

*Rules and Regulations*  
*1/23/2021*

*Tradewinds of Volusia, Inc.*



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***RULES AND REGULATIONS  
FOR  
TRADEWINDS OF VOLUSIA, INC.***  
Rev. 1/23/2021

The following Rules and Regulations replace those dated 11/08/11 and exhibit 5 of the Declaration of Condominium titled Tradewinds, a condominium. They are applicable to all owners, their family members, guests, visitors/contractors and renters.

These rules have been established to assist all persons on the premises to recognize that this is a close community and the conduct of one individual necessarily affects others. We seek a safe, secure and pleasant environment that is appropriate to the diverse ages, interests and activities of the owners and their guests.

The Rules and Regulations document is intended to be a summary document to assist owners and tenants understanding of those rights, privileges and responsibilities pertaining to their ownership and use of the collective Tradewinds property. It reflects a balance between individual freedoms, and those conditions required to maximize the interests of the collective association of owners. It seeks to encourage quiet enjoyment of the assets, with a bias toward the long, rather than short, term outcomes. Utmost, the Rules and Regulations are established to provide for the safety of property users, preservation of investment and unique enjoyment of the property.

**Specific Guiding Principles of Rules and Regulations:**

- Protect the economic interests of the owners (individual).
- Protect the economic interests of the association (collective owners as a group).
- Provide for the safety of all property users and staff.
- Comply with federal, state and local laws.
- Provide, proactively, for an enjoyable community where there is a generally collaborative environment.
- Support staff with clear, concise and reasonable rules and regulations to enforce.
- Provide for appropriate use of waterfront area, protecting environmental interests.
- Rules and Regulations should be kept to a minimum, be clear and be unambiguous without being too detailed.
- Rules will be sensitive to a range of diverse age, interests and activity spectrum.
- Rules and Regulations are summary in nature and should comply with Tradewinds "Documents".

Adherence to, and enforcement of, Rules and Regulations will be in conformance to authority provided by association Bylaws and Documents.

## **GENERAL ITEMS**

1. The unit owner of record is ultimately responsible for the conduct of their families, guests, contractors or renters in regard to the Tradewinds Rules and Regulations.
2. Tradewinds provided grocery and/or luggage carts, when used, must be returned in a timely fashion to the designated storage place in the garage elevator lobby, so that they will be available to the next owner, renter or guest. Carts cannot be used to take items to the beach or outside Tradewinds property. Carts cannot be used by contractors, housekeepers, or other vendors.
3. Throwing any lit or unlit smoking material, fireworks, or any other item from the patios, balconies, terraces or walkways is prohibited at all times.
4. No owner, their family, guest, renter or visitor may play or permit to be played, in his unit or the common elements any musical instrument, phonograph, television, radio or the like which creates noise that disturbs other unit owners or occupants regardless of the hour of the day. Additionally, "QUIET TIME" must be adhered to for all events and general activities on the Tradewinds property between the hours of 11:00 PM and 8:00 AM.
5. Plastic bags, securely tied, must be used for any trash or garbage placed in the garbage chute. No items other than trash or garbage can be placed in the garbage chutes (i.e. paint cans, pizza boxes, building materials).
6. Roller blades, skateboards, roller skates or any similar devices may not be used anywhere on Tradewinds property. Bicycles, scooters or other motorized conveyances are only permitted to ingress or egress the Tradewinds property.
7. Birds or other wildlife may not be fed from any area of the property.
8. Washing of decks, balconies, windows or deck furniture is limited to the hours of 8:00 AM to 10:00 AM. No bleach or strong chemicals shall be used, for doing so may damage your neighbor's property and/or Tradewinds vegetation.
9. Rugs, laundry or other articles may not be shaken or hung from windows, doors, balconies or knee walls or courtyards.
10. No owner, family member, guest or renter, contractor or their agent may post any advertisements, signs, notices, or any other form of posting anywhere on Tradewinds' property.

11. The halls and/or walkways shall be used only for ingress and egress to and from the unit. Seasonal wreaths and door mats are the only personal items permitted within the alcove to your unit. No items can be stored in the walkways at any time. All personal property of owners, their family, guests, renters or visitors must be stored within the unit, or will be removed and/or discarded.
12. The grass areas in front of all 1st floor units cannot be used to access either of the two pools or the beach. Designated walkways and ramps are provided for this purpose.
13. Tradewinds employees are to be given direction, or instruction, from Tradewinds management or their immediate supervisor only.
14. No Tradewinds association property may be removed from designated areas where currently placed (pool/spa/clubhouse).
15. On each floor there is a trash chute next to the elevator for small bags of trash. In the garage, there is a dumpster room in the North and South Towers next to the elevators for larger bags or boxes, such as pizza boxes, which are not recyclable. In the garage there are also recycling bins for appropriate recycling. No glass is permitted in the recycling bins. Please break down all boxes disposed in recycling bins or other trash containers. No furniture, paint, drapes or other large items can be disposed of in the dumpsters. There will be a charge per item if any items are placed in these dumpsters or left in the dumpster room.
16. All owners must provide appropriate insurance for their unit and provide "proof of insurance" to the association annually. If not provided, insurance coverage may be obtained by the Association for said unit with a lien placed on said unit to recover associated costs.
17. All owners must complete "The Tradewinds Owner Information Sheet" (see Attachment #1). This information shall be held in strict confidence with access limited to the Association's Board and authorized staff for administrative and emergency purposes only.
18. No smoking is permitted in either pool, spa, surrounding decks, clubhouse or fitness center, at any time.
19. For the safety of all, the maximum speed limit on all grounds is 5 MPH.

20. Beach violations may be reported by the observer to Volusia County Beach Patrol at 386 423-3373. The Association does not monitor the beach for violations.

## **PETS**

Owners, family members, guests, renters and/or visitors are permitted to have pets on the premises, but must abide with all Association and County rules pertaining to pets. Owners ultimately are responsible for damages and liabilities caused by pets to others and/or to Association property or personnel.

1. Pets are to be walked outside the main gate beyond plantings, shrubbery and their respective beds, on the South easement area or the grassy area parallel to the tennis court.
2. By State statute, all pet fecal material must be immediately picked up and disposed of in provided containers by pet owner. "Dog pickup disposal stations" are provided in both North and South pet approved areas.
3. No pet is to be left outside without its owner present. Pets may not be tied, chained or otherwise restrained to buildings, fences, and limited common element areas.
4. Pets are not allowed in the pools or spa or any surrounding deck areas.
5. Dogs are not permitted on Association beach ramp.
6. Pets must be on a leash at all times when outside of an owner's unit.



**VEHICLE PARKING, GARAGE, OPEN PARKING, BARBEQUE GRILL, LIMITED  
FENCED STORAGE**

1. Owners will be issued two (2) parking decals per unit and, two (2) owner's guest passes. The decals must be affixed to the owner's driver's side windshield. Any vehicles parked illegally will be subject to being towed at vehicle owner's expense. The owner's guest passes are to be kept in your unit for use when you have a visitor on Tradewinds property. Please have your guest place on the dashboard of their vehicle. Parking will be restricted to two (2) vehicles per unit during the Memorial Day, 4<sup>th</sup> of July and Labor Day holidays. Instructions on how to obtain these holiday passes will be sent by email, prior to each holiday. No other passes can be used over these 3 holidays. Vehicles without the most current Tradewinds issued decal or parking permit will be subject to being towed.
2. Please park your vehicle under the covered tennis court area if you plan to be gone from Tradewinds property for a period of 60 days or more.
3. Guests, renters, and visitors are to park in the area designated VISITORS/ CONTRACTORS. Contractor hours are Monday – Friday, 9:00 am – 5:00 pm ONLY. Deliveries, housekeepers and healthcare workers are permitted 7 days a week. Visitor parking passes, available from the office, must be displayed.
4. Parking under the Clubhouse is restricted to vehicles with a current Tradewinds issued decal. Unauthorized vehicles will be subject to towing.
5. Parking or storage of trailers of any type, RV's, boats, or any inoperable vehicles are not allowed anywhere on Tradewinds property and will be towed. Trailers must stay attached to their towing vehicle at all times.
6. All parking spaces in the basement garage shall be maintained in a neat and orderly fashion. Only bicycles and Association approved storage boxes are permitted in owner's garage space.
7. Car wash hosing is provided under the tennis courts and may be used between 6 AM and 6 PM. Please roll up hose, turn water off and leave the area clean of debris.

8. Vehicles may pull into the garage for loading and unloading purposes only, and then must be moved immediately. Please be cognizant and respectful not to block a parking stall.
9. An Association provided grill is located on the north side of the property under the tennis court. It is available to all owners, family members, guests or renters who are at least 18 years of age. Propane or charcoal grills are not permitted for use on any deck, walkway, balcony or courtyard at any time.
10. It is the user's responsibility to clean the grill after use. No food, excess grease or other foreign matter should remain after use. There are instructions for use and the recommended cleaning behind the grill door.
11. When finished, turn off the grill by turning the propane gas tank valve to the "off" position.
12. Replace the grill cover after the grill cools down.
13. Notify the Tradewinds staff when the grill's propane is low so that the tank can be replaced or refilled by staff.
14. A limited fenced space (previously referred to as the "Bike Cage") is provided beneath the clubhouse. The use of this fenced space is limited to bicycles, surfboards, paddle-boards and kayaks. All said items must be tagged by the office and registered with the office. They must also be non-rusted, operable, and cleaned prior to storage or they will be removed and/or disposed of at management's discretion.

