

BOCA TOWERS CONDOMINIUM ASSOCIATION

RULES AND IMPORTANT INFORMATION

EMERGENCY TELEPHONE NUMBERS:

FIRE.....911

POLICE.....911

AMBULANCE.....911

MEDICAL EMERGENCY.....911

FRONT DESK.....395-3664

BOCA TOWERS CONDOMINIUM ASSOCIATION OFFICE...391-6126

INTRODUCTION

THE FOLLOWING RULES HAVE BEEN APPROVED BY THE BOARD OF DIRECTORS "THE BOARD" OF THE BOCA TOWERS CONDOMINIUM ASSOCIATION "THE ASSOCIATION." THESE RULES WILL SUPERSEDE THOSE ISSUED PREVIOUSLY. SINCE THE LAST PUBLICATION IN 1996, THERE HAVE BEEN COURT DECISIONS BY THE STATE OF FLORIDA, AS WELL AS MUNICIPAL LEGISLATION THAT AFFECT CONDOMINIUM LIVING. THE FOLLOWING RULES ARE DESIGNED TO ADDRESS CURRENT CONDITIONS.

IN ISSUING OUR RULES, IT IS THE AIM OF THE BOARD TO CONTINUE TO PROVIDE FOR THE COMFORT AND SECURITY OF THE OWNERS, THEIR GUESTS AND LESSEES.

TO ASSURE THE ENJOYMENT OF ALL WHO LIVE IN OUR CONDOMINIUM, IT IS IMPERATIVE THAT OWNERS INFORM GUESTS AND LESSEES THAT OUR RULES MUST BE OBSERVED. THIS LIST OF RULES IS MADE FOR THE SAFETY AND COMFORT OF ALL AND TO PRESERVE THE BEAUTY AND VALUE OF OUR PROPERTY.

A COPY OF THE RULES SHOULD BE KEPT IN YOUR APARTMENT AT ALL TIMES, SO THAT GUESTS OR LESSEES WILL BECOME FAMILIAR WITH THEM. ACCORDING TO FLORIDA LAW #718 THE FIRST INFRACTION WILL BE ISSUED A WARNING BY THE PROPERTY MANAGER. A SECOND VIOLATION WILL RESULT IN A MONETARY FINE.

SMOKING IS PROHIBITED IN THE INDOOR COMMON AREAS. REMEMBER, BOCA TOWERS IS A SMOKE FREE AREA.

Boca Towers Rules and Important Information

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A. BOARD OF DIRECTORS AND UNIT OWNERS MEETINGS

Notice of meetings will be posted on the bulletin boards in the mail room, in the main and elevator lobbies.

Notices of the Annual Meetings will be mailed or delivered to unit owners not less than 14 days in advance.

1. SPEAKING AT BOARD MEETINGS

Owners or their legal representative may speak at a board meeting. Speaking on agenda items shall take place when that item is reached, but before a vote. Speaking on items other than those on the agenda shall take place only during General Discussion. The chair may limit any individuals' comments to not more than three minutes.

2. RECORDING OR VIDEO TAPING OF MEETINGS

Any unit owner wishing to tape record or video tape a Board Meeting must obtain approval in advance of the meeting.

A. BUILDINGS AND FACILITIES

1. DESTRUCTION AND DAMAGING OR LOSS OF PROPERTY

Owners are responsible for their personal property and the cost of replacement or repair of common area property or equipment damaged, marked or defaced by the owner, their guests, their lessees or their employees.

B. COMMON FACILITIES

1. CARTS

Fire regulations require that carts not be left in elevators or hallways. Carts must be returned immediately after use to the cart room from which they were taken. Always turn off the light and close the door to the cart room. The key to the valet cart room can be obtained from the Front Desk Attendant. Shopping carts are not permitted in the lobby. Carts are for packaged items only, not for laundry or animals.

2. CAR WASH

The car wash is located at the southwest corner of the guest parking area.
Hours: 7:00 am to 8:00 pm daily.

3. GUEST AND SERVICE PARKING

Guest and services vehicles may park only in designated areas on the south side of the buildings. No person, who is not an overnight guest may park his car overnight. All vehicles must park front end into the car stop. Handicapped spaces are for handicapped visitors only with a valid handicapped parking document clearly displayed.

