

December 17, 2020

Re: Shoppes at SilverIsles - Hurricane Procedures for Tenants

Dear Valued Tenant,

Enclosed please find a copy of the updated Shoppes at SilverIsles Hurricane Procedures for Tenants (the "Hurricane Procedures Guide"). Subject to the terms of this letter, the updated Hurricane Procedures Guide is effective immediately for all tenants of The Shoppes at SilverIsles (the "Center").

To give tenants more control over if and when hurricane panels are installed prior to an approaching tropical storm or hurricane, under the updated Hurricane Procedures Guide you will now be responsible for the installation of hurricane panels over the windows and door(s) (front and rear) of your premises should the need arise. In prior years we have provided this service to all tenants as a courtesy; however, due to the time associated with installing the panels for the entire Center, the panels often needed to be installed well in advance of a potential approaching hurricane, which may or may not have ultimately impacted the Center. We recognize that installation of the panels greatly impacts your ability to continue to do business before a storm, and we want to give you the control and responsibility to monitor potential tropical storm and hurricane threats and to make your own decision on the appropriate time to install the hurricane panels to protect your business.

In order to smoothly make this transition, we will be instituting the following procedures:


- Upper tracks over all windows and doors throughout the Center have been previously installed and will permanently remain in place. Prior to the start of hurricane season each year (June 1), we will ensure that such tracks are in good working order and repair.
- Beginning no earlier than February 2021, we will contact you to schedule an appointment to deliver all the hurricane panels, installation tracks and associated hardware for your premises. You must have a representative (the "Tenant Representative") available at the scheduled appointment time to take possession of such items. At this appointment we will have a representative present to show your Tenant Representative how to install the hurricane panels and to answer all questions your Tenant Representative may have.
- At the end of the appointment, your Tenant Representative will be asked to sign a form listing each of the hurricane panels, tracks and associated hardware provided for your premises (the "Panel Inventory List") and acknowledging your Tenant Representative's receipt and acceptance of all items listed on the Panel Inventory List and that instructions were provided to your Tenant Representative on how to install all of the tracks and panels.
- Upon taking delivery, you will be responsible for storing all tracks, panels, and associated hardware for your premises in accordance with the updated Hurricane Procedures Guide. We will no longer be able to store hurricane panels for you between storm events, so please make appropriate storage accommodations now so that you are prepared before your appointment to take delivery of the items. All tracks, panels and associated installation hardware must be stored so that such items remain in good working order and repair. You will be solely responsible for replacing any lost or misplaced tracks, panels, and associated

installation hardware during the term of your lease and we will have no obligation to provide you any such replacements.

- As set forth in the updated Hurricane Procedures Guide, you will now be responsible for installing the panels for your premises when the need arises for future storm events. At the expiration or earlier termination of your lease, you will be required to return to Landlord all of the tracks, panels and associated installation hardware listed on your Panel Inventory List and you will be held responsible for any and all costs and expenses incurred by Landlord to replace or repair any missing or damaged items, which costs and expenses may be deducted from any security deposit held by Landlord under your lease.

If you should have any questions please do not hesitate to contact David DiCaprio, GL Commercial at 754-264-2112 or david.dicaprio@glcommercial.com.

Thank you for your anticipated cooperation.

  
Date: 12/17/2020



## SHOPPES AT SILVERISLES HURRICANE PROCEDURES FOR TENANTS

Hurricane season in South Florida runs from June 1 through November 30 of each year, although hurricanes and tropical storms can impact our area both before and after the official hurricane season. Please take time now to carefully review these hurricane procedures for tenants of the Shoppes at SilverIsles. This guide outlines our hurricane procedures and your responsibilities with respect to securing your premises and business in the event a tropical storm or hurricane impacts our area. We also offer several tips and suggestions to help you mitigate the impact a tropical storm or hurricane might cause your company or business. **The key is to have a plan and have it in place well in advance of a tropical storm or hurricane.** This guide can only touch upon a small part of hurricane preparedness steps, procedures and plans; however, we hope that it will help assist you in finalizing your own unique plan for your business/company.