## **POOLS/SPA**

1. The pools and spa are open for use between the hours of 7:00 AM and 11:00 PM.
2. Swimming is at your own risk as there is no lifeguard.
3. Shower before entering either of the two pools or spa. Suntan lotion, sand or other body lotions may cause damage to the pools/spa filters and chemical balance.
4. An adult must accompany children under 12 years of age in the pool/spa areas. No children under age 3 are allowed in the spa.
5. No diving in either of the Tradewinds pools or spa is allowed.
6. The maximum number of individuals in the spa at any given time is limited to seven (7).
7. Cut-off clothing is not permitted in either of the two pools or spa as they present a significant maintenance problem over time.
8. Pool furniture must stay on the pool decks and cannot be taken to the beach.
9. No glass containers (per Florida statute), food or animals are permitted in the pools or spa and adjacent deck areas.
10. Beverages are allowed, in non-glass containers, on deck areas adjacent to the spa and pools. Beverages are not allowed in pools. No glass beverage containers are allowed in or around any pool and spa area or surrounding decks. Food is allowed in the southwest area behind the clubhouse.
11. No running or aggressive play is allowed in pools, spa, or adjacent deck areas. Diving or jumping off of the spa deck or spa glass into the pool is strictly prohibited.
12. Nerf balls, beach balls, and soft inflatable balls are allowed in the pools but must be contained in the pool at all times. No hard balls are allowed in pools, spa or on pool decks. Frisbees and other projectiles are not allowed in the pools, spa or adjacent deck areas.
13. Boogie boards, skim boards, surfboards, rafts, and other such objects are not allowed in either of the two pools or spa.
14. Swimming and spa activities are entirely at the risk of the user. Conditions for use are highlighted on signage, but not limited to those shown.

15. No hanging, sitting or pulling on the pool rope. According to the Volusia County Department of Health Pool Inspector, the pool rope is a requirement.

## **FITNESS CENTER**

1. Fitness facility hours, located over the clubhouse are 6:00 AM to 11:00 PM.
2. Shoes, shirts and other appropriate attire are required at all times.
3. Due to insurance requirements, anyone in the fitness center must be 18 years of age or older.
4. No food, alcoholic beverages or glass containers are allowed in fitness center.
5. Please use the provided disinfectant wipes to clean down machines after each use.
6. Management assumes no liability for injuries or accidents that may occur to users of the fitness center. Said risk lies with the individual. As such, please become familiar with the proper use, instructions and cautions associated with the facility's equipment.
7. No pets are allowed in fitness center.
8. Please turn off the lights, fans and TV prior to departure.

## **CLUBHOUSE AND KITCHEN FACILITY**

The Clubhouse is open from 9:00 AM to 5:00 PM Monday through Sunday and is available to all owners, their family members and renters. If you would like to reserve the Clubhouse, please contact the office.

1. Only owners, their families and renters, 18 years and older, are authorized to use the Clubhouse.
2. The Clubhouse is not available for rental to the general public, nor can it be used for commercial or solicitation purposes. No monetary charges or value-added assessment can be imposed or collected from the attendees for any reserved clubhouse activity.
3. The usual mandatory security deposit (see #5 below) is not required for an approved reserved clubhouse activity that is open and made available to all owners, family members and/or renters.
4. After use of the clubhouse facility, the kitchen, cabinets, and countertops must be left in the orderly clean condition it was prior to its use.
5. A Tradewinds Clubhouse Reservation Agreement, signed by the owner, along with a security deposit of \$100.00 are required for an approved private event or special occasion prior to usage. If the clubhouse is returned in its original condition, the \$100.00 will be refunded. If not, the deposit will be used for cleaning and/or repair purposes. If said cost exceeds the \$100 deposit, the owner will be assessed any and all additional cost.
6. See rental/use agreement form for additional details (attachment # 2).

## **TENNIS COURT/SHUFFLEBOARD**

1. Play time should be limited to 1 hour and 30 minutes when others are waiting to play.
2. Only tennis shoes (or non-marking athletic shoes), shirts and other appropriate attire is required at all times.
3. Usage is limited to those age 12 and older, unless supervised by an adult family member.
4. Beverages are permitted, but never in glass containers.
5. Pets are not allowed on tennis or shuffleboard courts and adjacent areas.
6. Tennis and shuffleboard courts are to be used for said activities only, so as to protect and prolong the surface-specific materials employed. No bikes, scooters, roller-skates/blades, skateboards or like equipment can be used at any time.
7. Shuffleboard equipment may be checked out from the office.

## **UNIT RENTAL GUIDELINES**

1. Renters must register at the Association office upon arrival between the hours of 9:00 AM and 4:00 PM, Monday through Saturday, unless prior arrangements have been made. At the time of registration, the renter must provide a copy of their driver's license to the office. A copy of the Association Rules and Regulations and parking passes will be issued by management. The unit owner must provide to the Tradewinds office in advance, their renter's name, address, phone number arrival and departure date. Owners are responsible for their renter's actions.
2. If at any time a renter violates the Tradewinds' Rules and Regulations, they are subject to being asked to leave the Tradewinds property immediately.
3. Donating your unit to a non-profit or charity is prohibited. Condo rentals must be for a minimum of one (1) month. While your unit is being rented, owners' amenities transfer to your renter. No dual usage is allowed.



## **UNIT MODIFICATIONS**

The Tradewinds Declaration of Condominium [5.2(c)] states that “a unit owner shall make no changes or alterations to any interior boundary wall, exterior wall, balcony, lanai, or patio, screening, exterior door, windows, structural or load-bearing member, electrical service or plumbing service, without first obtaining approval in writing of the Board of Directors of the Association.” If you are planning a project that is, or might be, covered by this requirement please contact the Management on how to proceed. Your project may not need Board approval, but please inquire beforehand, not after the fact. Also, the Board may have already approved your type of project in the past and as such may have helpful ideas and pre-approved specifications on hand to assist. If the project does require a new Board action, management can help you with your application for approval. See Attachment #3 for the Modification Request Form and Attachments #4 and #5 for Contractor forms. Other attachments are: Attachment # 6 – Replacement Door Specifications; Attachment # 7 – Paint Colors; Attachment # 8 – Hurricane Shutter Specifications; Attachment # 9 – Balcony Alterations & Repairs; Attachment # 10 – Hose Kit & Valve Specs

## **BALCONIES AND COURTYARDS**

1. No wall hangings shall be affixed to any of the buildings' common or privately owned walls or balconies facing the beach. Fans and or other fixtures are not permitted to be attached or hung from balcony ceilings.
2. The three-bedroom unit courtyards may have appropriate and tasteful decorations, but such may not be offensive or obviously distracting to the buildings' overall integrity and design. Said areas are not to be used as storage. Ceiling fans mounted in these courtyards must meet pre-approved specifications as to color, design, and size. Ceiling fans must be clean, maintained in proper working condition and free of any rust or other visible wear and tear. In summary: If you currently have, or plan to install, a ceiling fan, it must be installed and maintained in an acceptable manner as noted, but not limited to the above.
3. Etchings on balcony or courtyard glass is prohibited. The few units where glass etchings already exist are grandfathered in as long as said glass remains intact (not replaced). If/when replaced, glass etchings are prohibited.

## OWNER INFORMATION SHEET

Unit # \_\_\_\_\_ Date \_\_\_\_\_

Name(s) as it (they) appear(s) on your deed: \_\_\_\_\_

Trustee (if owned by a Trust): \_\_\_\_\_

Given name (what we call you): \_\_\_\_\_

Address when you are not at Tradewinds:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Unit Tel No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alt: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Desc: \_\_\_\_\_

Cell #1. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Who: \_\_\_\_\_

Cell #2. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Who: \_\_\_\_\_

Email #1: \_\_\_\_\_ Who: \_\_\_\_\_

Email #2: \_\_\_\_\_ Who: \_\_\_\_\_

Address for receiving Mail, Meeting Notices:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please indicate your preferences below:

\_\_\_\_ You have my permission to include my home address and contact numbers in the Tradewinds Directory.  
YES NO

\_\_\_\_ You have my permission to send all communications to my email address unless required by the  
YES NO Tradewinds By Laws to be sent via US Mail, UPS or FedEx.

Emergency Contacts:

(1)Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(2)Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# TRADEWINDS OF VOLUSIA, INC.

