

WESTFORD REAL ESTATE MANAGEMENT, LLC
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To: All Residents
From: Westford Real Estate Management, LLC
Date: August 25, 2011
Re: Weather Alert

HURRICANE PREPAREDNESS INFORMATION

We all have been made aware that there is the possibility of a hurricane making landfall for the State of Connecticut.

The purpose of this plan is to establish a general procedure to limit both personal and property losses. These guidelines for preparation and preventative measures are in no way all-inclusive and must be used in conjunction with common sense and sound decisions.

Residents should stay tuned to local news channels or the radio and comply with all mandatory orders to ensure your safety and the safety of others.

1. Fill your vehicle's gas tank before the storm arrives.
2. In the event of power failure, turn off all appliances and keep refrigerator doors closed.
3. Avoid downed power lines and report them to the local electric company as soon as possible.
4. Keep all windows and doors closed.
5. Secure your vehicle. Please remember that the Association's insurance covers only building structure and not your vehicle, the contents of your home or personal belongings.
6. Keep flashlights and a battery operated radio/tv handy with extra batteries.
7. Do not leave pets unattended.
8. Purchase in advance bottled water and non-perishable food.
9. All plants, furniture and other items from your deck/patio should be removed and moved indoors.
10. Purchase a first aid kit if you do not have one.
11. After the storm, inspect your unit for damage and avoid driving as much as possible as there may be downed power lines and other storm related damages.
12. Westford is working with the Board of Directors/Staff to secure all common areas.
13. Police, emergency and utility officials will be extremely busy, so contact these officials only in the case of an emergency.

Westford will do all it can to repair damage following a storm. During times of widespread damage however, we will likely be responding to a larger number of damage reports than usual and may not be able to respond as quickly as we would like. It may not be possible to acknowledge all messages left for some time. **We will try to address all issues in order of urgency.** Also note that if you have an insurance claim, the claim process may take longer than usual considering the number of claims that carriers receive after hurricanes and storms.

In the event of a power outage, the best means of reporting and receiving up-to-date information regarding power outages will be to contact the electric utility company. Westford will not have any better information to provide than the electric company will.

For weekend and after hours emergencies, please dial 860-528-2885 and follow the instructions for maintenance emergencies.

If you are calling to report a regular maintenance issue, such as light bulb replacements, landscaping issues, minor structural repairs, etc. please do NOT utilize the emergency response system. Please call Westford during regular business hours to report these types of issues.