAUNA

- Use of the sauna is at your own risk
- Children under twelve (12) years of age are to use sauna only under supervision of an adult

INDOOR AND OUTDOOR SPA/WHIRLPOOL

- Use of the whirlpool is at your own risk
- A cleansing shower must be taken before using the whirlpool
- Hours are from dawn to dusk
- Children under twelve (12) years of age must accompanied by an adult
- Babies wearing diapers or not toilet trained are not permitted in the whirlpool
- Proper bathing attire is required. Cut-offs are prohibited
- Food, bottled beverages and glasses are not allowed on whirlpool deck

EXERCISE ROOM

- Use of the exercise room and exercise equipment is at your own risk
- Must be 14 years of age to enter exercise room
- Clothing must be dry, shoes and top coverings must be worn
- Food, bottled beverages and glasses are not allowed in exercise room
- No personal equipment may be used or left in the exercise room

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EMPLOYEES

SHORE CLUB EMPLOYEES

At the recommendation of our attorney we are reiterating some rules that protect both residents and the association. The Shore Club Condominium Documents and the Rules and regulations state:

- “No resident shall direct, supervise or in any manner attempt to assert any control over any of the employees of the association
- Under no circumstance may anyone use loud or derogatory language to our employees. To protect the association we have been instructed to turn any instances over to our attorney for appropriate action.

MANAGER RESPONSIBILITY:

Our employees work under a set of guidelines and the Manager has the ultimate responsibility to ensure our employees perform to the standards set in those guidelines.

RESIDENT RESPONSIBILITY:

Our “Owners” and “Residents” have the responsibility to notify the Manager those instances where constructive criticism of our procedures and employees will benefit the operation and our quality of life.

GENERAL GUIDELINES:

Listed below are a few things to remember about our employees that will protect your rights and the rights of our employees.

All Employees

- Our “Owners” and “Residents” have the responsibility to notify the Manager those instances where constructive criticism of our procedures and employees will benefit the operation and our quality of life.
- “No resident shall direct, supervise or in any manner attempt to assert any control over any of the employees of the association

Security Employees

- Our Security Personnel work under a set of guidelines they must follow.
- Under no circumstance, including a busy line, will security let a visitor in until he can reach the resident or the resident has called first and said to admit the visitor with or without a call first.
- Owners, residents and guests will only be buzzed in when security knows them or in the case of a visitor, has been instructed to do so by the resident. All security personnel, whether new or old, do not know all the residents and have been instructed not to buzz in anyone they do not know. Don't take issue with them if they do not buzz you in. Use your key or come over and introduce yourself.

- The fact that you come through the owner's gate does not mean you're a resident. There are cards and remotes given out to people other than residents. The same rules will apply to them.
 - a) If you're in residence they must have a key or security must call and get permission before buzzing them in.
 - b) If you're not in residence, you should give them keys including a Medico key or notify security and the office. When they arrive security can verify they have permission to enter your unit. This applies to each time you leave as we keep the log approximately 1 month
- Do not distract the security with long visits. They have other things to do.
- Security is not here to provide concierge service. Anything that takes them out of the security office puts us all at more risk.
- Any guests that stay overnight must be registered and have a visitor pass for their car. You are responsible for your guest's behavior, so inform them of our rules.
- Security will stop anyone without foot covering or shirts.
- Remember this is your home and you wouldn't let anyone in without knowing them and the reason they are there. The same rules apply here and **WE WILL ENFORCE THEM.**
- Keeping us all safe requires everyone's co-operation and support.
- Contact the Security Supervisor if you have questions or suggestions for the Security Personnel

Maintenance/Housekeeping Employees

- Our Maintenance and Housekeeping Personnel work under a set of work orders and guidelines they must follow.
- Do not distract the Maintenance and Housekeeping Personnel with long visits. They have other things to do.
- Use the Work Order form in the Upper Level Security Office to report items that need attention. The form is a three part form; you will receive a notice when the work has been completed.
- Contact the Manager if you have questions or suggestions for the Maintenance and Housekeeping Personnel

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RESERVING THE RECREATION ROOM

RESERVATIONS REQUIRED

The Recreation Room is there for your use and enjoyment and is available for private parties, dinners, etc. Reservations are required and must be made several days in advance. There are however, some restrictions and rules as follows:

Deposit

- There is a \$200 deposit required with the Reservation Request. This deposit will be returned the following day, after Staff has a chance to inspect the Room for damage and cleanliness

Dates/Time

- The Recreation Room may be reserved after 5PM not before.
- The Recreation Room reservation is not available during Holidays and Holiday Weekends (check with the office for those dates and times)
- The Recreation Room is not available when certain Committee Meetings and Board Meetings are Scheduled (check with the office for those dates and times)

Kitchen

- Use of the kitchen is included with the reservation

Tiki Bar and Grill

- The use of the Tiki Bar and the BBQ Grille are not included with the Recreation Room reservation. All owners can use these facilities and they must be shared.
- You can reserve the BBQ Grille for a 1 hour period during the time of the Recreation Room reservation.
- The BBQ Grille cannot be reserved prior to 5PM

Music and Noise

- No music is allowed outside the Recreation Room
- No noise after 11 PM

North Gate to Recreation Area

- The North Gate may be opened during setup and breakdown, but must be kept closed during the event. This will prevent strangers walking in to see what's going on.

