

SAUSALITO PLACE

Homeowners Association

Hurricane Plan and Informational Guide

Communication:

Stay in contact with your “Sausalito Captain” who will be communicating with the Board and/or Property Manager for updates. The Captains are our neighbors and have volunteered their time to help out.

“Sausalito Captains” have volunteered to help. They will reach out to you in the event of a storm.

They will review the procedure as follows:

- If you are safe after the storm passes, please put a **yellow ribbon** around your **Garage Door Handle**.
- If you are not in Florida for the summer, please let the Board or Property Manager know asap.
- If you leave during the storm or right before, please let your captain know and place a yellow ribbon as well. It is always good to tell your neighbor to keep an eye on your home. Do you have a Buddy nearby?
- The Hurricane Plan can be found on our web site.

Once a tropical storm / hurricane is identified, the property manager will communicate with the residents by some sort of communication for example, Sausalito Captains, sending e-mails, “robo “calls to residents who have (provided their e-mail address) and posting information on the Bulletin Board in the Clubhouse. Owners will be notified via these means of communication to secure property and of closings at the clubhouse. (if you want your renters notified, you must let us know immediately)

Introduction

The Sausalito Place HOA. has developed a **HURRICANE PLAN** which is designed to ensure the safety of all residents and the property.

1. Services available during a storm.
2. Steps being taken to protect the property.
3. Each resident's responsibilities in the event of a storm.

Storm Definitions

The PLAN will be executed by property management based upon the storm warning levels determined by the National Hurricane Center and evacuations as ordered by Palm Beach County.

- **Hurricane Season** – the six month period from June 1st to November 30th
- **Advisory** – The National Weather Service message giving the storm location, intensity, movement, and precaution to be taken
- **Tropical Storm** – A tropical weather system characterized by constant wind speeds between 39 and 73 mph, usually accompanied by rain, thunder or lighting
- **Hurricane** – A tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 mph, usually accompanied by rain, thunder or lighting
- **Tropical Storm Watch** –tropical storm conditions (sustained winds of 39 – 73 mph) are *possible* within the specified area within 48 hours
- **Tropical Storm Warning** - tropical storm conditions (sustained winds of 39 – 73 mph) are *expected* within the specified area within 48 hours
- **Hurricane Watch** – hurricane conditions (sustained winds of 74 mph or higher) are *possible* somewhere within the specified area within 48 hours
- **Hurricane Warning** – hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified area within 36 hours
- **Hurricane Landfall** – The point and time during which the eye of the hurricane passes over the specified area. After passage of the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.
- **Mandatory Evacuation** – as ordered by Palm Beach County. Must leave the property to find a Red Cross Evacuation Shelter or a location away from the hurricane's path.
- **Safe Return** – as ordered by Palm Beach County. It is safe to return to the property.

Our Hurricane Plan is tied directly to the above definitions and announcements. The actions defined in the PLAN will take place automatically once the above storm categories are announced.

Owners Responsibilities

All residents are encouraged to monitor local broadcasts and follow instructions to ensure their personal safety. Additionally, limited public emergency services may be available during the storm. Stay safe – for additional information www.PalmBeachCounty.org/disaster

Home Owner Hurricane Preparation

Pre-Storm To Do List

- Bring in any lawn or patio furniture, lawn ornaments or exterior wall ornaments etc.
- Gather important papers
- Fill drug prescriptions
- Fill cars with gas
- Fill propane tanks
- Charge cell phones
- Back up computers and electronic data
- Charge cordless tools
- Take photos of property and belongings

Prepare Your Home

Make sure your home can weather the storm.

