All residents must provide to their building captains:

Keys to unit
House sitter name, phone and email if applicable
Emergency contact name, phone and email updated
Car keys must be left available on the table for construction and for tree trimming in May.
All residents who a) have been inspected and need repairs or b) that have NOT been inspected must move all furniture, art, and floor coverings out of the porch – preferably to the living/dining room leaving a walkway for contractors and away from all windows.

Current updates on the Milestone Inspection can be found at www.huntingtonlakessection4.com. Residents that have not gotten access to the website should email hl4website@gmail.com immediately.

Residents should immediately check to see what repairs your unit needs. If you do not have your unit schematic email hl4milestone@gmail.com and review. If your unit shows any area as "not inspected" be prepared to act as if it needs to have work done. Even units shown NOT needing work may need work if the adjacent unit's issues travel along walls or floors.

a. Full-time residents should decide whether to remove valuables, including cash, jewelry, artwork, tchotchkes, and important papers, during the 2-3 days of construction
b. Prepare for jack hammers and loud noise and dust
c. Determine where pets will be housed or contained during the construction of your unit or those around you.
d. <u>All unit owners must</u>;
    a. Provide their updated information to the building captain
    b. Provide the means to enter their unit in their absence
    c. Provide all information requested by the contractor's representative during the initial construction survey.
    d. When notified that construction will begin in their unit, remove all furniture, art, and floor coverings from their porch and into the living/dining room and away from all windows if their unit has been inspected and needs work OR if their unit has <u>not yet</u> been inspected.
    e. Leave their car keys on the table if they are gone for more than 5 days.
e. **<u>All snowbirds must do the following</u>** <u>in addition to the above:</u>
    a. Leave their car keys on their table (this is always true)
    b. Provide the updated information of their house sitter or someone else that can be onsite within 1 hour if needed
    c. Decide if you want to remove valuables, cash, jewelry, artwork, tchotchkes, and important papers from the unit unless your house sitter is present during the construction work (at least 2 full days IN the unit).
    d. Before leaving, remove all furniture, art, and floor coverings from their porch and into the living/dining room and away from all windows. Neither the contractor or the HOA will be responsible for good they have to move, and you may be charged.
f. If your unit schematic shows "hollow tile", a portion of your tile will be removed. It will not be replaced. Start looking now for replacement tile or decide if you will be retiling the entire porch floor. That cost will be your responsibility.
g. If you have valuable or expensive draperies, vertical blinds, Bahama shutters or other window coverings at your window wall (the rear) or above your interior sliders or windows and your construction schematic shows work being done to those

openings – you may wish to have them removed and reinstalled yourself. The contractor will take the utmost care, but ultimately is not responsible for any accidental damage that may occur.

h. Windows: multiple windows need to be repaired – including single hung, sliders, and jalousie. If a window is removed for repair or remediation and CANNOT BE RE-INSTALLED due to a deteriorating condition, the homeowner will be responsible for the cost of a new window. We are working with the contractor to replace deteriorated windows at the end of the project (so they can be measured and ordered). The cost of the permit, window and installation is the responsibility of the owner. You will be billed by the Association.
i. WINDOW WALL Enclosures (Rear wall of Patio/Florida Room at the back of building, not interior sliders) – Sliding Glass Doors, Plexiglass, Knee-Walls with Plexi or Glass, etc. These enclosures were not part of the original construction and should have been permitted by the owner who installed them. If they need to be removed, they cannot be re-installed without a permit. We are working with the contractor and engineer to try and make that happen. If you have the permit, please supply the HOA with a copy.
    a. As with windows, if a window wall unit CANNOT be reinstalled due to deterioration of the product, frame, or tracks, the cost of replacement is the responsibility of the owner. The owner will need to contract and pay for that work separately with a provider of their choice.
    b. SCREEN ENCLOSURES (existing or new replacements) were original construction. These will be installed under the construction contract.

IT IS IMPERATIVE TO KNOW: If you do not move your belongings out of the patio, and the contractor or someone hired by the HOA must do so, neither the contractor, the HOA or the moving personnel will be responsible for any damages to your belongings. While everyone will do their best, accidents happen, and some furniture or boxes may be in poor condition.

This warning will be given repeatedly by email, in writing, via the contractor representative, via your building captain and posted on the website and in your elevator lobby.

PURSUANT TO SECTION 558.0035 OF THE 2020 FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT OF HEI, WT CONSTRUCTION, OR THE BOARD MEMBERS OR BUILDING CAPTAINS OF HUNTINGTON LAKES CONDO ASSOCIATION MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

UNIT REPORTS

Here is an explanation of what each of the "initials" on the unit report means to your unit. If there is no "amount" or "quantity" there is no work. If the report says, "no access" or "cluttered", the engineer was not able to check your unit. It will be accessed before construction begins and assessed at that time for required work. Any items currently listed below can be found on the main reports available at www.hlsection4.com "Inspections and Milestone" tab, as well as the most current owner requirements on the main page.

Estimated Repairs: Interior repairs may include:

O - potential water intrusion or hollow area where shown, generally in the ceiling or above sliding glass doors. An opening will be made for inspection and repairs done. The area will be repaired, and the surface stucco will be replaced to look similar to the existing, but not painted
R - stress crack repair in the wall. Repairs will be done to the stucco and EFIS but not painted.
HT - tiles sound hollow when tapped. tiles will be removed and the underlying surface checked for deterioration or water. Surface will be repaired and leveled. Tiles will not be reinstalled or replaced.
C - generally exterior repairs on the columns holding up the porch. May require removal, storage and re-installation of the porch enclosures, sunshades, or shutters
EC - a new electrical box cover plate will be installed where it is missing
RS or **F** - rust spots or holes where abandoned screws or plant hangers used to be. Repairs will be done and the surface stucco replaced, but the surface will not painted.

Accessories:
doors and windows may be removed, checked for stability, leakage, and the deterioration of the frame and screws. Some will be removed to access columns, walls, or floors.

SGD - Sliding Glass Door, generally interior doors leading to the porch.
SE - the rear screen enclosure at the back of your porch. Many of these will be removed and replaced with new enclosures due to age and deterioration. You will not be charged.
W - if marked on the drawing, the window must be checked for leakage and signs of deterioration or rust in the frame holding the window in place. These may be horizontal (the front window), single hung (the up and down windows) or awning (the jalousie windows). If any window is in such poor condition that it cannot be re-installed the cost of replacement will be charged to the owner.
WW - Weather Wall - when your exterior porch enclosure or interior sliding glass door is removed overnight, a plywood wall will be installed in its place to protect your unit from bad weather and from construction dust and debris.
SH - sunshades or hurricane shutters removal and reinstallation after repairs are made to the walls.

Nici Mahlandt
HL4 Board of Directors

EXAMPLES OF PROTECTIVE BARRIERS USED DURING WORK