4. LAUNDRY ROOMS

Hours: 7:00 am to 10:00 pm. Please follow instructions on the machines. Do not overload. Do not put articles containing tar and/or sand in the machines. Please remove laundry from the machines promptly when finished and clean lint trap in dryer. If laundry is left in a washer or dryer it may be removed carefully and placed on the laundry room table by the next person waiting to use the machines. **Washers & Dryers are not permitted in any units.** Some units already have a washer and dryer and will be grandfathered in.

5. LIGHTS

Please turn off lights and fans in laundry rooms and lights in the cart rooms upon leaving.

6. TRASH ROOMS

Please observe the RECYCLE directions posted in the trash room. Be sure of proper disposal into the Blue and Yellow bins. Make certain all other garbage is secured in strong plastic bags before putting down the garbage chute.

C. RECREATIONAL FACILITIES

These facilities are for the exclusive use of owners, lessees and their overnight guests. **USE THEM AT YOUR OWN RISK.**

1. ARTS AND CRAFTS ROOM – EAST BUILDING

This room is not a general storage area. Only arts & crafts supplies may be stored in owner's cabinets in this room. Any equipment not identified will be removed.

No painting or repairing of any type of furniture, appliances, etc. may be done in this room. Ask the Manager where this work can be done.

2. BEACH

Access to the beach is through the northeast corner of the garage. Do not litter the beach. After leaving the beach, remove tar and sand from feet and footwear. The shower and tar cleaning fluid are outside the northeast corner of the garage in the shower stall. Do not re-enter the garage or buildings with bare feet.

3. BICYCLE AND BEACH STORAGE FACILITIES

See Management Office for bike space and beach locker rentals.

If annual fees for beach lockers and bike spaces are not paid by February 28th each year, bicycles and contents of beach lockers will be removed and placed in storage.

4. BILLIARDS – PING PONG – LIBRARY ROOM

Billiard balls and ping pong equipment are available at the front desk.

Any books you wish to contribute may be placed on the cart in the library.

5. BOAT DOCK RULES

Boat dock space can be rented on the following basis:

Condominium owners have preference but lessees may also rent space, if available.

The charge for dock space will be determined by the Board. Space rental is for a minimum of one month with no refund for unused time.

No one is permitted to occupy a boat overnight.

Owners or lessees shall make arrangements for visitors arriving by boat. Visiting boats must be registered at the front desk.

Boat owners are responsible for damage done to the pilings, dock or appurtenances thereon.

Unregistered boats will be removed within 24 hours.

Boat lifts of any kind cannot be installed at or near the dock.

6. CARD ROOMS

Available at all times for use by owners, guests and lessees only.

7. LOUNGE

This room may be leased by owners and lessees for private parties. Reservations must be made at least two weeks in advance through the Management Office and must be accompanied by a check or cash in the amount of \$100.00 for the rental fee. A separate check of \$300.00 is required as a deposit that furniture and/or equipment is not damaged in the lounge during the private party. Persons who lease the lounge room are responsible for paying the actual cost of any damages to the room or equipment. No parties may be scheduled which are for the benefit of any outside groups or organizations or commercial enterprises.

8. KITCHEN

The kitchen is available for all residents to use as a “social kitchen”. Do not store food in the refrigerator unless it is to be used at an occasion within a few days. Remove all perishable food and beverage within 24 hours of original use.

All items used must be THOROUGHLY cleaned. If items are greasy, cracked, broken or considered unsanitary or unsafe they will be disposed of. If an item becomes damaged in some way after your use, discard it and replace it.

If you would like to donate something that would be an asset to the kitchen, be sure it is clean and in good working condition.

Do not remove items from the kitchen. All items are there for use in the building kitchen only. Most of the items available for use in the kitchen have been generously donated by residents. Please respect all items as you would items in your kitchen or your neighbor's kitchen.

The kitchen is available at all times for any meal gathering between the hours of 8:00 AM to 10:00 PM daily. If you are going to have a number of guests eating with you in the kitchen, notify the office well in advance and it will be noted so others will be aware that you and your party will be in there. It is necessary to keep some seats available for others who may choose to use the kitchen at the same time. "Reserving" the kitchen is not allowed and is available to all residents.

