



**FAIRWAY VILLAS  
PROPERTY OWNERS ASSOCIATION**

**HURRICANE/DISASTER  
PREPARATION AND RECOVERY  
PLAN**

**2025**

The Fairway Villas P.O.A. 2025 Disaster Planning Committee was formed in an effort to prepare for the possibility of serious wind and rainstorms and, perhaps more important, develop procedures and practices to recover from such an event. Its members are:

**Manager: Nancy Hill**

This Hurricane/Disaster Preparation and Recovery Plan is the result of work. It has been developed to assist Fairway Villas Homeowners and staff to be ready for hurricane season. It is an attempt to be a guide for readiness and recovery in the event our community should experience a hurricane or other disaster.

This hurricane/disaster response should benefit our community through:

- Enhanced safety of Owners and Staff
- Improved property protection
- Expedited Recovery
- Reduced economic loss
- Reduced decision making during a disaster
- Reduced Insurance premiums

The material in this manual is derived from a wide range of sources. Especially valuable were the "Florida Business Survival Disaster Kit" which has been prepared by the Tampa Bay Regional Planning Council and the Business Continuity Planning Alliance in cooperation with the State of Florida Division of Emergency Management and the Florida Regional Planning Councils. Equally helpful in developing the plan for Fairway Villas P.O.A. was the "Business Hurricane Survival Guide".

## **Planning and Preparation**

Planning for a hurricane or disaster ahead of time can save all of us at Fairway Vilas thousands of dollars and untold inconvenience due to structural damage, building content damage, and interruption in the use of our homes. Advanced planning and preparation are critical. The plan for Fairway Villas has been developed to include steps to protect owners and staff as well as to minimize, to the extent possible, damage to our residences. We have reviewed and examined a number of issues including the following:

- **Property insurance with our insurance agent to discuss Adequate hazard, flood and business interruption insurance.**
  - **Created liaisons with appropriate agencies and companies to effect a speedy and cost efficient recovery.**
  - **Verified the emergency powers of the Board in the event of a disaster**
  - **Established written hurricane preparedness procedures for property and contents**
  - **Reviewed past practices used by staff in recent years to prepare for impending storms**
  - **Specified sequential routines as the hurricane approaches**
  - **Determined what emergency equipment and supplies are appropriate**
  - **Designed a coordinator**
  - **Inventoried and photographed the Association's Property**
  - **Establish plan for protection of computers and files**
  - **Developed new banking arrangements that, among other things should facilitate funding needs in the event of a major interim cash drains on the Association should a disaster occur**
  - **Prepared and updated contact information**
  - **Created an off site storage location for important documents, etc.**
  - **Reviewed and updated the insurance appraisal of Association property**
  - **Encourage Owners to provide the office with next of kin notification forms**
  - **Created a system for information dissemination by phone and internet**
- The best defense against the devastation of a hurricane is preparation. The basic planning principle is that anticipation is preferable to regret.**

The following Hurricane/Disaster Recovery Response Plan identifies the steps we have taken and will take to better prepare our community when such a disaster strikes.

It is a process that must be reviewed annually.

# Plan Summary

Our plan provides information and procedures necessary for Fairway Villas to plan for, respond to and recover from a hurricane or other major disaster. Information in this manual outlines certain steps to minimize the impact to persons and property. By completing, maintaining, testing and regularly updating our plan we expect that we shall limit the devastation that a natural disaster can cause. Moreover, it is expected that effective planning will enable a quicker recovery. Key elements of our response plan include:

- The preparation, maintenance and annual update of the plan
- The identification of key volunteers
- The verification of contact information of contractors & owners
- The training in preparatory and response requirements
- The securing of property, both exterior and interior
- Securing computers and other equipment
- The duplication of computer files and other vital documentation
- The dissemination of information and procedures to staff

These key elements will enable us to mitigate and recover more rapidly. Moreover, it should give us the tools necessary to respond, contact volunteers, assemble teams, recover data and other property, and resume normal occupancy quickly and with minimum disruption.

## **Responsibilities**

The Manager of the Association is the Response Coordinator for our community and is responsible for the coordination of our plan.

The Disaster Planning Committee shall be convened annually. It shall review the planning material and verify such matters as the lists of inventory, emergency supplies and equipment, insurance coverage and the roster of those Owners who are on call for response assistance.

