

Hurricane Prep To-Do List

| January- April |
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| Do you have copies of your insurance policies? |
| <i>Are the policies paid up to date?</i> |
| <i>Do you have a phone number readily available to call for claims?</i> |
| <i>Do you have your agent's contact information?</i> |
| Do you have a resource who is available for relief services? |
| <i>What is the priority if what relief services are most important to you?</i> |
| <i>What additional charges may occur that Association should budget for?</i> |
| Do you have contact numbers for landscapers, security, etc.? |
| <i>Will your landscapers be readily available, or will they evacuate?</i> |
| <i>What type of security may or may not be needed if owners evacuate and are unable to return in a prompt manner?</i> |
| Are generators available and working? |
| <i>Do periodic maintenance checks</i> |
| <i>Have contracts and contacts available for generators, elevators, construction, and other miscellaneous services deemed important to your Association</i> |
| Are Association records stored on a secure internet platform? |
| Are hardcopies of Association records stored in waterproof tight Ziploc bags in a fireproof box? |
| Did you ask your agent for a Hurricane Preparedness guide? |
| May- June |
| Do an inspection of your community |
| Videotape the common areas and buildings for before pictures (with timestamp) |
| You may like to hire an engineer for a formal report |
| Are supplies purchased and available? (Batteries, flashlights, radio) |
| Update Unit Owner and Board contact lists |
| Are hurricane shutters, windows, doors, garages in good condition and secure? |
| Tree trimming: Make sure trees are properly trimmed and dead branches are removed |
| Does Association have keys to each unit? May be important if owners evacuate and damage is inside |
| When a Storm is on the Way |
| The Association's "To Do" List |
| <i>Emergency Board Meeting to review the responsibilities of each person</i> |
| <i>Emergency Community Meeting for any residents who may have questions</i> |
| <i>Have bookkeeper pay any invoices or complete paperwork that is urgent for up to 5 days</i> |
| <i>Ensure all paperwork and electronic records are available</i> |
| <i>Unplug electronics and appliances in common areas and office</i> |
| <i>Determine who should have checks to pay for the beginning of restoration projects</i> |
| <i>Bring any outdoor furniture, potted plants, recycling bins, dumpsters inside</i> |
| <i>Propane tanks should be shut off</i> |
| <i>Common area Air conditioning units should be shut off</i> |
| <i>Landscaping irrigation systems should be turned off</i> |
| <i>Board and windows and doors that Board agreed upon</i> |
| <i>Place sandbags and barriers as outlined in Association's Preparedness guide</i> |

After the Storm

Account for the whereabouts of residents and attend to any injured

Secure the property to avoid any type of vandalism and looting, as well as keeping people out of dangerous areas

Document damage with video and photographs

Call appropriate restoration and maintenance companies and attorney

Call your insurance agent

Shore up building structures to mitigate further damage

Remove any wet carpets, wall boards, cabinetry to prevent mold growth

Outline priority needs

Be aware that most damage is not apparent to the naked eye and a trained expert should be called in