It is imperative that the kitchen is always clean. This is a health issue. After using it, check tables, chairs, appliances and counter for cleanliness. Any dishes, pans, etc. that were used must be cleaned and put into their proper place. As part of their daily schedule, the cleaning staff examines the kitchen for cleanliness and acts accordingly. When residents follow the above rules, the cleaning staff, in their normal regimen, should not have to do much more than clean the floor.

The above rules are for the benefit of all residents in Boca Towers and must be adhered to in order for everyone to enjoy the use of the available facility.

9. SAUNAS AND EXERCISE ROOMS

Hours are: 6:00 am to 10:00 PM

Children under age 16 are not permitted in the sauna or exercise rooms unless accompanied by an adult who must remain with them until they leave the rooms. Use of showers is only for persons using the gym or sauna.

10. SHUFFLEBOARD COURT

Hours are: 9:00 am to sunset.

The equipment is available from the Front Desk and must be returned after use. Players under twelve (12) years of age must have adult supervision. Players must use footwear.

11. SWIMMING POOL

Swimming pool hours are: 9:00 am to dusk.

Swimming is at your own risk. NO DIVING or JUMPING is permitted.

Pool shower must be used before entering pool. No soap or shampoo may be used at the pool shower. Suntan oil or lotion users must cover lounges and chairs and must shower off the oil or lotion before entering pool.

Children under three (3) years of age must be wearing “swimmies” if going into the pool.

Children under twelve (12) years of age must be supervised by an adult at all times.

FOOD AND/OR ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN THE POOL AREA. Drinks in plastic or paper containers only are permitted. No GLASS containers are allowed in any outside area. **FOOD PERMITTED IN THE POOL PATIO AREA ONLY.**

Running, horseplay, excessive splashing, ball throwing or shouting in the pool or pool area are not permitted. Radios must be kept at low volume.

Toys, balls, flippers, rafts, masks, snorkels or scuba equipment, etc. are not allowed in the pool. Swimming aids, such as noodles are permitted.

Patio/pool deck hours are from 9:00 AM through 10:00 PM daily.

D. GENERAL RULES

1. ATTIRE

Footwear and tops must be worn at all times in the common areas, except at the pool.

Persons in tennis, jogging or gym attire or dry, covered swim suits may pass through the lobby. Dripping wet bathing suits are not permitted in the buildings or elevators.

2. BULLETIN BOARDS

Bulletin Boards are for the use of the Board and the Manager only, with the exception of the one in the mailroom on the right side which is for any special activity and/or message.

3. POSTING OF ACTIVITIES NOTICES

After the posting of “activities notices” such as trips or social events within the Boca Towers community, sign-up sheets will be held in a binder, located behind the Front Desk.

4. PERSONNEL

a) Property Manager

The Property Manager is responsible for maintenance of the buildings, the grounds, and supervision of employees. The Manager’s office will be open on weekdays from 8:00 am to 4:30pm. In case of emergency, please notify the attendant at the front desk (telephone # 395-3664).

Please direct all complaints or criticism relating to rule violations, facilities or services to the Front Desk or Property Manager. Residents shall not give orders to, or reprimand employees. Criticism and comments of employees shall be directed to the Manager.

b) Attendants

An attendant shall be at the front desk at all times. All visitors and guests are required to register at the front desk. Please report any unusual incidents or emergencies to the attendant.

c) Maintenance Personnel

Maintenance employees shall be supervised only by the Property Manager or the foreman. During working hours, maintenance employees shall work only in common areas. Private work may be done for residents by Boca Towers employees after working hours until 7:30 PM on weekdays only.

d) Employees and Contractors

Owner's employees, work persons, health aides, delivery persons, etc., must register in and check out at the front desk. All work must be done between 8:00 am and 4:30 pm on weekdays, except emergency repairs. Emergency repair workmen and Home Health aides are permitted 24/7.

5. SECURITY

Storage of any personal property is always at the risk of the owner, lessee or guests. Boca Towers assumes no responsibility for loss of or damage to personal property.