## CLUBHOUSE RESERVATION AGREEMENT

The clubhouse is available for private activities. It is NOT available for any type of commercial or solicitation use. There is a \$100.00 refundable fee required at the time of the reservation. The reservation must be received at least three days in advance of the event and approved by the Board. In addition, all items below must be followed in order to receive a refund. Please sign and return this agreement with a check for \$100.00 payable to Tradewinds of Volusia, Inc. (Note: If the activity is open to all Tradewinds owners via posting of a notice, this fee does not apply.)

### CLUBHOUSE RENTAL

1. Does not include exclusive use of the swimming pools or spa.
2. Does not include exclusive use of the tennis court.
3. No wet swimming suits are allowed in the clubhouse. Persons leaving the pool or ocean must enter the restrooms from the outside and change clothes before entering the clubhouse.
4. Requires adult supervision at all times.
5. Clubhouse, kitchen and bathrooms must be left in original condition. Dishes and utensils must be clean and returned to their proper place.
6. All trash must be removed from the clubhouse and carried to one of the dumpster rooms in the garage.
7. Refrigerator/freezer must be cleared of all food and drinks.
8. If cancellation is not received at least 24 hours in advance, the \$100 deposit will be forfeited.

PLEASE COMPLETE BOTTOM PORTION AND RETURN ENTIRE PAGE  
TO TRADEWINDS OFFICE.

-----  
ENCLOSED IS MY \$100.00 CHECK PAYABLE TO TRADEWINDS OF VOLUSIA, INC.

Date of function \_\_\_\_\_ Hours of function \_\_\_\_\_

Type of function \_\_\_\_\_ # of persons attending \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner Renting Clubhouse      Date Signed      Unit Number|

By signing this document OWNER agrees to indemnify and hold harmless the association from any claims whatsoever including any issue of liability if alcoholic beverages are served at this event.

\_\_\_\_\_  
Board Approval      Date

TRADEWINDS OF VOLUSIA, INC.

5265 South Atlantic Avenue  
New Smyrna Beach, FL 32169

MODIFICATION REQUEST FORM

Attn: Board of Directors

In accordance with the Declaration of Condominium of Tradewinds of Volusia, Inc., I hereby apply for permission to make the following alterations to the premises.

Proposed Start Date (Following Approval by BOD) \_\_\_\_\_

Nature of Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor Name \_\_\_\_\_ Telephone \_\_\_\_\_

**ALL WORK WILL BE DONE ACCORDING TO TRADEWINDS SPECIFICATIONS. THE MATERIALS USED AND THE COLORS WILL CONFORM TO THE EXISTING MATERIALS AND COLORS OR THOSE APPROVED BY THE BOARD.**

Owner's Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Telephone: Unit \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

Signature of All Owners Required: \_\_\_\_\_

\_\_\_\_\_

Date Signed: \_\_\_\_\_

**\*\*PLEASE NOTE\*\***

Attach appropriate sketches, drawings or other documentation and descriptions of work to be done. Indicate materials to be used, color and other pertinent information along with a current copy of contractor's certificate of insurance. All modifications and any damages caused by the modification become the unit owner's responsibility. No modification can be done on the outside of your unit without prior written approval.

Board Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

TRADEWINDS OF VOLUSIA, INC.  
CONTRACTOR'S INDEMNIFICATION AGREEMENT

Contractor agrees at its expense to procure and maintain such comprehensive general liability, worker's compensation and other insurance as is reasonable under the circumstances to protect Tradewinds of Volusia, Inc. against damages, claims, obligations, liabilities, losses, costs and expense that may arise out of the work to be performed by Contractor or Contractor's personnel, and except with respect to such Worker's compensation insurance, such insurance will name Tradewinds of Volusia, Inc. as an additional insured.

Prior to start of work, Contractor or Contractor's Personnel agrees to provide the following:

- \_\_\_\_\_ Liability Insurance Certificate
- \_\_\_\_\_ Workman's Compensation Insurance OR
- \_\_\_\_\_ Workman's Compensation Waiver
- \_\_\_\_\_ Copy of Contractor's License and License Number \_\_\_\_\_
- \_\_\_\_\_ Tradewinds Condominium and Contractor and Supplier Information

By signing below, Contractor or Contractor's Agent acknowledges receipt of Tradewinds Condominium and Contractor and Supplier Information document. This document must be signed and turned into the Tradewinds office prior to starting work.

\_\_\_\_\_  
Signed, Contractor or Contractor's Agent

\_\_\_\_\_  
Date

# **TRADEWINDS OF VOLUSIA, INC.**

## **CONTRACTOR AND SUPPLIER INFORMATION**

The following information is intended to assist you to stay in compliance with the regulations concerning work, service and deliveries on the behalf of the Tradewinds Association or one or more Tradewinds Unit Owners.

For the purpose of clarity from this point forward the term Contractor will be defined to include all, but not be limited to, the following: Contractors, tradesmen, sales agents, domestic help, helpers or service personnel both paid and unpaid, decorators or maintenance personnel.

As you read these regulations be mindful of the fact that the Board of Directors of this Association has established this protocol after careful consideration. This document must be signed with a copy being left in the office prior to any work commencing. No Owner, maintenance person, contractor or other person has the authority to change, extend, wave or alter any provision listed in this document. Any question as to the applicability should be directed to the Manager of this Property. Please initial that you understand and concur with this paragraph.

\_\_\_\_\_  
Contractor's Initials                      Date

\_\_\_\_\_  
Office Signature                      Date

### **\*\*ALL CONTRACTORS MUST SIGN IN AT THE OFFICE DAILY\*\***

#### **1. HOURS FOR CONTRACT WORK AND HOURS FOR OWNER WORK**

Work hours for all projects, repairs, service, and the like shall be from Monday through Friday from 9:00 AM until 5:00 PM. "Quiet Work" such as painting, wallpapering, etc. may be done outside these hours on weekdays or on Saturdays with the approval of the Tradewinds Manager.

#### **2. PARKING**

- A. Parking space is very limited. The ONLY area for contractor's vehicles is the area immediately west of the Clubhouse against the perimeter wall fronting South Atlantic Avenue.
- B. Contractors are permitted to unload in the front of the buildings or in the basement, but must move the vehicle as soon as possible. Great care and attention should be given to the height restrictions on all vehicles entering the basement.
- C. No service or delivery vehicle or trailer may remain on the premises overnight.
- D. All parking spaces in the basement are private property and therefore unavailable for parking or standing for any interval of time by any vehicle not belonging to the owner.

#### **3. ELEVATORS**

- A. The elevators and the elevator lobbies in the basement and the thresholds at each door are not designed for heavy or rough treatment. To insure that no harm is done to the walls, floors, doors, thresholds or any other aspect while using the elevators, the following should be considered prior to the commencement of any work.
  - 1. Bring sufficient personnel to handle the safe unloading, delivery and removal of materials to complete your project. Tradewinds personnel are not allowed to assist.
  - 2. Before using the elevators, please contact the office for assistance in hanging the protective covers on the elevator walls.
  - 3. Dollies, trucks or other assist devices must be appropriate for the load and the surfaces you need to negotiate. For example, moving heavy loads on steel wheeled dollies will cut the surfaces in

the elevator, lobbies and destroy Chattahoochee. No items should be dragged on the walkways. All items should be moved on a mat. Please contact the office so that Maintenance can supply the appropriate material.

4. Dusty, oily materials, paint, chemicals, plaster, debris, or heavy loads will require the removal of the rug mats in the elevators. Please contact the office for staff assistance.
  5. Do not block open elevator or hold for an extended period of time.
- B. If more than one Contractor is working in a building involving multiple trips or lengthy loading times, they must share the use of only one elevator, thereby insuring the Owners have ready access to their residences.

#### **4. CLEANUPS AND DEBRIS REMOVAL**

- A. As simply as this can be said.... a Contractor and his subs, agents and personnel are responsible to leave no evidence behind of any work, delivery or removal of anything on common areas of these premises. You must be prepared to mop, dust, sweep, remove spills or any other requirement resulting from your actions be they intended or inadvertent. This certainly includes spills, drips or leaks from vehicles or from materials within them.
- B. No trash or debris from any project may be disposed of in the trash bins, recycle bins or down the garbage chutes on any floor.
- C. Tradewinds grocery carts and luggage carts are not to be used by Contractors for any reason whatsoever.
- D. If this cannot be adhered to, a fine will be levied to cover the cost of Tradewinds staff to complete the necessary clean up.

#### **5. GENERAL ITEMS**

- A. Keys to a Tradewinds unit can be obtained from the Tradewinds Office during normal office hours with owner's approval prior to contractor's arrival.
- B. Keys obtained from the Association Office may NOT be kept overnight or removed from the premises for any reason at any time. Lost keys necessitating the re-keying of the locks by a locksmith will be at the Contractors expense.
- C. Keys can be returned to the Tradewinds office during normal office hours, or after office hours they may be left in the Key Return slot located on the west side of the Tradewinds office.
- D. The Association Office will not be available to take messages for contractors and suppliers.

