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To: Owners, Residents, and Tenants of all Ashtin Group-managed Properties

From: Brett Rovner, Director

Date: August 25, 2011

Re: ***Hurricane Preparedness Guidelines***

The National Weather Service is currently tracking Hurricane Irene and projecting a possible effect for our area over the upcoming weekend. All residents are advised to take the following steps to prepare themselves and their spaces.

1. Keep bottled water on hand should the main service be interrupted.
2. Ensure that all cell phones are fully charged.
3. Keep flashlights and extra batteries at the ready.
4. Ensure that all windows/entrance/terrace/balcony doors remain closed during the storm.
5. Have duct tape available to tape window/door glass if necessary.
6. Make arrangements for back-up energy if anyone in your office needs electricity to operate a life-sustaining or other critical machine.
7. Review with all office staff a plan to evacuate your unit should it become necessary.

In addition, those units with balconies, terraces, or any outdoor space should:

- Store all furniture, cushions, plantings and any other decorative items inside your office for the duration of the storm. Remove/dismantle any free standing and/or table umbrellas and bring them inside.
- Any items not able to be stored inside must be secured and tied down.
- Turn off all irrigation systems.
- Roll up awnings and secure them.
- Check all drains to make sure they are free and clear.
- Remove any glass items or any other items that may become a projectile during high winds.
- During the storm, do not congregate near windows and/or balcony/terrace doors.

While we hope these procedures become unnecessary, it is suggested that all tenants prepare themselves accordingly.

For up-to-the-minute information about Hurricane Irene, visit <http://www.nhc.noaa.gov/#IRENE>.
For current New York information and advisories, tune in to 1010WINS(AM) or visit www.1010wins.com or <http://newyork.cbslocal.com/category/news/>.