The Response Coordinator, with the assistance of the Disaster Planning Committee, will:

- Develop and maintain a master log of information on insurance, recovery contacts and related material
- Review, under the guidance of the Budget Committee, property insurance including hazard policies with our insurance broker.
- Review and modify as appropriate written procedures for protecting property and contents
- Identify individuals who will be available to assist in recovery
- Train volunteers to implement hurricane readiness procedures
- Maintain current phone numbers and addresses of Owners
- Determine what emergency equipment and supplies are necessary
- Establish an alert roster. This is intended to be used for notification that plan has been activated. Further it is used to check on status before and after the hurricane and to notify them when to have people report
- Establish plans for protecting computers, files and paperwork
- Review the plan annually by April of each year and make modifications as needed
- Identify vital records that will be moved and/or duplicated
- Identify alternative storage sites on and off the property
- Maintain an inventory list of all equipment and furniture in addition to a hurricane emergency supply list

- Assure that the inventory list is updated annually no later than April of each year by adding any significant acquisitions that may have been made during the year. A copy of the inventory will be kept in in a secure file as well as in the appendix of this plan.
- Prior to April of each year, receive assurance that companies that have been established to assist in the recovery process remain willing and able to perform as expected.

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**We on a special priority list with Brightview in case of a storm so that we are one of the first to be cleared of debris on property.**

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# Preparedness Sequencing

## **PRIOR TO HURRICANE SEASON:**

- **Review the Disaster plan**
- **Verify all changeable data, particularly information to be used in contacting companies and individuals. Be assured that all information is current and accurate.**
- **Check the Disaster Supply Kit for contents and effectiveness.**
- **Conduct a general review of the property with a view toward determining if there are any loose impediments that should be fixed or removed soon**
- **Examine plants and trees for dead or broken branches, especially those near building so as to reduce the risk of fire from lightning**
- **Examine the most recent inventory list. Be assured that significant recent acquisitions in dollar terms (over \$500.00) have been included.**
- **Remind that known to have special needs (disabled and infirmed) to be sure their registration with Sarasota County is current. (See appendix G)**



## Individual Disaster Preparation Packets

In order to have tools and material readily available for volunteers to use when a hurricane is expected, the following items shall be acquired and made ready in "packets" for volunteers to use while making the property ready for the storm:

- Batteries
- Pistol grip tape dispenser
- Clear packaging tape
- Masking tape
- Plastic sheeting
- Plastic bags - small
- Plastic for furniture
- Aluminum foil to be placed under the legs of wooden furniture
- Staple guns and staples
- Plastic storage containers with lids
- Disposable aprons
- Lift off remover for tape
- Waterless hand cleaner
- Brooms and dust pans
- Plastic storage container
- Plastic pails and sponges with rubber gloves
- Biohazard plastic bags
- Handheld siphon pump

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Because we are an HOA some of these items should be obtained by the homeowner or someone who takes care of their unit while they are north.

## **Hurricane & Tropical Storm Alerts**

**TROPICAL STORM WATCH:** Tropical storm conditions with steady winds of 39-72 mph are possible within 36 hours.

- Listen for weather updates on local stations and on NOAA Weather Radio. Don't trust rumors, and stay tuned to the latest information
- Check the Disaster Supplies Kit. Obtain any items that may be missing from the control list. Verify the effectiveness or utility of the material contained in the kit, particularly that of batteries. Instruct volunteers to do the same with individual "packs" that are to be used when securing the property.
- Instruct volunteers to start the process of preparing for their own personal safety. Remind them to check their own list and to refill prescriptions, for example, and to be ready for the storm.

**TROPICAL STORM WARNING:** Tropical storm conditions with steady winds of 39-73 mph are expected within 24 hours:

- Clear property or tie down any items that could become flying missiles in high winds, e.g. lawn furniture, potted plants and trashcans.
- Issue "Post Emergency Re-entry Certificates" to eligible volunteers.

**HURRICANE WATCH:** Hurricane conditions with winds of at least 74 mph, coastal flooding and heavy rain are possible within 36 hours:

- Start Interior Preparation ( Appendix attached)
- Anticipate the evacuation order
- Obtain sufficient cash for business operations recognizing that banks and ATM's wont be in operation without electricity and few stores will be able to accept credit cards or personal checks
- Back up computer data

- Unplug all electronic equipment
- Raise off the floor and relocate in designated areas office equipment
- Relocate tools and equipment from storage areas to secure location

**HURRICANE WARNING:** Hurricane conditions with winds of at least 74 mph, coastal flooding and heavy rains are expected within 24 hours

- Run through disaster plan to ensure communications plan is up to date and volunteers are aware of responsibilities after the storm
- Back up all computer data and ensure that back up is stored in a safe place off site
- Shut off water at the valve outside
- Close the office in sufficient time to allow volunteers to secure their homes, obtain needed supplies and evacuate if necessary
- Verify that those volunteers who have authorization to return to property have in their possession the required documentation
- Get the "GO BOX" ready (Appendix attached)

## **After the Storm**

After a disaster Fairway Villas P.O.A. may be without power, water, retail food outlets or any of the services we rely on. Immediate response may not be possible, so residents must be prepared to be self-reliant for several weeks.

