

# EXHIBIT B

## ROOF ACCESS PROCEDURES

Adopted by the Board of Director at a duly posted Board meeting March 22, 2004

1. No one is allowed on any roof without specific permission for each occurrence from the Office.
2. Owners and/or Air Conditioning companies who need roof access must notify the Office at least one day in advance and schedule their visit during business hours.
3. If roof access is needed for an emergency situation on a weekend or holiday, follow the usual emergency procedures, that is, determine if a Board member is available and willing to get the key to provide roof access, or If no Board member is able or willing, contact Management at 239-261-1300.
4. All roof keys are to be kept in the key box in the HLV Office. Any person at HLV who may have a roof key must return the key to the Office.
5. Any use of a roof key must be documented by signature on the Roof Log at the HLV Office, specifying the name of the individual(s) checking out the key, the name of the company, the owner's unit number for which air conditioning or any other service is being rendered, the date and time the key is borrowed and date and time it is returned.
6. Records of the Roof Log are to be kept in HLV's Records continually and permanently for the lifetime of the warranty of the roofs.
7. HLV Maintenance personnel and/or the HLV Manager may accompany contractors or individuals and may demand them to cease and desist activity if they suspect damage is about to occur or has occurred.
8. The roof is to be left exactly as found: any change or any leaving of any debris, as well as any evidence of any potential damage, will result in a letter to the person or contractor responsible and may result in further action.
9. HLV Maintenance, personnel and/or the HLV Manager will inspect a roof upon departure of anyone or any contractor who has been upon that roof (except Carlisle certified inspectors, engineers and repair companies).
10. Any company performing inspections or repairs of the roofs will provide written reports each occurrence.
11. The roofs will be inspected professionally twice a year.
12. Any leaks discovered on a roof will result in written notification by HLV Management to the manufacturer within 30 days.

*(Document: HLV Roof Access Procedures)*

# EXHIBIT C

## HURRICANE GUIDANCE PROCEDURES FOR RESIDENTS

Adopted by the Board April 27, 2004

### PLAN FOR THE POSSIBILITY:

*Hurricane season runs June 1<sup>st</sup> through November 30. Pamphlets with guidance on what to do in a Hurricane are available at many local hardware stores, the Naples Chamber of Commerce, and Naples Daily News.*

### BEFORE A HURRICANE OR TROPICAL STORM WATCH IS CALLED:

1. Decide ahead of time on your personal plan for you and your family as to whether you will stay in your unit (unless authorities demand evacuation), stay with a friend, relocate, go to public shelter, etc.
2. Imagine being caught without electric power, tap water, and personal transportation for a few days, and stock your condo unit accordingly.  
Suggestions:  
Spare batteries; flashlights with extra batteries, battery powered radio, battery powered clock, waterproof matches, toilet paper, sunscreen, bleach or water purification tablets, sterile containers to hold water, soap & detergent, rain gear, charcoal and lighter fluid, bottled drinking water, paper plates and utensils, ice chest, valuable papers in waterproof bag or container including insurance policies, valid ID, still or video camera, camping stove/gas grill, lightweight folding chairs/cots, blankets, pillows and sleeping bags, extra clothing, first aid kit, list of family contacts & physicians, extra 2-week supply of personal medical supplies & prescriptions, special items for infants, elderly or disabled family members, manual can and bottle opener, non-perishable food such as canned meats (Spam, chicken, ham, fish, tuna & sardines), dried fruits & nuts, cereal, crackers, cookies, coffee & tea, peanut butter & jelly, pudding, powdered or evaporated milk, prepared foods (canned spaghetti, soup, stew & chili); drinking water of one gallon per day per person, canned and other food products that can be consumed without cooking, non-water cleansers for the body and your surroundings, paper products. Candles not recommended due to danger of fire in high winds.
3. Do your shopping ahead of time; store stocks become depleted quickly once a possible storm is announced.
4. For information, turn on radio or television, where extensive coverage of authorities' recommendations and requirements will be broadcast.
5. Register ahead of time for the Disaster Re-entry program at the Fire & Police Emergency – Riverside Drive – 365 Goodlette Rd, or Fire Station at 8<sup>th</sup> Ave, or Naples City Hall. You will need proof of residence: a utility bill addressed to your condo, or your driver's license if your condo is your listed address. Get necessary windshield stickers and personal buttons for re-entry.
6. If you plan to go to a public shelter, know your designated shelter(s). Radio will alert you what shelter is open. Find out available locations and requirements – what is allowed and what is not – what supplies to bring with you. No smoking, alcoholic beverages, weapons or pets allowed. Two week supply of medicine, blankets, extra clothing, folding chair or cot and water required.