- Clear loose and clogged rain gutters and downspouts.
- Make sure your trees and shrubbery are trimmed and dead limbs are removed well in advance of a storm
- Report blocked drainage pipes to the HOA.
- Prepare to cover all window and door openings with hurricane panels or shutters.
- **Bring lawn furniture and other loose objects such as potted plants, statues and exterior wall hangings inside. They can become dangerous projectiles during high winds.**
- Keep a fire extinguisher, jumper cables and toiletries in your vehicle.
- Comfort your pets during a storm. They are sensitive to sounds, scents and changes in barometric pressure. They can become agitated and confused. Keep your pets indoors after a storm. Reptiles that normally live in low areas will seek higher ground during and after a storm and may pose a threat to animals.
- Keep an ample supply of rolled plastic to cover broken windows, tarps, duct tape and roofing nails. These items will be almost impossible to obtain immediately after a storm, when you need them most*
- Keep some bubble-wrap handy, in case you decide at the last minute to pack fragile mementos such as an antique clock, dinnerware, portraits, etc.
- Keep a suitcase packed with old photo albums, family pictures and other irreplaceable memorabilia during the hurricane season. You will not want to deal with these things at the last minute and you will regret leaving them behind, in a worst-case scenario.
- If you have to leave your home, know which major appliances to unplug, to protect them from surges of power. Know how to turn off the electricity main circuit breaker.

- Know how to turn off the main water supply valve at the street.
- If you have an outside barbeque grill, know how to turn off the propane tank valve and plan for a place to store it inside your garage or house.
- Lock all doors and windows and take small valuables with you.
- Notify your alarm company of your plans
- Let your “ Sausalito Captain” know that you are leaving and put ribbon on door knob.

**After a storm it may take a considerable time for you to obtain the services of a contractor to replace damaged roof tiles. If your roof tiles are damaged or missing, that area of your roof must be covered with tarp immediately, in order to prevent rain from damaging your ceilings.*

Hurricane Supplies

- Water (at least one gallon per person per day)
- Food
 - Non-perishable packaged or canned food / juices
 - Snack foods
 - Non-electric can opener
 - Cooking tools / fuel
 - Paper plates / plastic utensils
- Blankets / Pillows
- Clothing
 - Rain gear
 - Sturdy shoes
- First Aid Kit / Medicines / Prescription Drugs
- Toiletries / Hygiene items / Moisture wipes
- Flashlight
- Batteries
- Radio (battery operated)
- Telephones
 - Fully charged cell phone
 - Traditional non cordless telephone set
- Cash, Credit Cards, and Travelers Checks
 - Banks and ATM's may not be open
- Keys
 - Important Documents (in Zip lock Bags)
 - Insurance
 - Medical records
 - Bank account numbers
 - Identification
- Pet Care Items

Evacuation

Before Leaving Your Home

- **Advise Management when you leave the property or neighbors.**
- Close your shutters and secure the property.
- Fill your bathtub with water so that you have water available for flushing toilets.
- Turn off your water.

- Turn off the electricity at the fuse box to prevent a fire.
- Take photos of property to facilitate damage assessment and expedite damage claims

Supplies to Take

- First Aid Kit
- High energy foods
- 2 week supply of special foods
- 2 week supply of medication
- Ready to eat canned foods
- Manual can opener
- Flashlight
- Vitamins
- Extra batteries
- Paper plates
- 1 gallon of water person per day
- Cash or Travelers checks
- Rain gear
- Plastic bags
- Personal hygiene items
- Pet foods
- Toilet paper
- Soap or liquid detergent
- Heavy gloves
- Portable radio
- Sturdy shoes
- Rain gear
- Change of clothes
- Insurance papers

Upon Returning to Your Home

- Inspect your home for damage
- Notify Management or Captain of any local common area damage found.

Communication:

Stay in contact with your Captain who will be communicating with the Board and/or Property Manager for updates. The Captains will be a neighbor nearby. Each captain will be assigned homes nearby them

Once a tropical storm / hurricane is identified, the property manager will communicate with the residents by either sending e-mails or robo calls to residents who have (provided their e-mail address) and posting information on the Bulletin Board in the Clubhouse.

Owners will be notified via these means of communication to secure property and of closings at the clubhouse.

