

Villa Madeleine Resort Condominium Association (“VM”) Rules & Regulations Final Revisions, February 2023

Appendix D Hurricane Protection Plan

Hurricanes pose a threat to safety and property in the Virgin Islands. It is acknowledged that there may be many times when a hurricane is predicted and it simply misses. However, in order to protect and preserve the assets of Villa Madeleine and our individual villa owners, the following policy shall be implemented. Scheduling and execution of the plan shall be the responsibility of the VM Property Manager.

Corrugated Plastic Window Panels:

In order to save preparation time in the event of an approaching hurricane, the VM Property Manager and Staff shall install corrugated plastic panels securely fastened on the exterior over the glass picture window at villa Guest Bedrooms during the period of July 15 through November 30 annually. Panel installation shall start no earlier than July 5 and shall be completed by July 15 annually. The VM Property Manager shall email Board confirmation upon completion.

The VM Property Manager shall have all plastic panels removed by no later than *December 10*, annually.

Hurricane Emergency Protection Plan:

Upon notification that a hurricane is heading toward St. Croix, the President, after consultation with the VM Property Manager and other Board Members (if available,) shall make the decision to implement the Hurricane Emergency Protection Plan. This includes approving any required overtime hours and/or temporary labor costs needed to accomplish the tasks prior to the hurricane’s arrival. The President shall notify all Board members via email regarding the decision to implement the plan.

The VM Property Manager and all Staff shall immediately proceed to bring all outside deck furniture and any other furnishings including plants, grills, tables, floats, and benches inside the villas, including benches or other items on the front entry porches. All corrugated plastic panels on Guest Bedrooms not installed per owner requests, shall be securely installed. French doors shall be boarded with plywood. The VM Property Manager shall inspect and confirm to the Board via email the completion of the above work prior to hurricane arrival.

Post Hurricane Response:

The property and each villa shall be inspected by the VM Property Manager and Staff as soon as possible following a hurricane in order to assess and document visible damage. Action to prevent further damage shall be undertaken at that time by the VM Property Manager and Staff.

An emergency meeting of the Board and VM Property Manager shall convene as soon as possible following a hurricane event in order to assess and determine what, if any, additional action should be taken. The VM Property Manager shall report on the condition of the property and each villa at that time.

A report detailing known damage to villas shall be provided to Owners or Agents as soon as possible by the VM Property Manager. A brief report shall be sent to all Owners and Agents from the Board following a hurricane indicating the overall condition of the property following the hurricane.

If an Owner or Agent intends to use or occupy a villa after a hurricane or tropical storm event which has impacted St Croix, it is their responsibility to request via email at least two weeks prior to travelling and to have received, a report from the Board indicating the habitability of the villa and/or to confirm plywood boarding placed over the French doors will be removed prior to their arrival.

Individual Owner Requests for Guest Bedroom Plastic Panel Removal:

Corrugated plastic panels are scheduled to go up once per year and be removed once per year. If an Owner or Agent requests the Guest BR corrugated plastic panels not be installed, they must do so via email to the VM Manager prior to July 5 each year and the VM Property Manager shall not install them. If the Hurricane Emergency Response Plan is implemented, the panels will be installed and a service fee of \$100 shall apply.

If an Owner or Agent requests the Guest BR corrugated plastic panels be taken down after being put up for the season, they must do so via email to the VM Property Manager shall have them removed. A service fee of \$100 shall apply. Once panels are removed, panels shall not be reinstalled unless the Hurricane Emergency Response Plan is implemented and in this event, a service fee of \$100 shall apply.