Cleaning Up

- You are responsible for cleaning the Kitchen, Recreation Room, Tiki Bar Area and any other areas used for the event.
- Cleaning the Range, Refrigerator and Microwave
- Emptying Trash into the Dumpster located at the north end of the Recreation Building

- Vacuuming the Recreation Room floor. There is a vacuum in the Recreation Area Janitor room. The Upper Security Guard will provide access if you need it
- You are responsible for cleaning up the area the night you use it - not the next day.
- The Deposit will not be returned if there is damage or if the area is not cleaned and we have to do cleanup the next morning
- Notify the Upper Security Guard when you have completed the cleanup so they can shut off the Air Conditioning and lock up the area.

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HINTS FOR BETTER LIVING

CLEANING AND RECYCLING

ELEVATOR FLOORS

Elevator floors are cleaned on Tuesday and Friday mornings. Signs are not posted stating elevators are out of service.

NO MAID SERVICE

Please do not litter shore club property and clean up any trash, empty cans, papers or anything else left after you use a Common Element. Cleaning staff is responsible for normal cleaning, but is not a maid service.

NEWSPAPERS

Newspapers are collected from the recycling bin in the trash chute rooms on Tuesday and Friday mornings. This requires use of the e/f stack elevator.

ELECTRONIC EQUIPMENT

Florida is prone to heavy thunder storms and severe lighting producing short power outages and power surges.

We suggest you protect your electronic equipment (stereo, television, computer equipment and microwave ovens) with surge protectors.

When you leave your apartment for long periods, you may want to unplug this equipment.

- Remember to disconnect the cable line from your TV and phone line from your computer.

STORAGE AREAS

STORAGE BIN

Each unit has a storage bin located in the lower-level garage. All items stored in this area must be stored in the bin.

Entranceway and hallway (by fire code) must remain clear, no items are allowed in these areas. Any items left in these areas will be removed.

BEACH CHAIR STORAGE

Please do not place floats, vests toys or other items other than chairs in the beach chair storage room. This is a small room and intended for chairs and umbrella storage only.

ELECTRIC ROOMS

No storage of any kind permitted in the electrical rooms located on the back catwalk. (By fire code)

WATER LEAKS

Our major concern is water leaks. With a little extra effort we can eliminate this problem and protect our property. We suggest the following:

DISHWASHER AND WASHING MACHINE

- Do not leave your apartment while the dishwasher or the clothes washing machine is operating
- Watch for water leaks when the washing machine is filling and spinning. Typically the leaks come from the water hoses and the drain hose
- Turn off water valves after using the washing machine

WATER FILTERS

- Do not use PLASTIC pipe to connect your Water Filter. Use copper tubing.

YEARLY INSPECTION

Each year, we perform an "annual inspection". This inspection is intended to identify water related problems before they occur. We check the following:

- Commode Valves
- Washing Machine Door And Connections
- Dishwasher Tank Bottom
- Air-Conditioner Drain And Filter

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DELIVERY, WORKMEN & MOVER HOURS

POLICY

Access to shore club condominium property is restricted to certain daytime hours for delivery, workmen, and movers.

The policy is based on the following:

- Protect Shore Club Condominium property
- Conform to the shore club condominium association rules and regulations
- Maintain building security
- Keep hours of noisy work to an acceptable time frame
- Keep trash disposal to a minimum.

NOTIFICATION

Notify in the condominium office (954.561.2623) at least seven days in advance if you have movers, heavy or light construction, appliance deliveries or any delivery where the elevators need to be protected.

Security will install protective padding and flooring in the elevators.

If the office or security is not notified in advance, the workmen, movers, or delivery personnel will have to wait while security installs the protective padding and flooring.

Residents are responsible for making sure delivery, workmen and movers are aware of the times they are allowed in the building

DOCUMENTS REQUIRED

The documents required by all Workers are:

- Occupational License
- State Certification License
- City License
- Proof of Insurance
- Number of employees and proof of Workman's Compensation Insurance, if required.

ADMITTING PROCEDURE

The procedure is as follows:

- Owner's must advise the Manager of the scope of work to be done in an apartment or Common Elements prior to commencing the desired work
- The Manager will review the scope of work to determine if it meets the standards established by the Board

- The Manager will advise Owners, in writing, of the standards as they apply to the scope of work to be performed and the documents required by all Workers hired to do the scope of work in Units or Common Elements including a start date and an anticipated completion date
- The Manager will advise Owners to have Workers submit the required documents to Management prior to Manager authorizing the Owner, in writing, to proceed with the scope of work

DAYTIME HOURS

There is no access to shore club condominium property for any type of work or construction during the nighttime hours.

- Exception: Emergencies such as water leaks, electrical problems or air conditioning problems, -- service company maintenance personnel will be allowed access.