Please keep your apartment doors locked at all times.

Report any suspicious person or incident immediately to the attendant at the front desk.

Any member or agent of the Board shall have the irrevocable right, during reasonable hours and at any time during an emergency, to have access to each unit for necessary inspection, maintenance, repairs or replacement of the common or limited common elements, either therein or accessible therefrom.

In order to enable the Association to carry out these functions, the Front Desk must be provided with a key to your apartment.

6. SOLICITATIONS, PETITIONS AND SURVEYS

Solicitors will not be permitted on the premises for any purpose. Common areas are not to be used for business purposes.

Petitions and surveys are to be conducted only by written permission from the Board.

7. USE OF VARIOUS VEHICLES

Passenger vehicles only may be parked in the north parking areas. Service vehicles must be parked in the designated spaces in the south parking lot. Recreation vehicles, boats and trailers are not permitted on the premises.

Motorcycles or motor bikes must be parked only in the spaces designated. **Motor scooters only are allowed to be parked in your assigned spot. One (1) vehicle per space.**

Bicycles, wagons, skate boards, roller blades or similar wheeled devices are not permitted to be used on the premises.

Owners, lessees and guests are responsible for leaks of oil or other fluids from their vehicles. Failure to take prompt corrective action will require payment for damage and clean up.

8. LEASING OF APARTMENTS

Leasing an apartment is not permitted during the first 36 months of ownership.

Owners planning to lease their apartment must send a letter of intent to the Board.

A prospective lessee may neither occupy an apartment nor be a guest of the owner in the apartment to be leased until after an interview and Board approval. The prospective lessee is required to complete an application and pay the required administrative fee of \$100.00 for first time rental. Approval of an apartment lease will be withheld when any assessment is unpaid.

No signs advertising the availability of apartments for lease are allowed on the premises.

The Board must approve the leasing of apartments. A leasing committee will interview and make recommendations to the Board for all prospective lessees. **Interviews to be set up prior to start date of lease.**

A copy of the signed lease and other required documents must be submitted to the Board for approval at least two (2) weeks prior to the interview.

The lease of a condominium unit shall be for a period of not less than 60 consecutive days or more than 365 consecutive days.

Apartment leasing is permitted once in a twelve (12) month period which period shall commence from the first day of the lease.

When an apartment is leased, the owner gives up the right as an owner to use recreational and any common area for the period of the lease. A \$250.00 deposit is required from owner, to be held in escrow, in the event of damage, etc.

Before occupancy, lessees are required to register at the front desk.

When lessees are not in residence, no one is permitted to occupy the apartment.

At sometime during lease finalizing, the Lessee must be presented with a copy of the Boca Towers rules and policies and be signed by Lessee and presented to the Board's secretary for filing.

9. SALE OF APARTMENTS

Before offering an apartment for sale, an owner must submit to the Board, a letter of intent to sell. Prospective buyers shall complete and submit an application for membership in the Association along with a check for the administrative fee of \$100.00 and will be interviewed by Board members. All sales must be approved by the Board before they are final. **A copy of the sales contract needs to be on file.**

The forms which must be filed with the Board for the sale are available in the Association office.

No signs for the sale of apartments are permitted on premises.

E. YOUR APARTMENT AND PARKING SPACE

1. BALCONIES AND PATIOS

Balconies and patios are to be kept clean and neat at all times.

No articles of bedding, clothing or any other items that would detract from the outside appearance of the building may be placed on balconies or railings.

Nothing is to be thrown or poured from a balcony or window.

No items from an apartment may be cleaned or shaken from the balconies or windows. Flower boxes, pots or other containers may not be placed on the outside ledges of the windows or suspended from the building.

No cooking is permitted on balconies or patios.

2. CARE TAKER RULE

All units must have a caretaker. This is a person who has entry to your unit, and will check it periodically. Front desk must have contact info so that we may contact this person in case of an emergency.

3. CHILDREN

Owners and lessees are responsible for the behavior of guests visiting them and while on the property of the Association. Children are not allowed to play, run or shout or create a nuisance in the hallways and common areas or to interfere with the operation of the elevators. Baby strollers and carriages are not permitted to stand in the hallways.