# EXHIBIT D

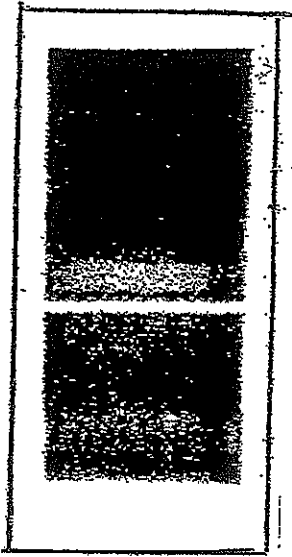
## DEPARTURE GUIDANCE PROCEDURES FOR RESIDENTS

Adopted by the Board of Directors April 27, 2004

1. Bicycles must be removed from atrium bike racks and stored inside the unit or on the owner's lanai/balcony if hurricane shutters are pulled down and secured.
2. A key must be left in the Office for any auto left in the parking lot.
3. Secure hurricane shutters and remove loose and fragile items from lanais/balconies.
4. If you do not have hurricane shutters on your lanai/balcony, everything must be removed and stored inside your condo.
5. Front door rugs must be stored inside.
6. Remove perishables from refrigerator or freezer due to possible power failures.
7. Turn off icemaker. Icemakers are a prime cause of water damage in units when residents are away.
8. Set air conditioning and humidistat to prevent mold and mildew.
9. Electric Circuit Breakers: Leave on the double breakers for air conditioner, humidistat and possibly refrigerator. Turn off all electric breakers not needed.
10. Turn off all water valves servicing your unit:  
2-bedroom unit: 3 cold water/1 hot water  
1-bedroom unit: 2 cold water/1 hot water  
Turn off valves to washing machine.
11. Unplug electrical appliances, including telephones, televisions and computers, to prevent them from being damaged in a storm.
12. Turn off the electric power to the hot water tank to prevent damage to the tank.
13. It is recommended that you have someone familiar with the property to check your unit while you are away once every two weeks to ensure the air conditioning is working, etc. Inform the Office of the name and phone number of any key holder you have entrusted with this responsibility so they may be contacted in event of emergency and so Office is aware of persons authorized to enter your unit.
14. Inform the Office of your departure date, your expected arrival date and the phone number of your other residence so you may be reached in the event of an emergency involving your unit.
15. Stop newspapers and transfer magazines.
16. Leave Post Office address change cards with the Post Office.
17. If you are planning to allow guests, including family members, to use your unit while you are not in residence, inform the Office TEN DAYS in advance. You should provide your guests with relevant passages from the Declaration of Condominium and the Rules and Regulations concerning conduct requirements (available at the Office), as well as a copy of these departing instructions, so that they may resecure your unit upon their departure.
18. Flour, sugar and salt should be stored in a sealed container. Cereals, crackers, pasta and all perishables should be disposed of to avoid pests.
19. Clean and saran wrap toilets and tanks.
20. Lock all windows and doors.

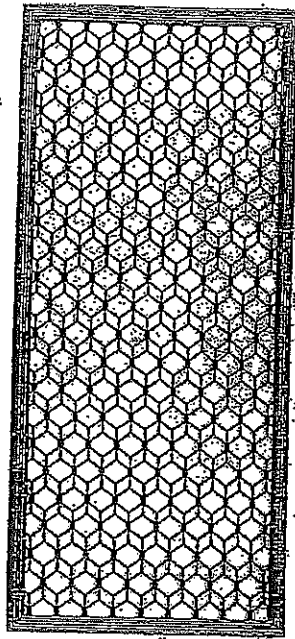
**MOST IMPORTANT: TURN OFF WATER SUPPLY.**

(HLV Departure Guidance Procedures)



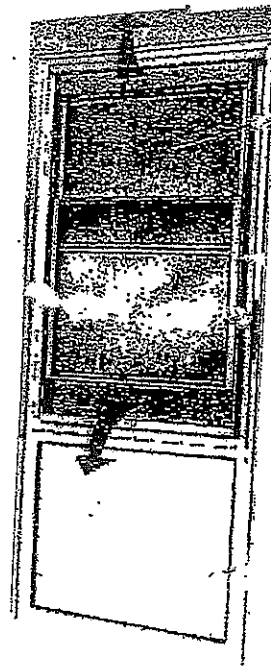
**Seaview**

*Plain Screen Door with mid-cross bar and small kickplate manufactured by Suntech Doors.*



**Amplimesh**

**Sundowner/Pinto**  
*Screen/Security Door with Full Grill for Frontal Security and with Security Lock manufactured by Suntech Doors.*



**Window Craftsmen**

**New York Door**  
*with Double Hung Removable Windows for upper or lower ventilation manufactured by Window Craftsmen. 2006*

Screen Door by Owners: Owners may install Screen Doors at their own expense.