Additionally, included at the end of this guide you will find a blank “Emergency Contact” form that we ask you immediately complete and return to the Property Manager (even if you have previously provided an Emergency Contact form in the past).

### **KEY TERMS AND DEFINITIONS**

The **UNITED STATES NOAA NATIONAL HURRICANE CENTER (the “NHC”)**, located in Miami, Florida, issues tropical cyclone advisories at least every 6 hours at 5 am, 11 am, 5 pm, and 11 pm EDT whenever a tropical cyclone (a tropical depression, tropical storm or hurricane) or a subtropical storm has formed in the Atlantic Ocean. The NHC will announce when a hurricane watch or warning is in effect for all or portions of South Florida.

A **TROPICAL STORM WATCH** is the announcement for specified areas that tropical storm conditions (sustained winds of 39 to 73 mph) are possible in the area within 48 hours.

A **HURRICANE WATCH** is the announcement for specified areas that hurricane conditions (sustained winds of 74 mph or greater) are possible in the area. The NHC issues hurricane watches at least 48 hours before it anticipates tropical storm force winds within the area.

A **TROPICAL STORM WARNING** is the announcement for specified areas that tropical storm conditions (sustained winds of 39 to 73 mph) are expected in the area within 36 hours.

A **HURRICANE WARNING** is the announcement for specified areas that hurricane



conditions (sustained winds of 74 mph or greater) are expected in the area. The NHC issues hurricane warnings at least 36 hours before it anticipates tropical storm force winds within the area to give advance time for those within the area to complete hurricane preparations.

You can find the NHC advisories at [www.hurricanes.gov](http://www.hurricanes.gov) or [www.nhc.noaa.gov](http://www.nhc.noaa.gov) or by checking local TV and radio stations for local coverage reports.

## PROTECTION OF YOUR PREMISES AND BUSINESS

Regardless of whether you are an attached or stand-alone retail business in the Shoppes at SilverIsles center, you are solely responsible for taking all necessary steps and actions to protect your premises and business in the event of a tropical storm, hurricane or other storm related event. In the event of a potential storm impact, your business should be treated like your home. One of the primary actions necessary to protect your business is the installation of hurricane shutters over the exterior windows and door(s) of your premises. While this guide includes our suggestions for when to install your hurricane shutters, ultimately, it is your decision when to begin and complete such installation and when to close your business in advance of an approaching storm (subject to compliance with all federal, state and local storm and emergency orders). Your primary focus should be on timely taking those steps and actions necessary to protect the inside of your business, including your merchandise, inventory, supplies, equipment, and personal property.

Please review your lease for those provisions related to your obligations to protect the physical condition of your premises and business and the insurance policies you are required to carry during the term of your lease. You should contact your insurance company now to confirm that you have the proper and adequate insurance coverage in place to comply with your lease terms and to protect your business/company.

## HURRICANE SHUTTERS

You have been provided with hurricane shutter panels to cover the exterior windows and door(s) (front and rear) of your premises, lower installation tracks for your window and door panels and the hardware necessary to install each of the panels (collectively, the "Hurricane Shutters"). Each item comprising the Hurricane Shutters provided to you has been documented on the "Panel Inventory List" signed and acknowledged by you and Shoppes at SilverIsles, LLC (the "Landlord"). Although the Hurricane Shutters have been provided to you for your use, they remain the sole property of the Landlord and must be returned to the Landlord at the expiration or earlier termination of your lease. It is your responsibility to keep and store your Hurricane Shutters, including the associated installation hardware provided to you, so that they remain in good condition and repair

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and are easily accessible to you in the event of a storm. At the expiration or earlier termination of your lease, you will be required to return to Landlord all of the tracks, panels and associated installation hardware listed on your Panel Inventory List and you will be held responsible for any and all costs and expenses incurred by Landlord to replace or repair any missing or damaged items, which costs and expenses may be deducted from any security deposit held by Landlord under your lease.