DELIVERY PERSONNEL

Delivery personnel are allowed in the building during the following hours:

Monday -- Friday	8:00 am -- 5:00 pm
Saturday	8:00 am -- 1:00 pm
Sundays or Holidays	Restricted, No Hours

WORKMEN HOURS

Workmen are allowed in the building during the following hours:

Monday -- Friday	8:00 am -- 5:00 pm
Saturday	8:00 am -- 1:00 pm
Sundays or Holidays	Restricted, No Hours

NOISE

Workmen creating noise, or any work considered noisy, the time is restricted to:

Monday -- Friday	9:00 am -- 4:00 pm
Saturday	9:00 am -- 12:00 pm
Sundays or Holidays	Restricted, No Hours

MOVERS HOURS

Moving companies or residents moving furniture or appliances are allowed in the building during the following hours:

Monday -- Friday	8:00 am -- 5:00 pm
Saturday	Restricted, No Hours
Sundays or Holidays	Restricted, No Hours

WORKMEN & MOVERS RESPONSIBILITIES

Residents are responsible for making sure delivery, workmen and movers register and enter through the lower-level security office are aware of and are responsible for the following:

NOISE

- No noise before 9:00 am and after 4:00 pm on weekdays
- No noise before 9:00 am and after 12:00 pm on Saturday

ELEVATORS

- Mirrors and Wood paneling and wood trim is located behind elevator pads
- Workmen and movers can hold the elevator only while they load or unload the cabin
- The elevator must be released for resident use while items are moved back and forth from the truck
- Items may be stacked in the lower-level garage elevator foyer as long as it doesn't block the elevator doorway or drive lanes

CLEANUP AND TRASH REMOVAL

- Workmen and movers are responsible for removing from the SCCA property all trash caused by their work. This includes any items they replace such as carpet, appliances, cabinets, furniture, lumber, wallboard etc. SCCA trash bins are not large enough to accommodate this type of trash
- Workmen and movers are responsible for immediately cleaning up any mess they make in the foyer, catwalk hallway and elevator. This becomes a problem when dust and dirt left in the elevators by contractors is tracked from floor to floor and to the lobbies by residents.
- Workmen and movers are not to sweep anything off the balconies

KEYS FOR ACCESS

- Residents must supply the workmen with a Medico key if they will be using the elevators. Security will only take them to the elevator the first time

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RENOVATING A UNIT

As recommended by our Attorney, the Board of Directors has instructed the Manager and Security Personnel to enforce the following:

Any work that costs more than \$500 or involves either a Common Element or Limited Common Element must:

- 1) Submit a written description of the work to the Shore Club Manager/Office.
- 2) Provide the office with a copy of the decorator's and/or the architect's Broward County license.
- 3) Provide the office with copies of any contractor's or sub contractor's license, and liability insurance and, if applicable, workmen's compensation insurance.

PERMITS

The owner is responsible for any permits necessary. The association will do what is necessary to insure that any work that could put any Shore Club property at risk conforms to code.

On an item that requires permission from the association, contact the Manager through the office 954.561.2623

CHANGES TO ELEVATOR FOYERS

Elevator foyers are limited Common Elements; however many residents decide to redecorate to their tastes and expense.

- Both unit owners of the adjoining foyer must agree on the changes and absorb the expense
- This is a limited Common Element and belongs to the Shore Club Condominium Association
- All materials must be reasonably fireproof
- No carpet may be used
- The fire hose door must have a sign posted stating "Fire Hose". There is no set size, just that it is readable. Plants and other objects must not block view and access to fire hose. (required by the fire code)
- The right side of the elevator door must have a sign posted stating, "In case of fire these elevators will not be in regular service. Follow exit signs and use stairways." (required by fire code)
- Any work done in the elevator foyer generating dust (i.e. tile or wallboard) the foyer ceiling smoke alarm must be covered to prevent dust from setting off the smoke detector and shutting down the elevator. If it is set off and it can't be cleaned and reset, it will cost you approximately \$250 to replace. A shower cap makes a good cover

UNIT RENOVATIONS

Slabs and Walls

- Within a unit you cannot cut into the floor or ceiling slab.
- No supporting columns may be altered.
- You can open up some walls of the area between the kitchen and the living room. See the Manager for more details.
- No openings to be made in the wall to the patio, hallway or catwalk

Venting

- The dryer must be vented to the current dryer stack. This is a code requirement.
- Nothing may be vented to the patio, hallway or catwalk.

Drains and Condensate Lines

- No additional plumbing, or different fixtures, may be connected to the current drains or condensate line without prior written approval of the Association.
- Water filters must use copper or braided steel lines. (No plastic, it will leak!)
- The dryer must be vented to the current dryer stack. This is a code issue. Code requires the washing machine and dryer must be located in the current location.

Windows, Doors

- If you change The Front Door, Patio Glass Sliding Doors, or any of the rear windows, they must be the same size and look the same as the current ones. The front door must have the same fire rating.