4. DELIVERY OF FURNITURE AND MOVING

No deliveries permitted unless owner or lessee or a representative is present to accept the delivery. Furniture delivery and moving must be scheduled with the front desk at least 24 hours in advance, Monday through Friday, except holidays, starting at 8:00 A.M. and completed by 4:00 P.M. Moving vans and delivery trucks must park at the east entrance of the garage.

Movers and delivery personnel must register at the front desk before and after delivery. Delivery and loading of trucks is only through the garage. Containers and cartons must be removed from the premises by the movers, delivery personnel or the owner.

Owners are responsible for damage caused to the common areas by their movers or delivery people. Check for damage before workers leave and report any damage to the front desk.

5. GARBAGE AND TRASH DISPOSAL

Use the disposal unit in your kitchen for food wastes, liquids, fruit and vegetable peelings and also for grease when frozen or hardened. Do not pour liquid grease into your disposal or use hot water to flush down grease because liquid grease will coat and clog sewer pipes. Place liquid grease in an unbreakable container with other trash and garbage in the trash room. All garbage including plastic containers must be placed in plastic garbage bags before dropping into trash chute.

Please follow the recycling instructions posted in the trash rooms.

6. GUESTS

The owner and lessee of an apartment must acquaint their guests with these rules and impress upon them the importance of following them.

Whether present or not, the owner or lessee is responsible for the actions and conduct of their guests.

All visitors must report to the front desk on arrival and check out at departure. The attendant will notify the owner or lessee of the arrival of guests.

No one will be admitted without permission of the owner or lessee.

If an owner is not in residence, and prior to the arrival of prospective guests, the owner must submit a written and signed notification to the Association, listing the names of the guests and dates of arrival and departure.

7. HALLWAYS

HALLWAYS MUST BE KEPT CLEAR AT ALL TIMES IN COMPLIANCE WITH FIRE DEPARTMENT AND SAFETY REGULATIONS.

8. NOISE AND ODOR ABATEMENT

Radios, televisions, stereos or musical instruments will not be played at a sound level disturbing to others at Boca Towers. Excessive noise should be reported to the front desk attendant. Please have consideration for your neighbors, reduce noise pollution in all areas of Boca Towers.

No drilling, hammering or other such noises are permitted before 8:00 A.M. or after 5:00 P.M, except in emergencies.

To avoid excessive noise, rubber or felt gliders must be installed under all furniture on uncarpeted floors.

Any installation of tile or wood flooring must have under-liner and be approved by Management.

To prevent cooking odors from annoying your neighbors, use your kitchen exhaust fan. Also keep your apartment door closed at all times.

9. PARKING

Each owner and lessee must register the license plate number and make of their car with the front desk attendant.

If anyone parks in a space that is not their assigned space and they do not have permission from the owners of the space to park there in writing and in our files, and if the owner requests having the offending vehicle towed, we have no recourse except to have the vehicle towed and all expenses will be paid by the owner of the offending vehicle.

Always keep driveways and entrances clear.
No parking permitted alongside of building in the garage.

All cars must be parked in parking spaces with the front end facing into the car stop; except in spaces 1, 66, 68 and 122.

Any person who is not an overnight guest may not park a vehicle on the premises over night.

In parking areas drive at 9 miles per hour, with your lights on. All traffic in the garage and upper deck is “one way”, counter clockwise. Please refrain from blowing your horn in the garage or parking area.

10. PEST CONTROL AND SMOKE DETECTORS

All apartments are sprayed once a month by a pest control company. Residents cannot refuse to have their apartments sprayed for pest control, unless they have a medical exemption signed by a physician. The pest control technician will always be accompanied by a Boca Towers employee.

Do not tamper with your smoke detector. If it is not working properly, notify the Manager or front desk.

