

**Country Club Towne Homes**  
**6445 Everhart Rd**  
**Corpus Christi, TX 78413**  
**361/855-2423**

**MEMORANDUM**

**To:** C.C.T.H. RESIDENTS  
**From:** C.C.T.H. BOARD OF GOVERNORS  
**Date:** June 1, 2016  
**Subject:** HURRICANE PREPARATIONS

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**The hurricane season begins June 1<sup>st</sup> and ends November 30<sup>th</sup>!**

Should Corpus Christi be in the path of a hurricane, it is very important that Unit owners and the Association be prepared well ahead of any storm warning. The following is a checklist of homeowner and association responsibilities. By working together, we can ensure that our personal and common area property is protected from inclement weather.

**Unit Owner Preparations**

- 1. Mediterranean Shutters and Roll-down Shutters.** Owners should make certain that these shutters function properly and are in good working order.
  - 2. Other Types of Shutters.** Owners who will apply their own shutters (of any kind), should make sure that these materials are ready for installation and easily accessible. Allow ample time to install these shutter materials, in the following order:
    - A. Cover 2nd story windows and doors first
    - B. Cover 1st floor windows and doors last
- Note:** Door and window covering materials (i.e. plywood, lexan, etc.), should be cut to fit and marked by installation location (window, door, etc.). These materials should be available for easy access and stored with **ALL** needed installation hardware.
- 3. Outside Items. All residents are required** to remove any exterior furniture, pots, unattached decorations, trash & recycle bins, etc. from the exterior areas (porches, alleyways, patios, etc.) of their residences. Flying objects can cause extensive damage and injury.
  - 4. Unit Owner Assistance.** Please contact the CCTH office as soon as possible if you feel that you need assistance with hurricane preparations so that the Association can find crews to assist you. The Association will make this service available to Unit owners as a courtesy and all costs incurred for securing your residence will be paid by Unit owners at the time service is rendered by the crew. Crews will be instructed **NOT** to provide any materials or construction of shutters at this time. Crews will assist Unit owners according to the following priorities:
    - First Priority. Assistance required for 2<sup>nd</sup> story installation of other types of shutters (not Mediterranean or Roll Down Shutters). This assistance will require two men with ladders.
    - Second Priority. Assistance required for those who are physically unable to install other types of shutters on the 1<sup>st</sup> floor.

**Note: IF** you need assistance, please call the CCTH office, ***immediately upon receipt*** of this notice, to have your name put on a **Priority Assist List**. Our list will be compiled in the order of calls received and by relevant need.

## Association Preparations

**1. Common Property and Personnel.** The primary duty of CCTH personnel will be to shutter and secure all common property. CCTH personnel are instructed **not** to leave the premise during normal working hours to purchase or to transport plywood, lumber or other materials, however they may do so on their off-duty hours. Once common property is secure CCTH personnel will be allowed to leave to secure their own residences and provide for the safety of their families.

**2. Additional Crews.** Additional crews will be brought in by the association to assist the owners that request help shuttering their homes. These crews will be available on a fee basis and are instructed **NOT** to provide any materials or construction of shutters.

## Final Note About Unit Owner Assistance

As you know, windows and doors are the responsibility of the unit owner. Therefore, the Unit owner is responsible for securing their windows and doors in the event of a hurricane. Unit owners who have invested in shutters and/or apply their own, should not bear the cost of preparing other units for a storm using association funds. The more prepared you are, the less expense you will incur.

For those of our unit owners that do not have permanent shutters and **need** assistance, the Board of Governors has arranged for that assistance, **as a courtesy**. The cost of this service will be paid for by each resident **to the crew when the service is rendered**. This year's estimated cost to the residents will be \$25.00 per hour/per man. Therefore, as previously stated, the more prepared you are the less time that will be required and the lower your cost.

## **IMPORTANT HURRICANE INFORMATION – KNOW WHEN TO LEAVE**

**HURRICANE WATCH:** A **hurricane watch** means that hurricane conditions are possible within the specified area. A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in an area.

During a hurricane watch, prepare your home and review your plan for evacuation in case a hurricane or tropical storm warning is issued. Listen closely to instructions from local officials. **PUT UP YOUR HURRICANE SHUTTERS.**

**HURRICANE WARNING:** A **hurricane warning** indicates that hurricane winds of 74 miles per hour or higher are expected somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force (sustained winds of 39 to 73 mph), the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds to allow for important preparation.

During a hurricane warning, complete storm preparations and immediately leave the threatened area if directed by local officials. **BE PREPARED TO LEAVE THE AREA.**