

Bayshore Storm Preparedness

Personal Responsibility

The Board and Management will be dealing with the same storm preparedness and aftermath issues as owners and renters here and/or at their home. It is your responsibility to prepare. If a mandatory evacuation is ordered and you decide to remain behind help may not be available from emergency services as well as Association Management until after the storm.

Handicapped and disabled are encouraged to comply with evacuation orders.

Occupants are encouraged to look out for each other during and after a weather event.

Hurricane Preparedness

Your Board of Directors and its Storm Preparedness Committee have undertaken this Project to better prepare our condominium for the upcoming hurricane season.

Surely, it must be understood that, in the event of a storm, it may not be possible to contact Bayshore itself by telephone. However, arrangements have been made for a recording to be available from anywhere by a special audio notice that will be posted on the front page of www.thebayshorecondos.com. This recording will describe the status of the storm, and perhaps some notes on serious general damage. No one will be available to answer specific questions, or carry out specific tasks with regard to individual condos.

The following information is not meant to be a complete storm/hurricane preparedness guide for you; it only relates to certain issues at our condominium. You can obtain booklets on how to prepare for hurricanes from, among other places, CVS Pharmacies and Publix grocery store. The following links may also be helpful.

- [The National Hurricane Center](#) - Hurricane Preparedness
- [Florida Division of Emergency Mgt](#) - Creating a Family Disaster Plan
- [Volusia County](#) - Hurricane Information
- [The City of Daytona Beach](#) - Emergency Information
- [WESH2](#) - Everything About Hurricanes & Preparedness
- [Weather Channel](#) - Tropical Storms & Hurricane Preparedness
- [NOAA](#)
- [FEMA](#)
- [American Red Cross](#) - Are you Ready?

Association Advice to Owners

Each summer, there are many storms which threaten the Daytona Beach area. Often, there is only a small window of time during which our Manager and the Board of Directors members in-residence have the opportunity to prepare common areas and our own property for a storm and evacuate if necessary. Unfortunately, this means that those of you who plan to be away for the summer must make your own arrangements to protect your property. The following are suggestions which were developed during the 2016-2017 hurricanes, and which the Board believes might be helpful to all Owners planning to be away during the storm season:

1. Tell the Association where you are going to be during your absence, with telephone numbers, email address, cell phone numbers, and location. 24 hours prior to any tropical storm or hurricane, the office telephone will be left to receive messages and will not be answered prior to or immediately following the event.
2. Arrange for a caretaker (a neighbor, friend, family or maintenance service) to regularly inspect your condominium to make sure everything is ready for a storm. And, after the storm, to ascertain what damage, if any, has occurred. If you plan to leave a car, make sure that the caretaker has a key to it and park it out away from the building. **“A” Level garage is at particular risk of flooding; be sure to remove your vehicle prior to severe tropical weather.**
3. Close your hurricane shutters and remove all personal items from the balcony.
4. Make sure that the Property Manager has keys to your unit.
5. Wedge towels in the tracks of your [exposed] sliding glass windows/doors. This will minimize wind-driven water coming in under the door.
6. If you plan on leaving your condominium, shut off your cold and hot water supply.
7. Shut off your water heater breaker and shut off the water supply valve.
8. Remove all perishable foods from your refrigerator and freezer unless you will be here to monitor the power. See item #14. Throw them away! You'll be glad you did if the electricity is off for any significant period of time!
9. Verify with your Homeowners' insurance company to make sure your policy is in effect and provides the coverage you need.
10. Make a fresh back-up of important personal data in your computer.
11. Unplug or turn off at the breaker your computer(s), your TVs or other electrical appliances before you leave. This type of equipment can be permanently damaged by unstable voltage.
12. Refrain from using trash shoots as dumpsters are in “A” Level which may flood.

13. Please be aware that your Board and the Manager will be swamped with work after the storm. So, be patient. We will try to keep you informed, ABOVE ALL, DON'T WAIT TO PREPARE!
14. The Board post updates to the www.thebayshorecondos.com homepage to keep residents and non-residents informed about the Association damage and responses...remember that we're securing the premises also, so these updates maybe somewhat delayed.
15. Additional items which you should add to your hurricane supply list are as follows:
 1. Extension cord (commercial grade) of sufficient length to reach from your refrigerator to the closest laundry room outlet. Do not plug in extension cords to outlets until the storm passes.
 2. Power strip with circuit breaker to be attached to your extension cord to prevent overloading the building breaker. **Floor residents will have to share the outlet.**
16. Alarm System - The Condominium Building Alarm system is powered by the emergency generator and will automatically connect through the telephone system for 8 hours after power is out in case of fire. After 8 hours the telephone lines will be dead.
17. Use of a personal generator, gas appliance or propane tank grill is **prohibited** in all condominium units and balconies.
18. The Elevators will be brought to the 1st floor and shut down when mandatory evacuation orders are in effect for our area. Elevators will remain off until they are inspected and it is determined safe to restore power.
19. Key fob system:
 1. If power fails doors will fail in the locked position for security. You will have to call a resident to let you in.
 2. If the power is out for an extended period, the fob system will operate while the generator is running.

