



STERLING
MANAGEMENT SERVICES

MEMO

DATE: May 15, 2009

TO: Association President and Board of Directors

CC: Federation Board of Directors

FROM: Sterling Management Services

SUBJECT: Building Maintenance in Preparation for 2009 Hurricane Season.

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Please be proactive in preparing your association's buildings for the upcoming hurricane season. While we have been fortunate enough to escape major storms over the last few years, the effects of even unnamed storms have resulted in numerous minor property damages in Kings Point.

The damages experienced in Kings Point include: shingles blown off, roof vents blown loose, soffit and fascia blown loose or off and gable vent slats blown out. Many of these damages could have been avoided through preventative maintenance.

Please take the necessary steps in securing your association's property to avoid damages as much as possible. Have roof vents, soffits, fascia and gable vent slats checked and secured with additional fasteners as needed. Have shingles checked for any obvious areas that may need additional fasteners or cement.

Should we experience a storm in which damage occurs, you must report the damages to Sterling within 60 days of the date of the occurrence. Damages reported beyond that time frame will not be considered a Federation Insurance Deductible claim and will be the responsibility of the association to repair.

It is also very important that you and your residents survey your community for any potential hazards such as (i.e.) overgrown plants hitting soffit or near windows, low hanging trees, plant pots or statues left outside unit, loose downspouts or anything that could be a potential for damage.

Your cooperation in this matter is appreciated.