#### **6. PERSONAL CONDUCT**

- A. As an Association we will recognize you and treat you as a professional. We expect you to conduct yourselves in like manner by being attentive of your own personal conduct.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Company Name or Affiliation

\_\_\_\_\_  
Owner Name and Suite Number

\_\_\_\_\_  
Company Phone #

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Start Date

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Finish Date



## REPLACEMENT DOOR SPECIFICATIONS

### Entrance doors from walkway

3'0" x 6'8' textured 6-panel fiberglass door and vinyl composite jambs

Stainless steel hardware with passage doorknob

Painted Bronze

### Storage doors on the beachside patios

2'0" x 8'0" smooth flush fiberglass door and vinyl composite jambs

Stainless steel hardware with passage doorknob

Painted Bronze

### Three-bedroom courtyard entry doors

3'0" x 6'8' textured 6-pane fiberglass door and vinyl composite jambs

Stainless steel hardware with passage doorknob

Painted Bronze

### Courtyard storage doors

2'6' x 8'0" smooth flush fiberglass door and vinyl composite jambs

Stainless steel hardware with passage doorknob

Painted Bronze"

Note: The above specifications are from the minutes of the 4/07/2007 Board Meeting.

TRADEWINDS HURRICANE SHUTTER SPECIFICATIONS  
June 29, 2010

Whereas, the Board of Directors, (hereinafter referred to as the Board), of the Tradewinds of Volusia, (hereinafter referred to as the Association) is required by section 718.113(5) of the Florida Statutes to adopt hurricane shutter specifications for the Tradewinds' buildings which shall include color, style and other factors deemed relevant by the Board; and

Whereas (1) The structural integrity of each building is important, and (2) The type, style and quality of shutters to be installed is important, and (3) The method of attachment, installation, and placement of each shutter is important and, (4) The resultant exterior appearance of the buildings is import;

Now, Therefore, it is hereby resolved by the Board of Directors of the Tradewinds of Volusia Condominium Association, that the following exhibits A through E attach hereto and made a part hereof, be adopted as the Tradewinds of Volusia Association Hurricane Shutter Specifications in accordance with section 718.113(5) of the Florida Statues.

Exhibit A Application and approval procedures

Exhibit B Responsibility

Exhibit C Liability

Exhibit D Building shutter specifications

Exhibit E Application for approval to install Hurricane Shutters

Adopted by the Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

By: \_\_\_\_\_

President or Secretary of the Association

## **APPLICATION AND APPROVAL PROCEDURES**

### **Exhibit A**

Each unit owner desiring to install hurricane shutters shall obtain a copy of the Association hurricane shutter specifications and shall further agree to abide by the said specifications.

1. Each unit owner, upon agreeing to abide by said specifications, shall submit a written request to the Board specifying: (a) the openings to be covered, (b) the manufacturers shutter style and type (c) the method of shutter attachment, (d) the type and spacing of all attaching hardware to be used, (e) the type, size and placement of all support bars as may be required.
2. Submit a minimum of two copies of shutter manufacturers shop drawings with the specific shutter and details marked for your application, these shop drawings shall be signed and sealed by the manufacturers Professional Engineer for the design. Shop drawings shall indicate the State of Florida's NOA number for this shutter.
3. Submission shall include applicable test data and reports indicating that the shutters to be installed are designed to comply with all applicable building codes specifically that they are designed and can withstand the specified wind loads. Such test data shall indicate the wind loads in pounds per square foot and MPH at various heights above the ground and the spacing between applicable anchorages that is required at each level in order to withstand such a wind force.
4. Submissions shall also include proof that each of the individuals who will be installing the shutters have the following; that they carry adequate General Liability Insurance coverage and that they are covered by Florida's Worker's Compensation Insurance.
5. That the Association through the Board will have thirty (30) days from the date of said request to approve, disapprove, or modify said request in writing.

## **RESPONSIBILITY**

### **Exhibit B**

1. It is expressly understood that each unit Owner is responsible either directly or through his or her agents;
2. For all cost related to the installation and maintenance of said hurricane shutters.
3. For obtaining of any and all building or zoning permits required by applicable State, County, City or other governmental agencies having the jurisdiction with respect to the installation of said hurricane shutters.
4. For the installation of said shutters in a first class workmanship manner, including but not limited to the following requirements; (1) That all electrical components, if any be UL approved, (2) that all electrical work, if any be completed in accordance with all applicable codes and ordinances by a licensed electrician, (3) That all anchorages be sized and spaced so as to properly transfer the design loads of the installed shutter to the host structure, finishes, and waterproofing systems, (4) That all fasteners and attachment hardware be either high grade, (316) or better non-magnetic stainless steel, (5) That the installing company or manufacturer be appropriately licensed and, (6) That the installing company or individuals be knowledgeable with respect to the type of installation to be made.
5. The maintenance of said shutters be in first class manner; including, but not limited to the following requirements; (1) That all shutters be maintained in a proper working order, (2) that all shutters be maintained so that they are free of excessive dirt and debris, (3) It is the unit

owner's responsibility to close or open the hurricane shutters at the resident's discretion. The Association will not be held liable for any damages to other units incurred during any storm and (4) that all shutters are properly secured when not in use.

6. The Association will not be responsible for the removal and replacement of all or part of the applicable unit's hurricane shutter system; provided such removal is required in order for the Association to maintain, repair, or replace portions of the building.
7. It is further expressly understood and agreed that all conditions as contained in any Exhibit hereto shall be binding upon said unit owner, his or her heirs, successors or assigns, and shall be a condition implied in any conveyance or other instrument affecting the title of the affected unit.

## **LIABILITY**

### **Exhibit C**

1. The intent of the Board is that the total cost related to the installation, repair and maintenance of any unit owners shutter system is the total responsibility of the said unit owner. It is further expected that each unit owner acquiring shutters will properly maintain them and that listed below are provisions that can be used in the event that some claim or expense is incurred or that someone does not maintain their shutters as anticipated, and to outline the procedures that will be followed.
2. That the unit owner agrees to indemnify, defend and hold harmless the Association from any and all claims, actions, cost, or expense of any nature whatsoever, including but limited to attorney's fees, arising out of or caused by said shutters.
3. That if the unit owner fails to maintain his shutter system in a first class manner or fails to make repairs to it as needed, then the Association shall have the right to have such maintenance or repairs preformed, but only after reasonable written notice by the Association, with respect to the maintenance, repair, or removal of shutter system shall be the responsibility of the applicable unit owner.
4. That as security for any payment owed the Association in accordance with either of the above paragraphs and in accordance with applicable law, that the Association shall have a lien on the owners unit for all said cost and expenses which shall be considered an assessment against the owner's unit.

## **BUILDING SHUTTER SPECIFICATIONS**

### **Exhibit D**

1. Style; the consensus is that the word style shall mean shutter type. There are two styles which are acceptable to the Association.
2. Roll Shutters
3. Accordion Shutters
4. Electrically Operated Rolling Shutters

Different styles may be used on different openings.

Shutter Color; White is the only color that is acceptable to the Association.

Track, hoods, trim, flashings and associated attachments shall be white.

Caulking shall match the shutter color.

### **General Specifications and installation**

All attachment holes shall be drilled out, dust and fines to be cleaned out of the opening, the hole shall be filled with a high grade of urethane caulking prior to the fastener being installed.

All fasteners and associated shall be non-magnetic, 316 grade or better stainless steel to prevent rusting.

Shutter tracks are not allowed to be installed on the balcony decks or the top of the balcony knee walls. Installation on the ground floor, first level to be reviewed on a case by case circumstance. See the mounting detail (managers' office) for the vertical face attachment on the balcony knee wall.

Caulk all surfaces between the shutter frame work and the exterior of the building surfaces with a high grade of urethane caulking.

All fasteners and screws shall be the size, length and in the sufficient quantity to perform the shutter installation in accordance with the manufactures bolt pattern requirements.

Shutter contractor shall dispose of or remove all unused materials, debris and trash in a dumpster supplied by this contractor. Tradewinds dumpsters shall not be used by the contractor. All areas shall be left clean on a daily basis.

Contractor is responsible to furnish his work force with proper sanitary facilities; under no circumstances shall the clubhouse facilities be used by the contractor.

Contractor shall sign in and out at the managers' office.

Contractor shall follow all Tradewinds rules and regulations while on Tradewinds property; a copy can be picked up in the manager's office.

Shutter contractor shall install Tradewinds furnished elevator cab protection pads during transporting of shutter materials, tools and equipment so as to not damage the elevator cab walls, the elevator floor tile in the entrance way and in the cab shall be protected by contractor furnished materials. Any damages to the finished surfaces will be the owner's responsibility to repair or replace.

Upon completion notify Tradewinds manager for a cursory inspection to verify that the shutters have been installed and the general area has been cleaned up. This inspection is not to confirm that all of the installation components have been installed per the manufacturer's recommendation or building code requirements, this is the contractors responsibility.