11. PETS

Owners may have one dog or one cat, each weighing less than fifteen pounds. The animals must not interfere with the rights of other unit

occupants or annoy them by unreasonable noise, objectionable odors or any other inconvenience. All pets must be carried to and from the owners' apartment to the "Dog Walk" which is located on the outside of the garage north wall. Dogs must be on a leash at all times when on the "Dog Walk". Pets are not permitted to walk in the first or second floor garages. They are not permitted in the pool area or lobby or to "run" loose anywhere on Boca Towers property. No pets may enter or leave the buildings through the main lobby but must be carried into the elevators through the garage entrances. **Lessees or guests are not permitted to bring pets to Boca Towers at any time.** Owners must utilize the biodegradable bags located in the "Pet Waste Stations" to clean up any droppings from a pet. Kitty litter or any material soiled by pets must be placed in double sealed plastic bags and put into the dumpster on the first floor and not down the trash chute. Service dogs must have bona fide papers.

12. STORAGE LOCKERS

All owners are assigned a locker in the storage room on their floor.

No flammable, toxic or volatile materials are to be placed in the storage locker or air conditioning closet. Nothing should be stored outside of the lockers in the storage room. Notify front desk attendant of any violation.

13. STORM SHUTTER SPECIFICATIONS

All units must have storm shutters.

Before the installation of storm shutters, a written request must be sent to the Manager for specification approval.

The owner is responsible for the repair of the shutters.

Boca Towers Association will maintain the shutters once a year for oiling inspections.

All shutters must be closed when not in residence. The maintenance staff will close your shutters for you for a fee. Fee schedule for shutter closing is available at the Front Desk.

MANDATE FOR SHUTTER CLOSING

It is the responsibility of each unit owner to close their own hurricane shutters regardless of what time of year and for how long you will be away.

If Boca Tower's common areas or any other units sustain any damage due to another unit owner's negligence in not closing their hurricane shutters, that owner will be held financially responsible.

Association's responsibility:

If a unit owner is unable to close their own shutters by reason of a **physical infirmity** during the event of a **named storm**, only then will the association assume the responsibility to close that unit owner's hurricane shutters.

IMPORTANT INFORMATION

SUGGESTIONS FOR HURRICANE PREPARATION (PROVIDED BY BOCA RATON FIRE-RESCUE SERVICES)

Hurricane Season is from June 1st to November 30th.

The National Hurricane Center near Miami, constantly watches the North Atlantic, Caribbean and Gulf of Mexico waters for tropical disturbances. These disturbances become tropical storms when winds reach 39 miles per hour and move in a circular pattern. Storms that continue to grow with winds above 74 miles per hour and moving in a counter-clockwise direction are hurricanes.

Strong winds, heavy rains, thunder, lightning and sometimes tornadoes accompany the hurricane storm. But a hurricane's most deadly force is usually the storm surge with ocean tides rising dramatically, creating large waves that hit the shore with great force far beyond the reach of normal waves. Most hurricane deaths are attributed to storm surge.

A hurricane can also create flooding far inland.

Following is a checklist of actions you can take before, during and after a hurricane strikes. Check this list each spring to be better prepared for the hurricane season.

BEFORE THE SEASON BEGINS

Stock Your Home

It's a good idea to stock a supply of food, water and supplies for any emergency. Any season can bring disaster. Winter storms or summer heat waves could affect your ability to get to the store for food or medication. Even a simple water main break could leave you without water for a few days

The average person needs at least one quart of water or other liquid to drink per day, but more would be better. Also keep a couple of gallons on hand for sanitary purposes. Store water in plastic, airtight containers and replace every few months to be sure it is pure.

Food supplies should include enough non-perishable, high-energy foods to feed you and your family for up to three days. You may be stranded in your home for several days or local stores may run low on supplies. Also, if you go to a public shelter, it is helpful to take as much non-perishable food as you can carry.

A suggested supply of foods for emergencies includes:

- Whole dry milk
- Canned fruit juices
- Canned meats and fish, like Vienna sausage, meat spread or tuna
- Meat substitutes, like beans
- Bread and crackers
- Peanut butter
- Dried fruits
- Dry cereals
- Granola bars or cookies

Place paper or waxed packages in a water tight container, such as a large plastic bag. This will keep them dry and easier to carry.

Keep other supplies and equipment in one place so you can get to them easily:

- A battery operated radio (with extra batteries)
- A flashlight (with extra batteries)
- Blankets or sleeping bags
- Paper plates and utensils, including a bottle and can opener
- Candles and matches (in a waterproof container) or an oil or kerosene lantern
- Toilet articles and sanitary needs

It is very important to keep an adequate supply of the medications you take. If you are stranded in your home or are asked to go to a public shelter, you may not be able to get more medication easily. You should also keep an extra pair of glasses on hand for emergencies.