Useful Telephone Numbers:

FEDERAL AGENCIES:

FEMA Registration	1-800-621-3362
FEMA Fraud Detection	1-800-323-8603
National Flood Insurance	1-800-720-1090
US Small Business Admin.	1-800-359-2227
Social Security Adm.	1-800-772-1213
Internal Revenue Service	1-800-829-1040
Housing & Urban Develop.	1-800-669-9777
Dept. of Veterans Affairs	1-800-827-1000

STATE AGENCIES:

FL Emergency Information	1-800-342-3557
Dept. of Financial Services	1-800-342-2762
Dept. of Agriculture & Consumer Services	1-800-435-7352
Agency for Workforce Innovation	1-800-204-2418
Dept. of Legal Affairs/Price Gouging	1-800-646-0444

**CLOSING YOUR UNIT FOR THE SUMMER & PREPARING FOR
A HURRICANE IN YOUR ABSENCE**

1. Verify the Association has a copy of your unit key.
2. Arrange for a caretaker (a neighbor, friend, family or maintenance service) to regularly inspect your condominium to make sure everything is ready for a storm. And, after the storm, to ascertain what damage, if any, has occurred. If you plan to leave a car, make sure that the caretaker has a key to it and park it out away from the condominium.
3. Shut off hot and cold water valves to your unit.
4. Shut off your water heater breaker and close the water valve.
- 5. Close your Hurricane Shutters.**
6. Remove all perishable foods from your refrigerator and freezer. Throw them away! You'll be glad you did if the electricity is off for any significant period of time! If your refrigerator is empty, unplug and leave the door open.
7. Have your air conditioner inspected; especially make sure that the drain line is cleaned out and the filters changed. Leave the A/C set at less than 80 degrees (it may be advisable to have a portable dehumidifier as well).
8. Unplug (or turn off at the circuit breaker) all appliances, particularly hot water tank, TV, microwave and computer.
9. Cover all toilets with plastic wrap.
10. Remove all furniture from balcony.
11. Owners should video/photograph units prior to leaving in case of damage. Also, take with them copies of insurance policies.
12. Lock all doors and windows.
13. Notify the Association office of your leaving -- and how to reach you.
14. Refrain from using trash shoots as dumpsters are in "A" level which may flood.

ASSOCIATION ACTIVITIES WHICH SHOULD BE TAKEN NOW

1. Up-date, and keep current, the information in the Hurricane handbooks.
 2. For the Emergency Generator:
Prepare, and post near the generator control panel, clear and concise instructions as to how to reset or otherwise control the Emergency Generator system.
 3. Conduct training for all Directors and other involved persons as to all emergency procedures, including operation of the Emergency Generator, water shut-off valves, fire alarm systems, fire sprinkler system, pool pumps, and main electrical system controls and switches.
 4. Make sure roof-top doors are secured. Secure sprinkler access panel doors on all buildings, as required.
 5. Develop a check list for shutting down the pool systems.
 6. Develop Storm Emergency Checklist and review annually prior to hurricane season.
 7. Meet with Manager and Directors to more fully develop this Plan of Action.
 8. Suggest Board and Budget Committee set up a Hurricane Reserve Account. Suggested yearly amount to be \$20,000 per year.
 9. Define Boards expectations of manager responsibilities, manager's expectation of board's responsibilities and corresponding compensation.
 10. Establish master contact list for board members and service vendors that any Board member could ref. - this list should be concise with name of vendor contacts.
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ASSOCIATION ACTIVITIES AND PRECAUTIONS WHICH SHOULD BE TAKEN PRIOR TO ANY STORM

1. Follow the Storm Emergency Checklist.
2. Back-up all critical computer data and place backup disc in a safe place, preferably off premises.
3. Contact Waste Management for additional pickup of dumpsters, well ahead of the storm.
4. Secure all Association documents; the Property Manager should prepare an appropriate list.
5. **Shut down ALL systems - Power**
6. Secure or put all outside furniture, plants, hoses, and other loose material or equipment or move to inside storage.
7. For the Pool and Pool House:
 1. Shut down all systems.
 2. Secure all pool tools.
 3. Put all pool area furniture in storage.

4. Shock the pool with dry chlorine or equivalent.
 5. Tie security gates to prevent damage from wind.
 6. Check - run the Emergency Generator.
 7. Make sure that our list of Contractors and other service people who might be needed after or during the storm is up-to-date.
 8. Make sure that our list of absent Owners is up-to-date.
 9. Bring all elevator cabs up to the 1st floor of each building. Shut down elevators for duration of the storm and post storm inspection. To be done when the County orders a mandatory evacuation order for our area.
 10. Secure all outside exit doors to prevent damage.
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ASSOCIATION ACTIVITIES WHICH SHOULD BE TAKEN AFTER A STORM

11. Conduct a thorough inspection of the Association common property as soon as time permits.
12. Take photographs of any material damage to Association property.
13. Bring elevators back in service after inspected and deemed safe.
14. As soon as possible, Board Members and Manager should meet to review the overall status of Association property and make specific assignments for corrective action. Review status and address, new problems periodically.
15. Prepare a comprehensive list of all corrective action required. Establish a priority for the work required, with emphasis on the safety of our residents and contract personnel.
16. Contact our proven contractors and vendors for repairs.
17. Update www.thebayshorecondos.com homepage with audio file with instructions for owners.
18. Reset all timers for lights and lawn sprinklers.
19. Put the pool back in operating condition.
20. Determine whether an assessment will be required and, if so, notify all Owners.
21. Keep our attorney informed as to the actions we're taking and, in particular, of any major contracts contemplated.
22. Meet with Mgr. and the Directors to review plans and to assign specific responsibilities. Agree to reimburse manager & contractors for extra work required to protect condominium property. Make sure that we can contact needed vendors if needed during a weekend or at night. (Keep in mind that this should be kept to a minimum since our vendors have families and property of their own to protect)
23. Review the "Storm Plan" to see if additions or changes are needed as a result of the most recent storm.