## **Application for approval to install Hurricane Shutters**

### **Exhibit E**

Obtain a modification application from the managers' office complete all required information requested and return for the Boards review. You will be notified within 30 calendar days of their determination.

### **Tradewinds Board of Association**

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**Board President / Vice President / Secretary Date**

### **End of Hurricane Shutter Requirements**

# TRADEWINDS BALCONY ALTERATIONS & REPAIRS

Rev. 4/18/2012

- Prior to starting work fill out a modification form from the management office for a board member to approve and sign. Please allow sufficient time for this process.
- Prior to removing demolition debris from the unit, have the onsite maintenance personnel install the elevator protection pads. If you are removing heavy debris protect the walkway tiles especially at the elevator entrance. The walkways shall be left in a clean condition after debris removal.
- Trash and debris removal and dumpsters are the unit owner's responsibility; please have the maintenance personnel show you where to locate the dumpster.
- After the balcony deck tile or Chattahoochee and other finish materials have been removed, totally remove the old existing waterproof membrane down to the bare concrete deck. A diamond blade or Zek grinding wheel seems to work well for this task.
- After the removal of the waterproof membrane, notify the management office so that a visual inspection can be made to insure that there is no concrete spalling or other defects present that would affect the new membrane's performance. If spalling or other reinforcing corrosion issues are present this will need to be repaired by Tradewinds prior to installing the new membrane. In some instances the sliding glass doors may have to be removed in order to completely make spalling repairs which may also expand into the unit living space. Please give a 24 hour notice prior to the required inspection.
- The specified new waterproofing is a Sonashield / Sonaguard product, this is a minimum 2 coating process with a base coat and a finish top coat. This product can be used as a finished topping with 3 coats. Prior to installation of the membrane, insure that the concrete deck is clean and free of sand or excessive dust.
- Care shall be used to apply the membrane up and over the sliding glass door threshold (if these were removed) and at the thru-wall scuppers. Additional caulking is required at these scuppers. At the intersection of the floor and the wall the membrane needs to be turned up the wall 1 inch.
- Install a cant caulk joint at the perimeter of the balcony, using Sonneborn / Sonolastic NP1 Polyurethane Joint Sealant.
- Prior to installing your balcony's finished floor coverings, it is recommended that you verify with the products manufacturer if there is any expansion joint requirements.
- The above materials and sealants are a high grade commercial waterproofing product and can be found at select retail outlets that supply these materials to professional installers.
- Please inform your deck covering contractor/ installer that it is imperative that all sub and finished surfaces be sloped correctly so as to divert the water from the balcony thru the scuppers in a timely fashion so as to prevent ponding and water retention.

Unit Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_





The Chemical Company

# SONOSHIELD® SONOGUARD

Waterproof coating system for vehicular and pedestrian traffic areas

## DESCRIPTION

Sonoshield Sonoguard is a liquid applied moisture-cure polyurethane seamless waterproofing membrane system with an integral aggregate surface. Sonoguard's tough, continuously elastomeric properties achieve long term protection against water ingress. High skid resistance with alaphatic top coat ensures long life and suitability for public locations.

## COMPLIANCES

- AS/NZS 3661.1 Slip Resistance
- ASTM C957
- UL 790 Class A Fire Rating
- ASTM E108
- ASTM E84

## RECOMMENDED FOR

Waterproofing exterior surfaces subject to light vehicle and pedestrian traffic loads. Skid resistant textures are incorporated for safety as required. Substrates include concrete, cement fibre sheet, plywood and incidental metal on car park decks.

Provides durable attractive membrane to:-

Balconies, plaza decks, apartment rooftops, plant rooms, overcoat old membranes and copings.

## FEATURES AND BENEFITS

- **Waterproof**  
Protects concrete from freeze-thaw damage  
Protects occupied areas below from water damage
- **Protects from chloride and salt intrusion**  
Extends life of reinforcing steel
- **Skid resistant**  
Increased pedestrian safety
- **Systems available**  
Ideal for various pedestrian and vehicular traffic situations.
- **Seamless membrane and crack bridging**  
No joints to cause leaks
- **Repairable and recoatable**  
Extends the life of the system
- **Top coat UV resistant**  
Exceptional weathering
- **Range of top coat colours available**  
Attractive, decorative appearance
- **VOC compliant**  
Environmentally responsible

## TYPICAL PERFORMANCE DATA

Properties of cured membrane

Property	Base Coat	Top Coat	Test Method
Hardness, Shore A	60	89	ASTM D 2240
Tensile strength MPa	5.2	17.2	ASTM D 412
Elongation, %	695	502	ASTM D 412
Tear strength, PIT	74	199	ASTM D 1004
Weight loss, %	16	17	Max 40

## Weathering Resistance and Elongation Recovery (ASTM C957)

		Requirement
Elongation Recovery	System 94%	Min 90
Tensile Retention	System 151%	Min 80
Elongation Retention	System 94%	Min 90
Abrasion resistance, mg lost	1 - (System passes) Requirements- Max: 50	(C317 wheel) 1,000 g/1000 cycles
Crack bridging	System passes	1000 cycles

## Skid Resistance

When applied in Top Coat Film with total coverage rate not exceeding 0.7 litres per metre square per coat.

Aggregate must be Sonoguard Aggregate at 0.5kg/m<sup>2</sup>.

Slip Resistance	Wet - Coefficient	0.74
Slip Resistance	Dry - Coefficient	1.05

Test Method: AS/NZS 3661.1 and Compliance requirement is 0.40 minimum.

## Chemical Resistance (ASTM C 957)

Chemical	Base Coat	Top Coat	Requirements
Ethylene glycol	88	92	Min 70
Mineral spirits	47	60	Min 45
Water	96	83	Min 70

## SPECIFICATIONS

	Base Coat	Top Coat
Supply form	Liquid single pack	
Colour	Standard (Grey) or Tint	
Application	Temperature >5°C	
Specific gravity	1.19	1.09
Nonvolatiles, % (Solids by weight) ASTM D 1259	84	77
Viscosity, cps ASTM D 2393	4000-9000	2000-4000
Flash point ASTM D 56 (°C)	40	40.5

## APPLICATION DIRECTIONS

For information on surface preparation, priming, methods of application etc, refer to "Application Guide for Sonoshield Sonoguard" available from your local BASF Construction Chemicals representative. Systems available:

### 1. ROOF TOP SYSTEM (OCCUPIED SPACE UNDER)

- Primer Mastertop 1090 6-8m<sup>2</sup> litre
- Sonoguard Base Coat 1.2litres/ m<sup>2</sup>
- Sonoguard Top Coat 0.65litres/ m<sup>2</sup>
- Sonoguard Aggregate - 1-2kg/ m<sup>2</sup>  
DFT 1.8mm+





The Chemical Company

## SONOSHIELD® SONOGUARD

### 2. LIGHT TO MEDIUM TRAFFIC SYSTEM

- Primer Mastertop 1090 6-8m<sup>2</sup> litre
- Sonoguard Base Coat 0.7litres/ m<sup>2</sup>
- Sonoguard Top Coat 0.65litres/ m<sup>2</sup>
- Sonoguard Aggregate – 2-3kg/ m<sup>2</sup>  
DFT 2.0mm

### 3. HEAVY DUTY TRAFFIC SYSTEM

- Primer Mastertop 1090 6-8m<sup>2</sup> litre
- Sonoguard Base Coat 1.0litre/ m<sup>2</sup>
- Sonoguard Top Coat 1.0litre/ m<sup>2</sup>
- Sonoguard Aggregate – 2-4kg/ m<sup>2</sup>  
DFT 2.4mm

### 4. EXTRA HEAVY DUTY TRAFFIC SYSTEM

- Primer Mastertop 1090 6-8m<sup>2</sup> litre
- Sonoguard Base Coat 1.0litre/ m<sup>2</sup>
- Sonoguard Top Coat 1.2litre/ m<sup>2</sup>
- Sonoguard Aggregate – 2-4kg/ m<sup>2</sup>  
DFT 3.0mm

DO NOT START UNTIL YOU  
REFER TO APPLICATION GUIDE FOR  
INSTALLATION INSTRUCTIONS

### CURING

Allow curing time of 72 hours before vehicular use and 48 hours before pedestrian use. Extend the curing time in cool weather conditions, by a substantial period.

### MAINTENANCE AND RECOAT APPLICATIONS

Refer to "Application Guide for Sonoshield Sonoguard" available from your local BASF Construction Chemicals representative.

### PACKAGING

Sonoguard Base Coat and Top Coat are available in 18.93 litre units.

Sonoguard Aggregate is available in 20kg bags.

Colour packs are available in 236.5ml cans

### COLOURS (TOP COAT)

Pre-tinted Top Coat Grey and colours by NP2/SL2 pigment pack addition to Top Coat Tint Base. Check with your local BASF Construction Chemicals technical representative regarding current colours available.

### SHELF LIFE

Shelf life is 18 months on all components.

