

# HURRICANE PROCEDURES

## GREEN CAY VILLAGE

5/7/2015

The following are the procedures that CPM and Greystar Property Management will take in advance of and after a Hurricane event in our area:

### JUNE

- ❑ Deliver hurricane season information to townhome, condo, and apartment residents.
- ❑ Review the Associations and Apartments insurance coverage and update the emergency phone numbers list.
- ❑ Get names for townhomes, condo, and apartments of who will put up and take down hurricane shutters for their unit if they are not planning on being here.
- ❑ Inventory and purchase necessary items to secure the common property. Items include: plastic bags, duct tape, screws, washers, bolts, flashlights, batteries, cell phone, charger, camera, gloves, goggles, and a rain gear.
- ❑ Put up and take down a few hurricane shutters on the Clubhouse as a dry run to verify availability of needed tools and supplies.
- ❑ Review procedures with Association Board of Directors.

### 96 HOURS

- ❑ Review and complete the Hurricane Checklist.
- ❑ Review and print a copy of the emergency phone numbers list.
- ❑ Inventory and purchase necessary items to secure the Association property. Items include: plastic bags, duct tape, screws, washers, bolts, flashlights, batteries, cell phone, charger, camera, gloves, goggles, and a rain gear.
- ❑ Ensure that all gas cans are filled and purchase additional storage containers and gas if necessary.
- ❑ Inspect and repair, if needed, the door locks on the condominium and apartments telephone equipment and elevator service rooms and the storage rooms under the first floor stairs.
- ❑ Make arrangements with contractors who will be of assistance in case of an event. Vendors include: pool service, lawn service, tree trimmers, glass companies, Waste Management and Water officials, plumber, electrician, etc.
- ❑ Request all employees to be personally prepared 72 hours prior to an event.
- ❑ Review procedures with Association Board of Directors.

### 72 HOURS

- ❑ Inspect common areas and identify items that could become projectiles. Items include: signs, grills, lounge chairs, plants, garbage cans, ash trays, newspaper stands, light fixtures, globes and any loose items around the property.
- ❑ Make storage arrangements for above items.
- ❑ Do not trim trees or create any debris that can not be safely removed or secured prior to a storm.

- ❑ Notify townhome, condo, and apartments residents to remove all loose items from outside of their units including hallways and patios.
- ❑ Encourage BOD to allow the commencement of installation of hurricane shutters.

### **48 HOURS – Hurricane Watch Issued**

- ❑ Confirm that all supplies and necessary materials needed to secure the Association property are available.
- ❑ Secure Association property. Only a limited number of items that can easily be stored at the last minute should be left out on the property.
- ❑ Secure condo and apartments compactor double gates and recycle bin gates with rope.
- ❑ Meet with staff to ensure that all areas are secure and that they are informed and ready in case of an event.
- ❑ Install hurricane shutters on the Clubhouse.
- ❑ Install shutters for townhomes, condos, and apartments for units that have not been taken care of by owners.  
Note: The Association is not responsible for installing shutters but may do so at it's discretion and bill the resident.
- ❑ Remove all loose items from outside of the townhome, condo, and apartments units including hallways and patios.  
Note: The Association is not responsible for the safekeeping or return of items removed during a hurricane watch or warning.
- ❑ Remove entry and exit condo gate arms and store in pool pump area.

### **24-36 HOURS - Hurricane Warning Issued**

- ❑ Secure lake pump cover by properly latching it and turn off the irrigation pump power.
- ❑ Shut off pool pump but do NOT lower the water level in the pool.
- ❑ Shut off pumps and fountains in Association.
- ❑ Secure mail kiosk package doors with duct tape.
- ❑ Store condominium and apartments hallway fire extinguishers in the storage area under the steps in each building. Leave the storage area doors UNLOCKED.
- ❑ Back up all non server data on local hard drives and store hard drives in a safe place.
- ❑ Secure all office files and move items away from windows.
- ❑ Cover all sensitive equipment including: computers, monitors, keyboards, tower, copiers, fax machine and all other electrical equipment. Keep equipment a minimum of 12 inches off of the floor.
- ❑ Move and store all portable equipment, books, files and binders at least 12 inches off the floor.
- ❑ Provide up-to-date telephone emergency contact information to the BOD and to CPM and Riverstone emergency on-call staff.
- ❑ Ensure that property is secure and obtain permission to be released from duty.

**In the event of a power loss, do NOT turn off the power to the elevators or to the residents' units.**

# POST HURRICANE ACTIVITY

The following will take place after a hurricane has effected the Association:

## Property Management

- Create list of storm damage from on-site inspection
- Check on status of Green Cay Owners' Association Vendors and Board Members
  - Association President – Gillone Piguet
  - Condominium President – Peter Schulz
  - Townhome President - Santo Latona
  - Property Manager – Shellee Solomons
  - Administrator – Tranell Ellis
  - Maintenance – Chris Neudecker
  - Maintenance – Stuart Williams
  - Pool Monitor –
  - Insurance – Community Insurance
  - Lawn and Irrigation Contractor – CPM Landscaping
  - Plumber – Buckeye Plumbing
  - Pool – Dave's pools
- Inspect property and develop list of remediation requirements
- Contact outside contractors as required
- Complete emergency remediation
- Coordinate clearing of debris from storm sewers
- Coordinate removal of fallen palm fronds
- Coordinate return of property to normal operations:
  - Maintenance Man – turn on fountains; check irrigation system
  - Lawn Contractor/Maintenance Man – clear fallen trees & debris
  - Maintenance Man – check all street lights & signs
  - Maintenance Man – return stored items

## Communication Plan

- Call in to supervisor with post storm review of property
- Email property status and remediation summary to Association Board Members
- Post informational memo to homeowners regarding debris removal

## Other Activities

- Unpack materials for workstations at office