Electrical

- You cannot move the kitchen's electric breaker panel or telephone outlet without getting written Association permission because other units share the feed conduits.
- No electrical items may be connected to any Shore Club Common Element circuit

Flooring

- All tiles, marble, or other stone flooring and wooden flooring must have sound deadening material installed under the finished flooring.

Hurricane Shutters

- If you replace your hurricane shutters, you must install approved shutters according to our documents. Get a set of the rules from the office. We will stop an installation that does not conform to the rules and you will be asked to remove a non-conforming hurricane shutter.
- During Hurricane Season (June 1 – November 30) all shutters must be closed when leaving for extended periods.

DOCUMENTS REQUIRED

The documents required by all Workers are:

- Occupational License
- State Certification License
- City License
- Proof of Insurance
- Number of employees and proof of Workman's Compensation Insurance, if required.

ADMITTING PROCEDURE

The procedure is as follows:

- Owner's must advise the Manager of the scope of work to be done in an apartment or Common Elements prior to commencing the desired work
- The Manager will review the scope of work to determine if it meets the standards established by the Board
- The Manager will advise Owners, in writing, of the standards as they apply to the scope of work to be performed and the documents required by all Workers hired to do the scope of work in Units or Common Elements including a start date and an anticipated completion date
- The Manager will advise Owners to have Workers submit the required documents to Management prior to Manager authorizing the Owner, in writing, to proceed with the scope of work

GENERAL COMMENTS

Trash and Debris

You and/or your contractors are responsible for keeping the elevator and the carpeted area in the garage clean at all times while they are working. The elevator is the only way we have to get to our units and, if they are dirty, we track the mess into our homes.

Old carpet, tile, appliances, furniture or any other items or debris must be removed by the owner or contractor, not left or dropped in the Shore Club trash room.

No grout or other material is to be poured in the drain in the trash room on each floor.

Work Hours

Monday - Friday, work can start at 8am and the workers must be out of the building by 5:00pm.

Saturday, work can start at 9 AM and the workers must be out of the building by 1 PM.

Sunday – Restricted - No Deliveries, Movers or Workman

Deliveries can be made at these same times but on Saturday, deliveries are limited to a few items and prior to 12PM.

- **To reiterate the noise and work rules - no noisy work Monday - Friday before 9 AM and after 4 PM. Saturday before 9 AM and after 12 PM. We would prefer no noisy work on Saturday, but we understand that sometimes it can't be helped.**

KEYS FOR ACCESS

- Residents must supply the workmen with a Medico key if they will be using the elevators. Security will only take them to the elevator the first time

Reference Guide for Better Living

REPLACING AN AIR CONDITIONER

PERMITS

The owner is responsible for any permits necessary. The association will do what is necessary to insure that any work that could put any Shore Club property at risk, conforms to code.

On an item that requires permission from the association, contact the Manager through the office 954.561.2623

REPLACING AN AIR CONDITIONER

- If you are replacing an air conditioner we need at least 2 days notice in order to notify unit owners in the affected stack to shut off their A/C unit.
- The replacement should be scheduled for 9 AM so people are only without A/C during the morning hours, at the most.
- If you change the size of your air conditioner you are limited to a 1/2-ton size increase.
- We have negotiated special prices for new air-conditioners and hurricane shutters. Both companies have done a lot of work in the Shore Club. The office has the phone numbers.

DOCUMENTS REQUIRED

The documents required by all Workers are:

- Occupational License
- State Certification License
- City License
- Proof of Insurance
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Reference Guide for Better Living

LEAVING YOUR CONDO FOR SHORT/LONG PERIODS

LEAVING YOUR CONDO UNATTENDED

When you leave the Shore Club for a short period of time, for vacation; or, if you leave for a longer period of time; the season, here are some suggestions.

WATER LEAKS

Our major concern is water leaks. With a little extra effort you can minimize this problem and protect your and your neighbor's property. We suggest the following:

DISHWASHER AND WASHING MACHINE

Do not leave your apartment while the Dishwasher or the Washing Machine is operating. Watch for water leaks when the Washing Machine is filling and spinning. Typically the leaks come from the water hoses and the drain hose.

LEAVING FOR A WEEKEND

When you leave your apartment overnight - we suggest the following:

WATER

- Turn off the main water valve (valve is located above the water heater in the utility room).

WATER HEATER

- Turn off the electricity to the water heater by moving the #4 and #6 circuit breaker switch marked "Water Heater" in the main electrical panel to "Off". Before turning off main water valve - on returning to your apartment turn on main water valve then move circuit breaker switch to "On". Remember, if you turn off the water you must turn off the electricity to the Water Heater. If you do not want to access the circuit breaker panel, you can locate the wall switch in the closet by the water heater and move to "off"

LEAVING FOR LONG PERIODS OF TIME

When you leave your apartment for a long period of time -- on vacation, or for the season, we suggest the following:

HURRICANE PREPARATIONS

Do all the Hurricane Preparations as listed in the Section "Hurricane Preparedness", especially if you will not be here during Hurricane Season.

EMERGENCY CONTACT

We ask that you notify the office (954) 561-2623 when you will be out of town and the apartment unattended. We also ask that you leave a local contact and phone number, if

possible, so we can call in an emergency. You may want to ask a shore club neighbor to "look in" periodically to make sure everything is "OK".