### PRECAUTIONS

KEEP OUT OF REACH OF CHILDREN. KEEP AWAY FROM HEAT, FLAME AND SOURCES OF IGNITION. Keep container closed. Use only with adequate ventilation. Empty container may contain explosive vapours or product residues. DO NOT cut or weld on or near empty container. DO NOT reuse empty container without commercial cleaning or recondition. Avoid contact with skin, eyes and clothing. Avoid breathing vapours. Wash thoroughly after handling. Avoid prolonged or repeated skin contact or breathing vapours. DO NOT take internally. Use impervious gloves, goggles and if use is performed in a poorly ventilated area, use approved respiratory protection in accordance with applicable federal, state and local regulations.

### First Aid

In case of eye contact, flush thoroughly with water at least 15 minutes. SEEK IMMEDIATE MEDICAL ATTENTION. In case of skin contact, wash affected areas with soap and water. If irritation persists, seek medical attention. Remove and wash contaminated clothing. If inhalation effects occur, remove to fresh air. If discomfort persists or any breathing difficulty occurs, SEEK IMMEDIATE MEDICAL ATTENTION. If swallowed, seek immediate medical attention. Should vomiting occur, be sure to keep victim's head below hips to avoid aspiration of vomit into the lungs.

All BASF Construction Chemicals Australia & New Zealand data sheets are updated on a regular basis, it is the user's responsibility to obtain the most recent issue

ASonSgrd/9/0907

### STATEMENT OF RESPONSIBILITY

The technical information and application advice given in this BASF Construction Chemicals publication is based on the present state of our best scientific and practical knowledge. As the information herein is of a general nature, no assumption can be made as to a product's suitability for a particular use or application and no warranty as to its accuracy, reliability or completeness either expressed or implied is given other than those required by law. The user is responsible for checking the suitability of products for their intended use.

### NOTE

Field service where provided does not constitute supervisory responsibility. Suggestions made by BASF Construction Chemicals either orally or in writing may be followed, modified or rejected by the owner, engineer or contractor since they, and not BASF Construction Chemicals, are responsible for carrying out procedures appropriate to a specific application.

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## TRADEWINDS OF VOLUSIA, INC. HURRICANE PROCEDURES

Dear Tradewinds Residents:

Hurricane season runs from June 1st through November 30th. In this document, you will find an alphabetical outline of hurricane procedures and how they will affect you and your family here at Tradewinds. To avoid rushing to the stores, stock up on food items: water (1 gallon per day, per person, for at least 72 hours); flashlights; battery powered radio; first aid kits; and prescription medications.

Make plans now on where you plan to stay if a mandatory evacuation order is issued. Start your evacuation early. Listen to the authorities. Roadways can become blocked or closed due to downed trees, electrical wires, and debris. Remember hurricanes can also produce inland flooding, tornadoes, high winds, and storm surge.

### **TRADEWINDS CONDOMINIUM OWNER PREPARATION CHECKLIST**

- Be sure the balconies if not fitted with hurricane shutters are completely cleared off well ahead of an evacuation order, or have a plan to clear the balconies in advance. If you cannot do it yourself, find someone who can do this for you in advance.
- Have your personal evacuation plan ready ahead of time. Know where you are going.
- Be familiar with evacuation routes, have your route picked out, and have a map with alternate routes should the need arise.
- Evacuate before staff leaves the building and notify the office by email or phone (386) 428-1283.
- If you decide to stay in the building (bad idea) the Association will require that you sign a hold harmless/waiver form. See page A-27.
- Take videos, photos, etc. of your unit, furnishings, valuables, etc. for insurance purposes. Keep them in a safe place along with your insurance policies. (If possible, off premises).
- Keep an out of state phone number for your insurance carrier. It may be difficult to file a claim locally due to calling volume.
- Prepare a personal evacuation package. A suggested list is included in the **Evacuation Section**.

### **WHAT HAPPENS AS A STORM IS IDENTIFIED TO BE APPROACHING**

- If a TROPICAL STORM/HURRICANE WATCH (see definitions) is issued, management will inform residents via postings in bulletin boards and elevators, by email, and by phone to begin prepare for a possible storm and to start to prepare to leave the building if an evacuation order is issued by authorities.
- If a TROPICAL STORM/HURRICANE WARNING (see definitions) is issued, Management will inform residents that a storm is expected to hit the area within 24 hours and that the building shut down procedures will commence shortly. Management will also include any information from authorities regarding evacuation orders, planned bridge closings, etc. Finally management will give a estimated time of final building shut down.

- A FINAL NOTICE OF THE BUILDING "LOCK DOWN" PROCEDURE WILL BE POSTED ON BULLETIN BOARDS AND IN ELEVATORS AND ALL RESIDENTS WILL BE NOTIFIED VIA EMAIL. IT IS ESTIMATED THAT THIS PROCESS WILL TAKE 2 TO 3 HOURS TO COMPLETE ONCE IT BEGINS. ONCE COMPLETED, THE STAFF WILL IMMEDIATELY LEAVE THE PROPERTY. NO ONE FROM MANAGEMENT WILL BE LEFT TO ASSIST ANY RESIDENTS STILL IN THE BUILDING UNTIL AFTER THE STORM HAS PASSED AND THE STAFF HAS RETURNED.
- Residents who choose to stay in defiance of a mandatory evacuation order will be in a building with no elevator service, no air conditioning, no staff, and no water. It is likely that you could be without electric power for several days.
- The building's cooling tower will be shut down prior to the storm. If the system were allowed to continue operating during a storm, hurricane force winds could cause severe damage to the fan, motor and components. There is also the high probability of power surges and electrical "shorts" which could damage the cooling tower, as well as a variety of the complex electrical components. Also to consider is the likely delay in repairs after a hurricane, thus exposing the building to an environment conducive to the creation of mold. The domestic water pumps and elevators are also subject to damage from power surges and electrical shorts. Elevators and domestic water pumps may be shut down. Especially if the forecast is for a large tide surge since elevators and domestic water pumps are below street level and subject to flooding.
- Each unit will be checked for occupancy. Anyone who intends on staying in their unit will be asked to sign a hold harmless form from the Association. It should also be noted that in the event of a major hurricane and after Mandatory Evacuation Orders (state of emergency) by Volusia County, the Board of Directors per Florida Statute 718.1265 can prohibit residents/owners from staying in the condominium and returning afterwards. After all north and south doors from the roof to the ground floor have been secured, the common area east and west doors will be locked and secured for the storm.

## **BALCONIES**

Remove all furniture and all other items during hurricane "WATCH." If you are not going to be in residence, you need to make arrangements to get everything off your balcony, by someone other than a Tradewinds staff person before you leave. If the staff, as time allows, needs to remove anything from your balcony on company time because you failed to remove your items, there will be a charge billed to the owner as follows: 2 Bedroom - \$25.00, 3 Bedroom - \$50, Penthouse - \$75. Any damages caused by your flying personal property will result in YOU being held responsible for the cost to repair damages to property or personal injury of others. Tradewinds will not be held responsible.

## **CATERGORIES OF STORMS/HURRICANE DEFINITIONS**

Category 1	74 - 95 MPH Minimal
Category 2	95 -110 MPH Moderate
Category 3	111-130 MPH Major
Category 4	131-155 MPH Extensive
Category 5	156+ MPH Catastrophic

**TROPICAL DEPRESSION** - Winds of less than 39 mph

**TROPICAL STORM** - Sustained winds of 39 to 73 mph

**TROPICAL STORM WARNING** - Expected within 24 hours

**HURRICANE WATCH** - A "Hurricane Watch" means that Hurricane conditions are possible within 36 hours and can affect more than 100 miles of coastline. Both building preparations by the staff and individual unit preparations by Unit Owners/Residents should be underway. Evacuation zones are identified by the likelihood of being flooded by rising water.

**HURRICANE WARNING** - A "Hurricane Warning" means that a tropical storm or Hurricane conditions are expected in a specified region within 24 hours. All preparations should be completed. Complete all storm preparations and immediately follow local emergency management official's advice about evacuating dangerous or low-lying locations. When the building is in hurricane "WARNING," all staff persons will be allowed to go home. Key personnel will stay on a voluntary basis only.

## **COMMUNICATION**

Pre-storm (see Telephone Numbers/Websites)

Post storm (see Recovery)

Communication to residents is vital to insure no last minute surprises. This includes, before, during, and after a storm is first identified, develops into a tropical storm or hurricane, and passes the area.

With that in mind, the following highlights are intended to communicate the policies and procedures adopted by the Tradewinds Association before a tropical storm or hurricane event occurs to assure that if a major storm hits New Smyrna Beach, Florida, the efforts of Management will be organized, efficient, and effective.

