



Master Plan

HURRICANE PREPAREDNESS

1 SAFE KEEP THE COMMUNITY ASSOCIATION'S OFFICIAL RECORDS

Have the following documents stored in a separate location:

- Articles of Incorporation of the association;
- Declaration of Condominium;
- Association By-Laws;
- Rules and Regulations;
- Amendments, if any;
- Insurance Policies;
- Construction Plans: Architectural Plans and Specifications; Engineering/Civil; Engineering/Structural and Mechanical; As-built drawings;
- Owner Roster: Record title owners; Emergency Contact Information;
- Bank Accounts, along with a list of authorized signatures;
- Contracts: Maintenance and Operation; cancellation provisions;
- Employee Information:
 - Full Name,
 - Date of Birth,
 - Social Security Number,
 - Person to notify in event of an emergency.

I suggest a PDF copy of all records saved on a USB drive or cloud account.

2 TAKE PICTURES AND VIDEO OF YOUR COMMUNITY TODAY

Make sure to maintain these picture and videos off-site. Before/after pictures and videos can make a big difference when claiming property damage.



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3 CREATE A TELEPHONE ROSTER

Put together a list of all telephone numbers of all names, addresses and phone numbers for Board of Directors, management, maintenance personnel and emergency service agencies.

4 INVENTORY OF EMERGENCY SUPPLIES

Create an inventory of any supplies owned by the association, such as vans, golf carts, walkie-talkies, generators fire extinguishers, flashlights, radio, etc.

5 CREATE A DISASTER/EVACUATION COMMITTEE

The Board of Directors has the power to create committees. At your next open Board meeting place an agenda item to create a Disaster/Evacuation Committee. How many and whom is chosen is up to the Board.

- This Committee can serve as facilitators for the Board, Management and the Community. In the event of a disaster, there will be chaos and many in need of help.
- This Committee can function to help guide owners and call for help when help is needed.
- This Committee should be provided all important numbers including a list of all vendors, copies of all outstanding contracts and a list of professionals employed by the association including but not limited to the Association accountant, attorneys, insurance agent and management.
- The Committee should also be provided the whereabouts of the off-site official records.
- This Committee can help make phone calls to cancel services, call professionals and vendors as needed.