Even though you have emergency supplies, don't make the mistake of trying to "ride out" a hurricane at home. EVACUATE if local authorities tell you to do so, especially if you live in low-lying areas which could be easily flooded. Leave early before roads become flooded and you cannot get out.

Arrange for a ride with nearby neighbors or relatives if you do not have a car. You can also call a local senior citizens group, your church or your community emergency services office for help in arranging a ride.

Upon evacuation you may wish to take clothing and perhaps a small supply of packaged quick-energy foods like raisins and granola bars.

You can take certain actions ahead of time to make an evacuation easier:

Keep your gas tank as full as possible during hurricane season. In an evacuation, fuel may be difficult to get.

Team up with a "partner" – a neighbor or friend living nearby to plan your evacuation together. By sharing supplies and a ride, each of you can help the other.

If possible, make plans in advance to stay with friends or relatives living inland on higher ground if you need to evacuate.

Learn the recommended evacuation route from your home to safer, higher ground. Local broadcasts will tell you where to go during an evacuation, but you can learn the safest route ahead of time by watching for a pre-season distribution of a local evacuation plan or by calling your local emergency services office.

Listen to daily weather forecasts during hurricane season. As hurricanes develop, they are monitored closely by the National Weather Service. The Weather Service issues two types of notices about approaching hurricanes:

A HURRICANE WATCH AND A HURRICANE WARNING

A HURRICANE WATCH means a hurricane may threaten coastal and inland areas, and that hurricane conditions are a real possibility; it does not mean they are imminent. However, you should take preparatory action.

When a HURRICANE WATCH is issued for your area, you should:

Stay tuned to local stations for the latest weather information.

Contact your “partner” to review your evacuation plans.

Be sure your car is fueled and ready to go. Contact the person who agreed to give you a ride during evacuation to re-confirm the arrangements.

Gather your emergency supplies, placing them in your car or near the front door if you are riding with someone else.

Store away all objects on your lawn or patio which could be picked up and carried by the wind. Lawn furniture, garbage cans, garden tools, toys, signs and a number of other normally harmless items can become deadly missiles in hurricane winds.

Gather important papers in your home such as birth and marriage certificates, wills, insurance policies, deeds, passports, etc. Place them in a waterproof container with your non-perishable food supply or in your safe deposit box.

A HURRICANE WARNING is issued when a hurricane is expected to strike within 24 hours. A hurricane warning may also include an assessment of flood danger in coastal and inland areas, small craft warnings, gale warnings and recommended emergency procedures.

WHEN A STORM THREATENS

Evacuation

If a hurricane WARNING is issued for your area and an evacuation is ordered, local radio and television stations will announce information on where you should go and the best route to take. Call your “partner” and make arrangements to leave.

Don’t panic if you cannot get a ride. In a hurricane evacuation, local emergency services personnel or police usually patrol each street to warn those people who may not have a radio or television. You can stop one of these officers and they will help you.

Leave early! Do not wait, especially in low lying areas. Roads can flood quickly, leaving you stranded.

You should not use elevators to leave the building. The electricity could cut off and leave you stranded.

Before you leave your home:

Close all of your shutters.

During the Hurricane:

If you are unable to evacuate before the hurricane hits, 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.

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 your home. Stay tuned to local stations for current information. You can call our emergency number at (561) 394-2664 for updates also. When you get 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 water 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 a few days. Food should not be refrozen once it has thawed.

Snakes, other animals and insects instinctively travel in land to higher ground to escape approaching flood waters. Expect them and be prepared to protect yourself.

Carefully planned and quick response to a hurricane threat will reduce damage to your home and could save your life. Most importantly, you must EVACUATE if you are told to do so. Material possessions are replaceable, your life is not.

Take action now to be better prepared for hurricane season.

If a Fire Breaks Out... Sound the Alarm and Escape Quickly
(Provided by Boca Raton Fire-Rescue Services)

Big fires start small. No matter how small the fire seems, sound the fire alarm and call the Fire Department.