- In a Hurricane, all of the building's vital systems will be shut down in order to protect them from damage. This shut-down includes elevators, air conditioning cooling tower, domestic water supply, and pumps.
- Accommodations WILL NOT be made for residents who choose to stay in defiance of the mandatory evacuation order. After consulting with police and fire officials it is the unanimous consensus that it is unsafe and dangerous practice for residents to stay in the building or to leave any of the building's vital systems operational during the extreme conditions of a hurricane.
- The Tradewinds building will not be re-opened until a controlled assessment of the building's condition and systems has been made, and assuming everything is in order, the completion of a step-by-step process of starting up the building's vital systems. Management will communicate to residents via email and office

telephone message when it is considered safe to return to the Tradewinds regardless of the lifting of evacuation orders, etc. Please do not just show up and expect to be accommodated.

### **DELIVERIES**

If Tradewinds is under a hurricane "WATCH," you should re-schedule any deliveries. Once we are in hurricane "WARNING," all delivery trucks will be turned away.

### **DOORS & WINDOWS**

LOCK your sliding glass doors and windows. The wind can "rock" your sliders open. Placing towels in the sliding door tracks and on the windowsills will only hold a limited amount of water and then you are left with heavy wet towels. There are products you can purchase that absorb ten times their weight in water called "water wicks" or "water socks." These will help with the wind driven rain situation.

### **ELECTRICITY/ELEVATORS**

In the event power is lost, the common area hallway lights, stairwell lights, lobby lights, and elevators will remain in operation since there is an emergency generator, as long as fuel permits. Therefore, once there is no electric, we recommend that you DO NOT USE THE ELEVATOR. During the storm, the elevators will be locked off and unavailable for use. The elevator company has advised us that once the winds exceed 70 MPH the doors could get stuck due to the suction in the elevator shaft. Ensure you know the route to the nearest stairwell and use the stairs after that point. We suggest you stay in your unit until the winds go below 70 MPH (Tropical Storm Status) or use the stairs. It is advised to take caution when walking on tile as it could get slick from the humidity build up.

### **EMERGENCY GENERATOR**

The generator has a large supply of fuel, but if we run out, a delivery might not be possible. Please make sure each person in your household has a flashlight available to them for use if all the services are out. KEEP A FLASHLIGHT FOR EXITING DOWN HALLS AND STAIRS.

## **EVACUATION**

The local authorities, if necessary, will mandate a mandatory evacuation. Complete all storm preparations and immediately follow local emergency management official's advice about evacuating dangerous or low lying areas. Remember, the storm surge could not only mean a rise of tidal waters, in addition, fallen trees and sand could make the roadways impassable. IF YOU PLAN ON STAYING AGAINST THE AUTHORITIES ORDER TO EVACUATE, YOU MUST COMPLETE A "Release and Hold Harmless" form. One must be posted on your refrigerator and a copy must be left at the Association's office. AS YOU LEAVE THE BUILDING, PLEASE TELL A STAFF MEMBER IN THE GARAGE TO CHECK YOUR NAME OFF THE LIST. IF YOU ARE PLANNING ON A LAST MINUTE DEPARTURE, YOU MUST FIND A STAFF MEMBER IN THE GARAGE TO CHECK YOUR NAME OFF THE LIST/ROSTER OF THOSE STAYING.

### **PERSONAL EVACUATION CHECKLIST**

Suggested things you may want to take with you when you leave the Tradewinds.

- At least one gallon of bottled drinking water daily per person for 3-7 days.
- Non-perishable packaged or canned food which does not require cooking.
  - Food for infants or elderly or those with special diets.
  - Snack foods & drinks.
  - Non-electric can opener.
  - Sterno and appropriate cooking pot/utensils.
  - Plastic utensils.
  - Plastic bags and ties to secure garbage.
- Blankets/Pillows, etc.
- Take appropriate rain gear/shoes.
- Have a 2-week supply of all medicines and a First Aid kit.
- Have a suitable amount of cash on hand.
- Keys: To your unit/car/etc.
- Cell phone.
- Special needs items: for babies, elderly, those with medical conditions.
- Toiletries/Hygiene items
- Flashlights/portable lanterns/portable fan/supply of batteries.
- Battery operated radio or television.
- Books, games, cards, etc.
- Important documents unless you have a safe and secure location.
- Small tool kit.
- Have your bags packed and ready to go if evacuation orders are given.
- Maintain a full tank of gas in your vehicle (s). Note: It is possible that flooding could occur in the lower parking garage. You may wish to move your vehicle off premises or to one of the other parking areas.
- Make prior arrangement for Emotional Support Pets in case you need to go to a temporary shelter.



## **TRADEWINDS CONDOMINIUM UNIT EVACUATION CHECK LIST**

- **BALCONIES:** Remove all objects including plants and furniture from the balconies. Close storm shutters and secure fasteners. There is a charge if staff has to remove balcony objects or close shutters.
- **ELECTRICAL APPLIANCES:** Unplug all major appliances such as televisions and computers.
- **BREAKER PANEL:** Shut off all circuit breakers in the electrical panel to prevent potential damage from shorts or electrical surges.
- **AIR CONDITIONING:** Turn your A/C unit to the off position in order to prevent potential damage from power shorts or electrical surges.
- **WATER SUPPLY:** Shut-off main water supply valve to prevent flooding due to pipe failure.
- **FURNISHINGS AND VALUABLES:** Move valuable furnishings away from windows.
- **REFRIGERATOR/FREEZER:** Remove ice from the ice tray in the freezer and throw out your perishable foods from refrigerator before leaving. Turn off ice maker.
- **UNIT SECURITY:** Before you leave make sure all windows and doors are securely closed and locked.
- **HURRICANE SHUTTERS:** Close and latch all hurricane shutters before you leave. There is a charge if Tradewinds staff has to do this for you. Note: Open/close and lubricate hurricane shutters periodically to maintain serviceability of hurricane shutters.

### **GARAGE/PARKING**

Once we go into hurricane "WATCH," if you are leaving your car here, we recommend that you do not leave your vehicle in the garage. Do NOT park in another unit's space or your vehicle will be towed. STAFF WILL NOT MOVE YOUR VEHICLE.

### **INSURANCE**

Pictures and videos of the contents of your unit are crucial if you need to put in a claim to your insurance company. Also, copies of warranty booklets with model and serial numbers of your personal property should be kept with the pictures. If you are leaving your unit, it is advisable to take copies of your pictures and policies with you. In the event your local agent is not available, make sure you have a corporate headquarters office telephone number to call.

## **LEAVING YOUR UNIT**

We advise you to call family members and let them know where you are going before you leave because telephone service might be out due to high winds by the time you get to your destination. Plan to have an out-of-state contact person whom you will call and they can call others with your status. Don't forget your cell phone and keys!

## **NON-RESIDENT OWNERS**

If you are not in residence, you need to note the following:

1. The staff will NOT have time to take your furniture off your balcony.
2. The staff will NOT have time to check your unit. Please make a plan for a relative, friend, or neighbor to check your unit before and after the storm.
3. Make sure your main water valve is closed and unplug all your electronics and small appliances.
4. Make sure the sliding doors are securely LOCKED.

## **RECOVERY AFTER THE STORM**

### **WHAT HAPPENS ONCE THE STORM HAS PASSED**

- Do not rush back to the building. The staff needs adequate time to travel to the building, gain entrance to the island, open the building, and assess damage (if any).
- Once the Tradewinds is deemed safe to attempt to restart the systems, the staff will undertake specific, ordered procedures to re-start the building's systems. Step by step start up procedure is important to minimize unintentional damage to the building's vital systems. Once the systems are operational all residents will be notified via email if available.
- If problems are discovered after the storm that precludes the building from being opened in a timely fashion, management will keep you informed as to the progress of the work being done and when it is likely to be completed.

After the storm, roadways may be impassable making it impossible to return to the building. The landscaping crew, once they are able to return to work, will make a diligent effort to clear fallen trees. Electricity and water may not be available. **STOCK UP ON ONE GALLON OF WATER PER PERSON, PER DAY, FOR AT LEAST A WEEK. FILL YOUR TUB (seal the drain with silver duct tape) TO USE TO FLUSH YOUR TOILETS.** You should have water and non-perishable food on hand to carry you through until services are restored, as well as paper plates, plastic utensils, and trash bags.



## **SHELTER FOR EVACUATION**

Check the newspaper or the media for the closest shelter to Tradewinds Condominium. Call before you go. Some shelters may not be open. The public shelters are far from comfortable. **You should bring a bedroll, pillow, food for at least three meals, flashlights, toilet paper, personal hygiene products and water for each person in your family.**

A list of shelters can be found on the Volusia County Disaster Guide Website listed below.

## **TELEPHONE NUMBERS/WEBSITES**

State of Florida Emergency Hotline – (800) 342-3557

Volusia County Hurricane Shelter – (386) 736-5980

Emergency Management Office – (386) 254-1500

American Red Cross – (386) 226-1400

Utilities Commission - (386) 427-1366 (electric) (386) 427-1368 (water)

FEMA 1-800-462-9029

Florida Statewide Services 511 (Lane Closures, Accidents, Traffic, etc.)