Upkeep: Owners must remove any screen door in a rusted or deteriorated condition.

Approval Process: Owners who wish to install a new or replacement screen door must apply for approval at the HLV Office. As long as the screen door has been pre-approved by the Board of Directors, the owner will receive that approval.

Range of Options: In order to allow owners a range of styles and prices, the Board of Directors on January 9, 2006, approved the three screen doors pictured above. All are good quality screen doors available from various local vendors.

Expense: Owners can expect the cost for these various doors as follows:

- SEAVIEW Door: Price ranging from \$200-\$400 installed depending on sales vendor and labor rates.
- AMPLIMESH SUNDOWNER/PINTO: Price ranging \$500-\$600 depending on sales vendor and labor rates.
- WINDOW CRAFTSMAN NEW YORK DOOR: Price ranging for \$600-\$800 depending on sales vendor, labor rates and whether tinted glass is selected.
- Anticipated prices are from review of going rates as of January 2011

**EXHIBIT F**  
**SPECIFICATIONS FOR STORM SHUTTERS**  
**Adopted by Board of Directors June 28, 2013**

Pursuant to Section 4.18 of the Second Amended and Restated By-Laws of Hidden Lake Villas Condominium Association, Inc., and to update previous storm shutter specifications pursuant to currently available products, the Board adopted the following specifications for storm shutters that owners may install at their own expense. Owners wishing to install storm shutters must submit their proposal to the Board of Directors for approval before committing to the installation. The proposal should contain sufficient detail to enable the Board of Directors to determine its conformity to the specifications. All proposals for installations (from approved suppliers) shall include a written contract stating the work to be done.

1. All shutter installations must be of the roll-up type, white in color, modular in design, utilizing die-cast aluminum end caps supported by extruded aluminum tracks.
2. Slat material must be aluminum or other non-corrosive material.
3. Any motors and switches must be U.L. recognized. Gear driven handle must be stainless steel with aluminum tube extension. Universal joint must be stainless steel or other corrosion resistant material.
4. All fasteners to be stainless steel or non-corrosive materials to eliminate the possibility of causing rust or stains on the shutters or on the building.
5. The shutters must be mounted in a manner which preserves the watertight integrity of the building and lanai shutters must be installed at least 6.5" (six and one half inches) from the exterior edge of the cement slab.
6. The shutters must be built and installed in compliance with the State of Florida Building Code.
7. Box size (square in design) must not exceed eight inches for window installations and ten inches for lanai/balcony installations.
8. **Type of Shutter:**
  - a. **Outside windows:** Roll down shutter, chromated aluminum with hood to be square in design and not to exceed eight (8) inches.
  - b. **Lanais/Balconies:** Roll down shutters and hood must be concealed behind a twelve (12) inch valance unless shutter roll is concealed in box.
9. **Material:**
  - a. **Outside windows:** Chromated aluminum
  - b. **Lanais/Balconies:** Chromated aluminum or other non-corrosive material.
10. **Color:**
  - a. **Outside windows:** Shutters, slat, track and hood must be all white
  - b. **Lanais/Balconies:** Shutters, slat, track and hood must be all white
11. **Installation:**
  - a. **Outside windows:** Must be installed on the exterior of the building.
  - b. **Lanais/Balconies:** Must be installed inside of the lanai screen, ceiling to floor.
12. **All contractors** must have the following on file with the Association to be approved:
  - a. **Drawings** that are sealed and certified by a qualified independent Engineer who is licensed in the State of Florida showing that all specified products meet wind load requirements.
  - b. **Business License**
  - c. **A Certificate of Insurance** from the supplier's insurance agent should both liability and worker compensation coverage.
  - d. **Contractors W-9** showing federal tax identification number.
13. **Grandfathering:** All shutter installations not meeting the above specifications but having Board approval prior to April 25, 2013, are grandfathered in until they begin to deteriorate, at which time they must be removed.