WATER

Turn off the water. Remember, you must turn off the Water Heater if you turn off the Water.

HURRICANE SHUTTERS

We ask that you close and lock all Hurricane Shutters. When a storm approaches, there are so many things our staff has to prepare for that we simply don't have enough time to enter apartments and close shutters.

ELECTRICITY

Leave the electricity "On" in your unit. Remember to consider your electronic equipment mentioned below.

AIR CONDITIONER

You may want to leave your Air-Conditioner on – leave the circuit breaker switch marked "Air-Conditioner" in the "On" position. Set your thermostat to 80 degrees (this has been found to be the best setting. Remember to change the air filter a minimum of once a month.

ELECTRONIC EQUIPMENT

Florida is prone to heavy thunder storms and severe lighting producing short power outages and power surges. We suggest you protect your electronic equipment (stereo, television, computer equipment and microwave ovens) with surge protectors. When you leave your apartment for long periods, you may want to unplug this equipment. Remember to disconnect the cable line from your TV and phone line from your computer.

OTHER SUGGESTIONS

Before leaving, spray bug repellent around areas where pipes enter the apartment.

Reference Guide for Better Living

AIR & SEA SHOW

AIR AND SEA SHOW

The "air and sea show" presents many problems to the shore club. The quantity of traffic, visitors, parties and requests for parking have required several special occasion additional rules. These rules are review after each event and are updated to reflect areas that needed attention.

RESIDENT RESPONSIBILITY:

- Owners/Residents are responsible for the actions of their Visitor/Guest. Not complying with these rules can cause problems for you, the Shore Club and our Staff.
- Children must be supervised at all times

ADMITTING VISITORS AND GUESTS:

- Residents must give the guard in the Upper-Level Security Office, a list of expected Visitors/Guests for Saturday and Sunday no later than Friday, one week before the Air and Sea Show
- Only those Visitors/Guests on the list will be granted access to Shore Club property, all others will be turned away
- Visitors/Guests will be provided a color-coded wrist band upon entry to the Shore Club property. The wrist band must be worn at all times while on Shore Club Property.
- Security Personnel will call the Owner/Resident when the first Visitor/Guest on the list arrives. After the first Visitor/Guest is authorized entry, all the others on the list will be allowed entry without notification

AUTOMOBILE PARKING:

- A maximum of two (2) automobile passes can be issued per unit. The charge for each car pass is \$5
- Due to the limited number of Guest Parking Spaces (approx. 100), they will be allotted on a first come basis. Absolutely no Visitor/Guest car will be allowed to park without a pass
- Owners/Residents must designate who will be given a car pass on the submitted Visitor/Guest list. Owners/Residents must pay for and pick up the car passes from the Office, after Friday, one week before the Air and Sea Show for distribution to their guests
- Visitor/Guest parking will be permitted on the Upper Deck only. Security Personnel will not allow Visitors/Guests to park in the Lower Level Garage

ROOF AREA:

- Roof area will be open during the Air/Sea Show between 1:00pm and 5:00pm
- Visitors/Guests must be accompanied by Owner/Resident when on the roof
- Soft sole shoes (sneakers, boat shoes, etc., absolutely no high-heels), must be worn on the roof in order to prevent damage to the surface
- No one is to sit on, or place items on the parapet walls

- No chairs, coolers or other large/heavy items will be allowed on the roof
- No food or glass containers will be permitted
- A trash container will be provided at the top of the stairwell. All trash must be disposed of in these containers

RECREATION ROOM:

- Reservations will not be accepted. Everyone will share the Recreation Room facilities

RECREATION/POOL AREA:

- Visitors/Guests using the Recreation/Pool area must be accompanied by Owner/Resident
- Beach Gate must remain closed and locked at all times. Gate cannot be propped open or somehow be prevented from locking
- Beach chairs cannot be reserved early in the morning by placing towels on them. Towels or other items reserving unattended chairs will be removed
- No children in diapers are allowed in the pool, or hot tubs
- Coolers must not be placed on top of tables in the Pool area – use ground areas around the tables
- No eating, drinking, permitted in Pool area or in the Pool
- No drinking glasses, glass containers, glass bottles permitted in the Recreation Area

TIKI BAR:

- Everyone will share the Tiki Bar area
- Coolers must not be placed on top of or inside the Tiki Bar area. They can be placed around the outside of the Tiki Bar
- Reservations for the BBQ grill will not be accepted, the grill will be shared by all
- Cooking must be done, north of the recreation room, where the BBQ grill is stored

ADDITIONAL SHORE CLUB PERSONNEL:

- Additional Security Personnel will be in the Recreation/Pool Area during the Air/Sea Show
- Two Security Personnel will be in the Upper-Level Security Office to admit Visitors/Guests and to direct automobile parking
- Security Personnel will be in the Lower-Level Garage area. They will not allow Visitors/Guests entry to the lower garage
- Security Personnel will be at the bottom of the Upper-Level Exit Ramp. They will not allow people to walk up/down the ramp. This is for everyone's safety

WORKMEN:

- No workmen or deliveries will be allowed on Shore Club property, Saturday and Sunday. Do not schedule workmen or deliveries for Saturday morning
- Make sure your Visitors/Guests do not throw anything off the balconies. This could cause injury to pedestrians or damage to parked cars

Reference Guide for Better Living

HURRICANE SHUTTERS

HURRICANE SHUTTER INSTALLATION

Rule on shutter installation subsequent to 11/12/91, Reference: FS 718.113 (5)

Policy

It is the policy of the Shore Club Condominium Association Inc., to allow installation of Hurricane Protective Shutters for covering the Balcony and Catwalk windows upon request of a unit owner.