Leave the fire area quickly, closing the door to the room where you saw the fire. Close all other doors that you pass through on your escape route.

Proceed directly to the nearest fire exit.

In some cases, you may be instructed to go to a safe area outside while the fire Department fights the fire. Be sure to follow your building's emergency plan.

What to do if a Fire Strikes...

CALL 911.

Don't rush out of your apartment in to the hallway. First, feel the door. If it is hot, use another way out. If the door is cool, leave by the nearest exit.

Never use elevators in a fire! Use the stairs. Close all doors behind you to slow the fire spread.

If your planned escape route becomes smoky, get down on your hands and knees and crawl. Smoke rises so the cleanest air is near the floor.

Never go back into the building. Go directly to your planned meeting place and stay there. If you think someone is trapped inside, notify the fire department.

If you can't escape from your apartment, stuff wet towels, sheets or clothes around the door and vents to keep smoke out. Call the fire department and tell them where you are. If no smoke is coming into the room you're in, open a window slightly both at the top and at the bottom. Stay low and wave a bright cloth, towel or sheet out the window to signal your location.

Remember, by accepting your responsibility to keep your apartment or condo fire safe, you are not only protecting yourself, but your neighbors as well. A little bit of planning and awareness can make the difference between safety and disaster... for everyone.

Responsibility for the fire safety of your building lies with each and every resident. That's why it is so important that you plan together to keep your

building as fire safe as possible – and learn the right thing to do should fire break out. The first place to start is to learn the facts.

How Do Most Apartment & Condo Fires Start?

Smoking is the #1 cause of all fatal apartment fires. And, nearly a third of them are caused by someone smoking in bed. Other smoking fires start when a cigarette is dropped in upholstered furniture, when smoldering butts are thrown in waste paper baskets, or by other careless accidents.

Another common cause of apartment fires is heating equipment. Fires start when people leave combustibles, such as paper or clothing too close to heaters or stoves. Improper use of space heaters can also lead to fire.

Most residential fires occur at night – when condominium and apartment buildings are most heavily populated. And, even though more people are on hand, night fires are less likely to be detected because people are sleeping.

Important Points To Remember (Suggested by Boca Towers Management)

Fire exits are located at the ends of the corridors. They are marked with lighted EXIT signs. Don't plan on only one escape route.

Fire alarm boxes are located in the corridors near the exits. Know the locations well so you can find them in the dark.

GUIDE FOR CLOSING YOUR APARTMENT WHEN LEAVING FOR A PERIOD OF TIME

Turn your air conditioner to 78 degrees at automatic or have a humidifier installed.

Notify Front Desk of date of departure and return.

Notify post office where to forward your mail or have it held there.

Notify Bell South and Florida Power & Light of your departure.

Advise your news person to stop delivery of newspapers.

Arrange to have your air conditioning unit serviced during your absence.

It is important to safeguard against water damage. You must designate someone to inspect your apartment while you are away, and notify the front desk, accordingly.

During your absence no guests, or persons other than Boca Towers employees, for emergencies, will be allowed to enter an apartment without written consent.

Be sure your homeowner's insurance is current.

Close all windows, drapes, shades and storm shutters.

Close all shutters or remove all objects from the balcony; the smallest object can become a lethal flying missile during severe storms.

Disconnect all electrical cords to lamps and appliances; turn off the circuit breaker switches to all services except your air conditioner.

Prop open refrigerator door and be sure it is completely emptied. A refrigerator containing food can become a source of putrid odor throughout an entire building. It also could cause insect infestation of your and other apartments.

Turn off main water valve in hall closet (containing hot water heater). Be sure all drains in sinks, shower stall and bathtub are open.

Partially open all drawers and closet doors so air may circulate freely.

Open hide-a-beds and stand chair cushions on end.

Insurance

Owners are responsible for insuring personal effects and interior decorations in their apartment. All unit owners are responsible for securing insurance coverage for:

(A) floor, wall and ceiling coverings; and

(B) electrical fixtures, appliances, air conditioners, heating equipment, water heaters and

(C) built in cabinets as may be required by the Condominium Association's Insurance carrier.

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