Association checklist:

1. Staff will perform the following upon direction of the Board.
2. Bring in the flag from the front of the property
3. Bring in planters

4. Sandbag areas where water may intrude
5. Bring in LOUNGE CHAIRS AND TABLES ETC.
6. Bring in / secure all patio chairs and umbrellas at the pool.
7. Bring in all furniture & take down wind & playing nets.
8. Remove items from the floors place above water level in storage rooms at the club house,
9. Shutter the clubhouse and guardhouse windows
10. Bring all electric equipment off the floors – unplug and wrap in plastic
11. Move any files on floor level – place on desktops cover with plastic
12. Computers and electrical equipment on floor level will be raised and covered in plastic
13. Unplug all electric equipment in the gym and throughout the clubhouse
14. Secure and unplug computers from the HOA office.
15. Open gates and take off the arms and secure same.

Clubhouse Access

The clubhouse will be closed once a **Warning** has been issued.

Water

Fill your bathtubs with water so you have water available for flushing toilets if there is an interruption in the water supply.

Recreation Area

The Recreation Area will be available for limited use during a Hurricane **Watch**. The entire area will be closed once a Hurricane **Warning** is issued. All pumps, gas, and power will be turned off and not restored until staff returns to the property and inspects for damage and safety. The staff will provide notice to the owners when the area is safe to use.

Telephone Service

If you use an electronic telephone/answer machine, you will not have phone service without electricity. If you have an older, non-electronic telephone, plug that into the jack to check for dial tone. If you use an alternate provider, such as Vonage or Comcast, remember your phone will not work without internet (which requires electricity).

Cable TV

There are no emergency service provisions for the cable TV service; we are dependent upon Comcast for service restoration (561-COMCAST) to report the outage or check on status).

Key Contacts

The HOA Board

Bob Falzone
Ralph Englert
Karen Austin
Sherry Zabriskie
George Salimbene

Campbell Property Management On-Site

Main Number After Hours Emergency

Service	Company	Phone
Alarm		
Cable TV	Comcast	561-688-6800
Electricity	FPL	561-994-8227
Garbage	Solid Waste	866-792-4636
Internet	Comcast	561-688-6800
Landscaping		
Water	Palm Beach Water Utility	561-278-5135

Publix with generators- Meadows Square, Boynton Plaza and Quantum Village in Boynton Beach

Gas Stations nearby with generators- Texaco 645 W Boynton Beach Blvd and Mobil 850 Gateway Blvd.

Emergency Contact Information

If you don't already have an emergency plan, go to www.floridadisaster.org. There, you can go through a prompted Q&A and in about 10 minutes, complete a plan appropriate for your family. Websites for the Sun-Sentinel, www.sunsentinel.com and TV stations, www.wsvn.com, are filled with helpful planning tips for your home, pool, car and pets.

IMPORTANT NUMBERS

Florida Emergency Information (Activated at the time of emergency)
800-342-3557

American Red Cross:
561-833-7711

Animal Care and Control:
561-233-1200

Senior Helpline
211

PALM BEACH COUNTY

Palm Beach County Sheriff's Office, non-emergency:
561-688-3400

Emergency Management Offices:
561-233-3500 or 561-712-6400

Emergency Medical Services Division:
561-712-6400

Engineering & Public Works:
561-684-4000

Governmental Center, South County:
561-276-1225

Lake Worth Drainage District
561-498-5363

South Florida Water Management District
561-688-8800

Palm Beach County Public Safety Department / Local Emergency Management
561-712-6400

TDD (Hearing Impaired) 561-712-6343

FEMA:

800-621-3362

Fire Rescue:

561-712-6550

FPL Outages:

561-697-8000

Health Department:

561-840-4500

Palm Tran:

561-841-4200

Price Gouging Hotline:

866-966-7227

Solid Waste Authority:

561-640-4000

Traffic Signal Repair:

561-683-6885

Shelters

http://www.pbcgov.com/hurricane/pdf/Hurricane_Guide.pdf