Installation Requirements

The expense of the installation shall be borne by the unit owner. Any shutter installation shall be approved in writing in advance by the Board of Directors and must comply with all provisions of this policy.

- Only accordion style shutters are permitted, as manufactured by Broward Hurricane Panel Company or approved equal.
- All shutters must comply with the appropriate sections of all applicable building codes in effect at the time of the installation.
- All shutters must be professionally installed by a licensed and insured contractor.
- All shutters must have a factory applied paint finish closely matching the beige color of the building.
- All shutters must be of a design to be locked and secured from the inside of the dwelling.
- The unit owner installing the shutters must agree to promptly repair or replace any damaged shutters.
- All shutters must utilize noise-free fittings to minimize rattling.
- The Balcony Shutters will be installed inside the railings.
- The Kitchen Shutter will be installed outside the railing.
- The catwalk shutters will cover the area of the windows only. Any existing carpet will be removed from any area the lower track will occupy.

Reference Guide for Better Living

HURRICANE PREPAREDNESS

HURRICANE SEASON

The official hurricane season for the Atlantic Basin (the Atlantic Ocean, the Caribbean Sea, and the Gulf of Mexico) is from 1 June to 30 November. The peak of the season is from mid-August to late October.

A "hurricane" is the most severe category of the meteorological phenomenon known as the "tropical cyclone."

Tropical cyclones are low pressure systems that have thunderstorm activity and rotate counterclockwise. A tropical cyclone that has winds of 38 mph or less is called a tropical depression. When the tropical cyclone's winds reach 39-73 mph, it is called a tropical storm. When the winds exceed 74 mph, the storm is considered to be a hurricane.

The Saffir-Simpson Hurricane Scale defines hurricane strength by categories. A Category 1 storm is the weakest hurricane (winds 74-95 mph); a Category 5 hurricane is the strongest (winds greater than 155 mph).

The category of the storm does not necessarily relate directly to the damage it will inflict. Lower category storms (and even tropical storms) can cause substantial damage depending on what other weather features they interact with, where they strike, and how slow they move.

MANDATORY EVACUATION ZONE

Beach area residents live in the Coastal High Hazard Area which is prone to storm surge flooding, and is a Mandatory Evacuation Zone for Category 1 Hurricanes (winds 74-95 mph). When a Mandatory Evacuation is ordered by Broward County Emergency Management – Evacuate! The earlier you leave the better. Evacuation orders are issued to give you adequate time to arrive at a safe place before the arrival of tropical storm force winds.

BASIC HURRICANE SAFETY ACTIONS

- Install storm shutters on all sliding glass doors and all windows.
- Have a written plan based on living in an evacuation area
- At the beginning of hurricane season (June 1), check your supplies, replace batteries and use food stocks on a rotating basis
- During hurricane season, monitor the tropics and the local weather reports
- If a storm threatens, heed the advice from local authorities. Evacuate if ordered
- Know what your destination will be in advance, If possible, make plans in advance to stay with friends or relatives living inland on higher ground, or make hotel reservations early
- Execute your family plan.

POSSIBLE HURRICANE IMPACT ON THE SHORE CLUB

If a hurricane makes landfall in or near Fort Lauderdale we could experience the following:

- High winds and heavy rains
- We will probably loose electricity – you may not have water, lights, AC, refrigerator, TV or radio
- If the storm has torrential rains and the lower garage floods, we could loose the Emergency Generator – we would then have no emergency lighting, elevators and the lower garage gates will not operate.

Hurricanes can cause a lot of property damage, but we can minimize the damage to our property. We always need a little extra help preparing the Shore Club for a hurricane. If you're willing to help us please give your name to the office (954 561-2623) or security (954 566-6115). The Following is a checklist of actions you can take before, during, and after a hurricane strikes.

PRE-HURRICANE PREPARATIONS

Check this list each spring to be better prepared for the hurricane season. You should have the following items in your apartment before a hurricane is headed for Florida.

- Foods (canned goods & nonperishable foods) high-energy foods that do not need cooking to feed you and your family for up to seven days. Special dietary food if required
- Drinking water in non-breakable containers (at least 2qts. Per person/day). Store water in plastic, airtight containers and replace every two months to be sure it is pure
- A battery-operated radio (with extra batteries) that has a weather band radio and/or a battery-operated TV with extra batteries
- Flashlight with extra batteries
- Refills for prescriptions or any other special medication that may be hard to find if stores are not able to open

SHORE CLUB HURRICANE ADVISORYS

The Shore Club Condominium has a Hurricane Preparedness Plan and will advise residents by a series of notices posted in the mail rooms, the elevator lower level garage bulletin boards and in the elevators. The notices are in the form of advisories (Hurricane Advisory 1 – 5 and are discussed below with suggested actions residents should take.

