

Hurricane Preparedness Guide

A I I M a x w e l l K a t e s M a n a g e d P r o p e r t i e s

August 2011

Dear Residents/Owners/Shareholders:

As you are undoubtedly aware, New York City is bracing for the arrival of Hurricane Irene this weekend.

If the forecasters are correct, several inches of rain accompanied by extremely high winds will impact the city creating a high likelihood of flooding conditions along with the potential for service interruption.

Maxwell-Kates Inc. has reviewed with all Resident Managers and Building Superintendents preparation procedures in anticipation of the storm. Though precautionary steps are being taken, a storm of the magnitude being predicted, will likely result in leaks and resulting damages nevertheless. In particular, terrace and roof drains are susceptible to overflows and it is important these drains are kept as clear as possible. Even if kept clear, the volume and intensity of the projected rain totals may cause flooding conditions.

Residents with balconies, terraces and/or patios are asked to bring inside any objects which are not mounted to a wall. Also, please ensure all windows are closed. In the event you are going to be out of town during a hurricane, make arrangements with a friend, relative or neighbor to be responsible and secure the care of your unit. In addition, you may want to make arrangements to park your car in a closed garage.

Finally, it is suggested that you have the following items on hand:

- At least a seven day supply of bottled water (seven bottles per person) and canned food that can be eaten without refrigeration (be sure to have a manual can opener on hand).
- At least two 6 volt flashlights on hand. (Do not use candles. This may cause a fire and emergency crews may not be able to provide assistance). Have extra batteries available.
- A fully stocked First Aid kit.
- A fire extinguisher.
- A battery powered portable radio and extra batteries.
- A supply of masking or duct tape.

You can go to anyone of the following sites for additional tips and information:

FEMA: <http://fema.gov/hazard/hurricane/index.shtm>

National Hurricane Center: <http://www.nhc.noaa.gov/>

EPA: <http://www.epa.gov/hurricanes/>

Maxwell-Kates, Inc.