Volusia County Disaster Preparedness Guide – <http://volusia.org/storm/map.htm> National

Weather Service - [www.nws.noaa.gov](http://www.nws.noaa.gov)

Hurricane Emergency Info - [www.myflorida.com](http://www.myflorida.com)

Florida Division of Emergency Management (FEMA) - [www.floridadisaster.org](http://www.floridadisaster.org)

## **TELEPHONES**

A telephone that plugs directly into the wall jack will work without electricity as long as phone service is available.

## **WATER**

Depending upon the strength of the storm, the Utilities Commission MAY turn off the water supply to our buildings. This is done as a precaution to prevent extra flooding if the main water line is broken. Be advised that if the water is turned off, we will not have running water.

We hope that this information has been helpful and will assist you during storm preparations.

**TRADEWINDS ASSOCIATION  
EMERGENCY CONTACT INFORMATION FORM**

Dear Residents,

The safety of the residents here at the Tradewinds is one of our top priorities. For that reason, in emergency situations, we are asking that all of your emergency contact numbers be up to date and given to the office. Examples: home, personal cell, spouse cell, work, next of kin, etc. The emergency numbers will be called in the event of an actual emergency.

IN ORDER TO ALLOW THE BEST POSSIBLE OPPORTUNITY TO ESTABLISH A LINE OF COMMUNICATION BEFORE, DURING AND AFTER AN EMERGENCY. Please notify the office of any change(s). It is your responsibility to update this information.

Also please notify the office when you plan to be out of town for any extended periods of time, including overnight. It is in your best interest to do so.

Please return this completed form to the Tradewinds Office as soon as possible. You can also fax this to the office at 386-428-0877 or email to [tradewindscondonsb@gmail.com](mailto:tradewindscondonsb@gmail.com).

Name \_\_\_\_\_ Unit # \_\_\_\_\_

Unit owner alternate phone number \_\_\_\_\_

Emergency contact name \_\_\_\_\_

Emergency contact number \_\_\_\_\_

Alt number \_\_\_\_\_

Any other information the Tradewinds office needs to know about:

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**TRADEWINDS OF VOLUSIA, INC.**  
PLEASE READ CAREFULLY BEFORE SIGNING

**RELEASE AND HOLD HARMLESS FORM**

The undersigned having been informed that it will be dangerous to property and person, and possibly life threatening to remain in the Tradewinds Condominium located at 5265 S Atlantic Avenue, New Smyrna Beach, FL, 32169 at this time hereby releases and holds harmless Tradewinds of Volusia, Inc, Condominium Association, its Directors, Officers, Employees, and Agents from any and all liability and damages, including but not limited to, death or injury resulting or arising from my refusal to evacuate the building when directed to do so by any government authority. Additionally, the undersigned acknowledges his/her legal obligation to evacuate the building when directed to do so by such government authority.

The undersigned further understands and acknowledges that following a mandatory evacuation order the Association may choose to discontinue essential services including electricity, water, and the running of the emergency generator.

The undersigned also acknowledges that as is normally the case, during the existence of any evacuation order, the undersigned shall be liable and responsible for any damage to, which he/she may cause, to the common elements of or units in the condominium.

PRINTED NAME \_\_\_\_\_ Unit # \_\_\_\_\_

NAME, ADDRESS, & PHONE NUMBER OF NEXT OF KIN:

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

Tradewinds of Volusia Inc.

Making a Claim for Damage within A Unit

In the event that a unit suffers damage for which the owner wishes to make a claim for payment, the following steps should be taken:

First, the owner should submit a claim to the homeowner's policy holder. Should the company accept the claim, it will advise on how to proceed further.

To the extent that the homeowner's policy does not accept the claim, the owner may then submit the claim, together with evidence of rejection by the homeowner's insurance, to the Condominium Association via the Manager. If the Association's insurer accepts the claim, the owner will be advised how to proceed. The Association may take responsibility for making the repairs or it may authorize the owner to contract for the repairs and advise how to submit the bill. In the latter case, the Association will normally compensate the owner by the full amount deemed to be covered by the Association's insurer. This will occur regardless of whether the claim is subject to a deductible. The Association, however, does not accept responsibility for any deductible in the Owner's policy.

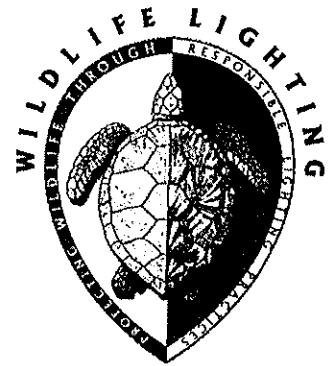
In the event of an emergency where the delay caused by the above procedures would result in extra damage, the owner should promptly contact the Association Manager on how to proceed.

If the above protocol has not been followed, the Association will not accept responsibility for payment.

# Managing light

## Protecting sea turtles, saving energy

Artificial light that shines onto the beach disrupts critical night behavior of adult and hatchling sea turtles. Fortunately, light from homes, condominiums, businesses, signs, streetlights and other structures near the beach can be managed effectively so they do not harm sea turtles. This can be accomplished without a great deal of effort, expense or compromise to personal safety, security and convenience. In many instances, good light management improves the appearance of the property and reduces energy costs.



## Be a considerate beach user and minimize beach lighting

### The lighting issue

On beaches where artificial light is visible, hatchlings' crucial journey to the ocean is disrupted. Hatchling sea turtles emerging from nests at night are attracted to light sources along the beach and will crawl toward streetlights, porch lights or interior lighting visible through windows. Disoriented hatchlings may fail to find their way to the ocean, succumbing to attacks by predators, or becoming weak and dehydrated by the morning sun.

A single light left on or near a sea turtle nesting beach can disorient and kill hundreds of hatchlings. Cases where hatchlings have crawled to their deaths into the flames of unattended fires are testimony to the strong attraction hatchlings have for light.

Artificial lighting also affects the nesting of female sea turtles. Studies have shown that brightly lit beaches are used less frequently as nesting sites. In addition, females attempting to return to the ocean after nesting can be led astray by nearby lighting.

**Failure to protect sea turtles from harmful lighting** can result in hearings before the Volusia County Code Enforcement Board. This board has the ability to fine violators up to \$1,000 per day for an initial violation; \$5,000 per day for repeat violation, or a one-time fine not to exceed \$15,000. Criminal and/or civil prosecution by Florida and/or the U.S. government may result if lighting harasses or causes a sea turtle injury or death.

*The most important aspect of light management is to confine light to the property and not let it stray onto the beach. The greater the amount of light near the beach, the greater the potential for harm to sea turtles. Evaluate the level of light illumination and, if possible, implement some of these recommended changes.*

- Position fixtures so the light source cannot be seen from the beach.
- Aim lights down and away from the beach.
- Apply shields to light fixtures.
- Eliminate fixtures that allow light to shine in many directions. Replace them with fixtures that direct light only to the area where it is needed.
- Recess porch lights into the underside of a structural component, such as a beam, arch, staircase or cornice.
- Lower the mounting height of pole lights.
- Position walkway fixtures close to the ground.
- Plant native vegetation to block light from shining on the beach.
- Replace blue, green and white emitting lights with long wavelength lights that appear yellow, amber and red to the human eye, such as bug lights. Colors at the red end of the spectrum are less visible to sea turtles.
- Replace high-pressure sodium vapor parking and security lights with shielded low-pressure sodium vapor lights.
- Turn off nonessential lights during sea turtle nesting season.
- Eliminate accent lights and decorative fixtures.
- Reduce the number of fixtures used to illuminate the property.
- Reduce the wattage of bulbs used in exterior fixtures.
- Place lights on timers so they are on only when needed.
- Place security lights on motion detection settings so they activate only when someone is on the property.
- Install 45 percent transmittance window tint (saves on energy costs too.)
- Position interior lights away from windows.
- Draw curtains and window shades at night so interior light does not shine to the beach.
- Do not use flashlights and lanterns on the beach at night during turtle nesting season. Bonfires are prohibited on the beach.

*Florida State Statutes/Volusia County Ordinances and ACTS* relevant to your conduct as a Tradewinds Owners.

1. STATE OF FLORIDA STATUTE (SEC 823.12) **PROHIBITS SMOKING** or having any lit smoking material **IN AN ELEVATOR**. Receptacles are located at each elevator for your convenience.
2. STATE OF FLORIDA STATUTE (SEC 663) **ONLY** the use of electric grills is permitted on patios or balconies. ***CHARCOAL AND GAS GRILLS ARE PROHIBITED.***
3. COUNTY ORDINANCE (SEC 18-313, Animal Waste) owners must **CLEAN UP AFTER** their **PETS** and properly **DISPOSE OF THEIR WASTE**.
4. VOLUSIA COUNTY ORDINANCE No. 90-22, § III, 5-17-90 (Sea Turtles). From May 1<sup>st</sup> to October 31<sup>st</sup> is Turtle nesting season. To protect the threatened and endangered sea turtles nesting along the beaches of Volusia County and to encourage sea turtle nesting on Volusia County beaches we must minimize all artificial light on the beaches. For any sea turtle emergency, you may call 386 290-0737.