**CASTLE PINES HOA, INC.**

**c/o Lang Management Co., Inc.**

 **8311 Holley Tree Trail, Port St. Lucie, FL 34986**

**772-489-9501 \* 561-772-673-2255-Fax \* 561-750-1477-Service**



**HURRICANE SEASON PREPARATION**

Dear Neighbors:

The following is important general information concerning hurricane season preparedness. Please take the time to read this and keep it for future reference.

**Hurricane season begins June 1st and extends through November 30th**. The storm season’s most intensive months are August and September.

Temporary storm shutters are permitted, but **should not be installed more than 96 hours before hurricane warnings for St. Lucie County are issued. The temporary storm shutters must be removed within seven (7) days after the hurricane warnings for St. Lucie County are lifted; or, two weeks after a hurricane hits the community or immediately after hurricane damage repairs have been made to the structure.**

It is important for homeowners who wish to obtain flood insurance to do so now. Flood insurance does not go into effect until thirty (30) days after the premium has been paid.

**IT IS IMPORTANT THAT YOU PREPARE AND ATTEND TO THE FOLLOWING BEFORE A STORM:**

1. If you are gone for the summer season, make sure that all patio furniture, pots and portable barbecue grills are properly stored inside the garage. Remove the blades from any outside ceiling fans, as they can be dangerous.
2. Homeowners should have their landscaper remove the coconuts, and trim large loose branches off the trees to avoid damage to the property, as these also could become projectiles. At the same time, have your landscaper reduce the tree canopies to help reduce the wind load.
3. Know where your local shelter is and make arrangements for your pets as they are not welcome in most cases.
4. Use the buddy system. Check on your immediate neighbors before and after the storm.
5. Take pictures or videos of your home, both inside and outside before a storm, and store the pictures and video off-site.
6. Make copies of important papers, such as insurance documents and receipts.
7. Know where your main electric circuit breaker and water shut off valves are located.
8. In the event of a power failure it is recommended you turn off the power to your A/C units to avoid power surges on start up.
9. You should have a portable radio/television with extra batteries that may be used to access emergency information.
10. You should have flashlights with extra batteries as you will you lose power.
11. Turn your refrigerator to the coldest setting and only open it when necessary. Since you might need drinking water later, freeze water in plastic containers and place them in the freezer now. Get to the store early and avoid the last minute rush for canned and non-perishable foods. Supplies run out fast!
12. Prepare your vehicle. Gas stations may not be operable if there is no electricity. Gas lines will also be longer as the storm nears.
13. Withdraw cash from the bank in advance of the storm; ATM machines may run out of money and cannot operate without electricity.
14. Fill bathtubs to provide a water supply for flushing toilets.
15. For up-to-date storm information the following website can be accessed at [www.nhc.noaa.gov](http://www.nhc.noaa.gov/)

If telephone service has not been cut off, you may call the St. Lucie County Division of Emergency Operation Center for additional information at (772) 462-1100

**Other important phone numbers for ST. LUCIE County:**

**EMERGENCY ………………………………………….. 911**

**American Red Cross …………………………………. 772-878-7077**

**Animal Care & Control ………………………………. 772-871-5042**

**FEMA …………………………………………………… 800-621-3362**

**FPL Power Outages ………………………………….. 1-800-4-OUTAGE (800-468-8243)**

**St. Lucie County Water Utilities …………………… 772-873-6400**

**Water Utilities Emergency Repairs 24 hours ….. 772-873-6400**

**Emergency Radio:** [Emergency Advisory Radio Stations across America (theradiosource.com)](https://www.theradiosource.com/resources/stations-alert.htm)

Should you have questions, please call Lang at (772) 489-9501.

Sincerely,

Your Board of Directors

**Castle Pines HOA**

**Please complete the attached “Emergency Contact Information” form and return it to Lang Management via email to** **cpadmin@langmanagement.com****, fax 772-673-2255 or mail to: 8311 Holley Tree Trail, Port St. Lucie, FL 34986.**

**CASTLE PINES HOA, INC.**

# EMERGENCY CONTACT INFORMATION

Occasionally, a maintenance or security problem will occur when it is imperative to contact an out-of-town owner or a local representative.

Repair work can be hampered when its owners are away on vacation or living in another state. Extensive damage can be prevented if we have a method of contacting the owner or neighbor whom may gain access to rectify the situation.

It is **mandatory** that we have an alternative number of a local contact person to avoid this problem from occurring. Please fill out the contact information below and return it to our office.

## PLEASE PRINT

NAME OF OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOBILE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OUT-OF-TOWN ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY,STATE,ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST EMERGENCY CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECOND EMERGENCY CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF TENANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please add any additional information you feel may assist in notifying you in the event of an emergency:

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By submitting this information you are expressly authorizing Lang and your community to use of all of the information provided above. Please return this form to:



790 Park of Commerce Blvd. #200, Boca Raton, FL 33487 • 750-8800 • Fax 750-4528