SHORE CLUB HURRICANE ADVISORY 1

A Hurricane Is Forecasted To Possibly Impact Our Area.

WHAT YOU SHOULD DO

- We Are Asking Residents To Be Prepared – you should make sure you have all the supplies listed above in the Pre-Hurricane Preparedness Section
- If you have not exercised the shutters on your unit, please take this opportunity to do so

SHORE CLUB STAFF WILL

- Implement our Hurricane Disaster Plan and begin to prepare the property for a hurricane
- Carefully track the hurricane, from reports given daily by the national hurricane center in Miami
- Post Hurricane Advisories in the mail rooms, the elevator lower level garage bulletin boards and in the elevators

SHORE CLUB HURRICANE ADVISORY 2

A Hurricane Is Forecasted To Pass Close To Our Area. We Are Asking Residents To Be Prepared. You should make sure you have all the supplies listed above in the Pre-Hurricane Preparedness Section

WHAT YOU SHOULD PREPARE TO DO

- Close and lock all hurricane shutters and sliding doors.
- Put towels in bottom edges of sliding door channels, high wind can bubble water in these channels and splash on the floor
- Put towels along inner edge of bedroom windows, high wind can drive water between windows and frames
- Make sure all doors to the catwalks are closed
- Open the dryer door, this will help with the pressure differential as the storm passes
- Raise items off the floor in the lower garage storage room, if possible
- Remove all personal items from the recreation area and lockers

SHORE CLUB HURRICANE ADVISORY 3 HURRICANE WATCH

A HURRICANE WATCH HAS BEEN POSTED FOR OUR AREA – A POSSIBILITY THAT WE COULD EXPERIENCE HURRICANE CONDITIONS WITHIN 36 HOURS

THE NEXT STEP WILL BE A HURRICANE WARNING ADVISORY AND A MANDATORY EVACUATION ORDER.

BETWEEN 8 – 12 HOURS AFTER THE EVACUATION ORDER STAFF WILL:

- Raise all the elevators to the 3rd floor and shut them off
- Shut down the emergency generator – the lower garage gates will not open if we lose power during the storm
- Shut down the AC cooling towers
- Shut off water, gas and electricity at the recreation area and secure the pool deck furniture
- Once we complete the preparations and the building is secured staff will be sent home

RESIDENTS WILL BE ADVISED TO EVACUATE THE BUILDING

SHORE CLUB HURRICANE ADVISORY 4 HURRICANE WARNING

SUSTAINED WINDS OF AT LEAST 74 MPH ARE EXPECTED WITHIN 24 HOURS OR LESS – POSSIBLE MANDATORY EVACUATION ORDER FOR THE BARRIER ISLAND

WHAT YOU SHOULD PREPARE TO DO

- Water — turn the Main Water Valve to the “OFF” position (valve is located above the water heater in the Utility Room), fill the bathtub with water, you may need this water when you return
- Water Heater — turn “OFF” the electricity to the water heater by moving the #4 and #6 circuit breaker switch marked "Water Heater" in the main electrical panel to "OFF". Remember, if you turn “OFF” the Main Water Valve you must turn “OFF” the electricity to the Water Heater. If you do not want to access the circuit breaker panel, you can locate the wall switch in the utility closet by the Water Heater and move to "OFF"
- AC — shut “OFF” your AC, turn thermostat to “OFF” and fan to “Auto”

- Catwalk Doors — make sure all doors to the catwalks are closed and secured
- Contact — leave Security an emergency contact number where you may be reached
- Gather important papers, non –perishable foods, water, change of clothing and shoes, blanket and pillow. If you are traveling to a shelter, pack light as the Red Cross shelters may be crowded. Make sure you have cash on hand and a full tank of gas in your vehicle.
- Evacuate — you should plan in advance where you will go if you are ordered to evacuate, and evacuate when ordered to do so

SHORE CLUB STAFF WILL PREPARE TO

- Raise all the elevators to the 3rd floor and shut them “OFF”
- Shut down the Emergency Generator – the generator will be needed when we return and we don’t have power
- Shut down the AC Cooling Towers
- Shut off Water, Gas and Electricity at the Recreation Area and secure the pool deck furniture
- Once we complete the preparations and the building is secured, staff will be sent home

STAFF WILL RETURN AFTER THE STORM PASSES AND THE EVACUATION ORDER IS LIFTED

SHORE CLUB HURRICANE ADVISORY 5 HURRICANE WARNING FINAL

**MANDATORY EVACUATION ORDERED FOR THE BARRIER ISLAND – COMMENCING
<TIME><DAY>**

Final Preparations/Evacuation

The Shore Club Condominium has completed the preparations for mandatory evacuation and advises all residents to evacuate by <time> <date>