Prior to the commencement of hurricane season each year, the Landlord will ensure that the upper installation tracts for all window and door panels that are permanently installed throughout The Shoppes at SilverIsles center are in good working order and repair. You are solely responsible for the installation of the Hurricane Shutters over the exterior windows and door(s) of your premises (including installation of the lower window and door installation tracts and connecting the shutter panels to the upper and lower installation tracts) in the event of a tropical storm, hurricane or any other weather-related event. The Landlord, G.L. Commercial Management, LLC and G.L. Commercial, LLC (collectively, the “Releasees”) shall have no responsibility or liability for any damage or injury that may occur as a result of a tropical storm, hurricane or any other weather-related event, the installation of (or failure to install) the Hurricane Shutters and/or the removal of the Hurricane Shutters, including, without limitation, any and all damage to your person or property or those of other tenants.

Below are our suggestions for when you should install your Hurricane Shutters, however, that decision is ultimately yours to make. You are free to install your Hurricane Shutters as and when you see fit to protect your business/company from an approaching tropical storm, hurricane and/or other event or circumstance that could likely be believed to result in damage to your premises or business/company. Please follow all advice and instructions issued by the NHC and federal, state, and local authorities related to preparing for any storm or weather-related event.

## Installation Timing Recommendations

- When the NHC issues a **Tropical Storm Watch** or **Tropical Storm Warning** for a specified area including The Shoppes at SilverIsles, you should immediately locate your Hurricane Shutters, confirm that they are in good working order and that all items necessary for installation are accounted for. If your Hurricane Shutters, including any of the associated installation hardware, are damaged or missing, it is your responsibility to secure replacement parts in order to properly secure and protect your business. It is your decision whether to install your Hurricane Shutters in advance of an approaching tropical storm; however, please keep in mind that tropical storms can quickly intensify to hurricanes with little or no advance warning.

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- When the NHC issues a **Hurricane Watch** for a specified area including The Shoppes at SilverIsles, you should promptly install the lower tracts and shutter panels for your exterior windows.
- When the HHC issues a **Hurricane Warning** for a specified area including The Shoppes at SilverIsles, you should promptly install the lower tracts and shutter panels for your door(s) and commence all other steps and actions to secure and protect the inside of your business.

After the storm event has passed and all NHC Watches and Warnings have been lifted for specified areas including The Shoppes at SilverIsles, you will be solely responsible for removing your Hurricane Shutters (including the lower installation tracks and shutter panels but excluding the upper installation tracks which shall remain permanently in place) and storing your Hurricane Shutters, including all associated installation hardware, for the next storm event.

If before or after a storm event you have trouble installing and/or removing your Hurricane Shutters, please notify GL Commercial Management immediately. Please be advised, however, that installation and removal of your Hurricane Shutters is your sole responsibility, and that GL Commercial Management may not be able to timely respond with assistance in advance or after a storm event.

## REMOVAL OF VEHICLES

Once you have completed your storm preparations and closed your business prior to an expected hurricane, we ask that all vehicles be removed from within The Shoppes at Silver Isles property. In the event a Hurricane Warning has been issued for a specified area including The Shoppes at SilverIsles, all vehicles should be removed from the property at least 6 hours before the anticipated landfall of the hurricane. Any vehicles that are left on property will be subject to towing at the vehicle owner's expense.

## POST-STORM PROPERTY INSPECTION

Promptly after any a tropical storm, hurricane or any other severe weather-related event has passed, the property management team will arrive onsite to assess the extent of any damage to The Shoppes at SilverIsles and/or any business. If the center property and/or any building or premises should sustain damage, the Shoppes at SilverIsles will not be reopened until electricity and water services are restored to the center and all debris has been cleared from roadways, entrances, exits and access to the center. If any buildings or premises within the Shoppes at SilverIsles should sustain damage, the damaged areas will not be reopened until the damage is assessed and the building or premises is deemed safe to occupy by applicable authorities.

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The procedures set forth in this guide apply in both regular operating hours and non-business hours. Tenants must be prepared to comply with the foregoing even during non-business hours.

In the interest of protecting lives and property during hurricane season, your cooperation is greatly appreciated. Periodic updates and critical notifications, particularly in advance of, during and/or after a storm event, will be provided to all tenants on the GL Commercial Emergency System.