- As of <time> today <date> the following will be completed:
- AC cooling towers – will be shut down
- Emergency Generator – will be shut down, if we loose power there will be no emergency lighting
- Elevators – will be taken out of service
- Entrance and Exit gates on the Lower Garage – will be placed in the UP position
- Pool/Recreation Area – will be Closed
- Staff – will be leaving the property and will return after the evacuation order has been rescinded

DURING THE HURRICANE

- If you are unable to evacuate before the hurricane makes landfall in Fort Lauderdale, stay inside
- Do not be fooled by the eye of the hurricane and its temporary period of peaceful weather conditions. The length of time within the eye varies from several minutes to a couple of hours, depending on the size of the storm. The larger and more intense the hurricane – the larger the eye
- Stay away from windows and glass doors. You could be struck by flying debris

- The safest place in your apartment is in the bathroom.
- Continue to listen to your radio or television for hurricane updates and emergency information

AFTER THE HURRICANE

Local authorities will announce when it is safe to return to the Barrier Island and The Shore Club. Stay tuned to local stations for current information.

PRIOR TO RETURNING AFTER THE STORM

- Call (954) 566-6115 (Security) before returning to the Shore Club, You will want to know if we have Electricity, Water, Elevator Service and (if available) status of damage to the property

WHEN YOU RETURN HOME

- Look for visible structural damage before you go inside. Watch for loose or dangling electrical power lines and broken sewer, water, or gas lines. Notify local officials immediately if you see any
- Make sure all electrical outlets and appliances are dry and free of water before using them
- Do not drink from the faucet until officially notified that it is safe from contamination. Use your emergency supply or boil tap water before drinking it
- Without electricity, food in your refrigerator could spoil in a few hours. Don't eat it. Food in a freezer could partially thaw, but would be safe to eat for several days. Food should not be re-frozen once it begins to thaw
- Water – turn the Main Water Valve to the "ON" position
- Water Heater – turn the Circuit Breaker (#4 and #6) switch marked "Water Heater" in the main electrical panel to "ON"
- AC – Turn thermostat to "ON" and fan to "AUTO"

HURRICANE EVACUATION MAP

BROWARD COUNTY

Hurricane Evacuation Map



American Red Cross + Regional Hurricane Shelters

- 1) **Tradewinds Elementary School**
5400 Johnson Rd., Coconut Creek
- 2) **Deerfield Beach High School**
910 S.W. 15 St., Deerfield Beach
- 3) **Ely High School**
1201 N.W. 6th Ave., Pompano Beach
- 4) **Coral Springs High School**
7201 W. Sample Road, Coral Springs
- 5) **Boyd Anderson High School**
3050 N.W. 41 St., Lauderdale Lakes
- 6) **Dillard High School**
2501 N.W. 11 St., Ft. Lauderdale
- 7) **Piper High School**
8000 N.W. 44 St., Sunrise
- 8) **Fox Trail Elementary School**
1250 Nob Hill Road, Davie
- 9) **Silver Trails Middle School**
18300 Sheridan St., Pembroke Pines
- 10) **Panther Run Elementary School**
801 N.W. 172 Ave., Pembroke Pines
- 11) **Hallandale High School**
720 N.W. 9 Ave., Hallandale Beach
- 12) **Watkins Elementary**
3520 S.W. 56th Ave., Hollywood
- 13) **Everglades Elementary**
2900 Bonaventure Blvd., Weston

Emergency Management Division
201 N.W. 84th Avenue, Plantation, FL 33324
Telephone: (954) 831-3900

- PLAN A** Typically a Category 1-2 hurricane.
- PLAN B** Typically a Category 3 or higher hurricane.

Those persons located in low lying areas or beside tidal bodies of water should seek shelter elsewhere if conditions warrant. ALL mobile home residents must evacuate in PLAN A and PLAN B. In addition, mobile home residents may be ordered to evacuate if tropical storm conditions warrant.



For more information check out the Broward County Emergency Management Site, take care and we will see you when you return!

Reference Guide for Better Living

IMPORTANT PHONE NUMBERS

PHONE LIST

Here is a list of the important phone numbers for services provided to the Shore Club.

SHORE CLUB NUMBERS

Office954 561 2623 (ext 202)
Manager.....954 561 2623 9ext 201)
Security.....954 566 6115
Shore Club Fax954 561-2623

EMERGENCY NUMBERS

Police, Fire, EMS 911

NON-EMERGENCY NUMBERS

Police954 761-5700

OTHER NUMBERS

Comcast Cable Company..... 1 800 568 1212
DHL..... 1 800 225 5345
Federal Express..... 1 800 463 3339
Florida Power & Light (FP&L) 954 797 5000
Post Office 1 800 275 8777
Bell South Telephone 954 780 2355 (Repair ext 611)
Taxi (Yellow Cab)..... 954 565 8400 (Location 141)
UPS 1 800 742 5877

SERVICE NUMBERS

The Office maintains a list of vendors that do work for the Shore Club Condominium. Call the office for your copy.