## **Re-Entry**

Be patient. Access will be controlled. We will not be able to return until search and rescue operations are complete and safety hazards, such as downed trees and power lines, are cleared. It may take up to three days for emergency crews to accomplish this task. It may take 2-4 weeks, even longer, before utilities are restored. Stay tuned to local radio for

advice and instructions about emergency medical aid, food and other information.

- Entry will be permitted at first only with evidence of authorization by the City of North Port. Be sure to have with you the "Post Emergency Re Entry Certificate". Valid identification with a current local address will be needed to gain access.
- Roads will have debris that will puncture tires. Be careful where you drive. Don't add to the congestion of relief worker, supply trucks, law enforcement, etc. by having a flat tire.
- Photograph and make detailed list of damage prior to the commencement of restoration work
- Start the reports process

## **Safety Checklist**

- Avoid downed or dangling utility wires. Be especially careful when cutting or clearing fallen trees (Brightview will be here to take care of this for the Association). They may have power lines tangled in them.
- Beware of snakes, insects or animals driven to higher ground by flooding water
- Enter the premises with caution. Open windows and doors to ventilate and dry out unit
- If there has been flooding, have an electrician conduct an inspection before turning on the breakers
- Be careful with fire. Don't strike matches or open flames until you are sure there are no hazards. Avoid candles - use battery operated flashlights and lanterns instead
- Use your telephone for emergencies only to keep lines open for emergency communications

## Repairs

- **Make temporary repairs to correct safety hazards and minimize further damage. This may include covering holes in the roof, walls or windows and debris removal**
- **Be alert to contractor fraud. Use only contractors in our circle of service providers. Only hire licensed contractors to do repairs.**
- **Minimize or mitigate further damage by contacting a Restoration contractor and your insurance company**
- **Take photographs of all damage before repairs and keep receipt for insurance purposes**
- **After assessing damage, contact the City of North Port for information on required permits. Your contractor should pull these permits for demolition, permanent repairs such as reconstruction, roofing, filling and other repairs.**

## Water Precautions

Whenever widespread flooding occurs, there is a potential for bacterial contamination. Bacteria, such as shigella and salmonella, can lead to life threatening dehydration for people if untreated by antibiotics. Disinfect any tap water you drink or use for cooking or cleaning. You must purify the tap water until officials notify you of its safety. Bring water to a rolling boil for a full 10 minutes or use chemicals (eight drops of bleach or iodine per gallon) or water purification tablets, as directed. Let the water sit at least 10 minutes before using. Water you saved in clean container before the storm will be fine for 2-3 weeks. To be sure, add two drops of chlorine or iodine per gallon before drinking.

## **Clean-up Precautions**

### **Site staff**

- Call Professionals to remove large, uprooted trees, etc.
- Always use proper safety equipment such as heavy gloves, safety goggles, heavy boots, light colored long sleeve shirts and long pants
- Tie back long hair, wear a hat and sunscreen
- Drink plenty of fluids, rest and ask for help when you need it
- Lift with the legs not the back
- Don't burn trash
- If you cant identify it, don't touch it
- Be extremely careful with a chain saw and always heed safety warnings

## **Information Dissemination**

Authorized persons who are able to re-enter the area and obtain access to Fairway Villas P.O.A. will, after assessing the conditions, begin the process of making such assessments available to all Owners by several means.

Owners are requested to limit phone calls to the office. Instead we will generate information on the web and to Owners who generally reside off the property during the hurricane season.

The intent of this process is to relieve the manager and on site volunteers from receiving enquiring phone calls while attempting to return the property to a condition that will make it possible for Owners to return to their homes as soon as possible. Phone lines in the region after such a disaster will be under great strain and communications will be difficult.

The first option would be to check the Association web site. At present the Association has not set up one. Working on that project.

## **List of Appendices**

- A. The "Go Box"**
- B. Inventory of Chattels**
- C. To Prepare Building Interiors**
- D. To Prepare Building Exteriors**
- E. Emergency Powers**
- F. Contact Lists for Reconstruction and News Dissemination**
- G. Owners - Storm kit, Emergency Contacts, Special Needs**

## **THE GO BOX**

The "Go Box" contains copies of important documents, equipment and supplies, essential for the business to continue to operate. These items are at the time of the preparation of the plan being assembled and copied for storage in a safety deposit box at Busey Bank in North Port to protect copies of our financial and condominium records.

The "Go Box" is intended to contain:

- A list of all the financial institutions in which we have accounts to include name, address, phone number and a contact at each institution, as well as the account number, type of account, and a list of the signators on the respective accounts. Statements from each institution for the previous 12 months will also be stored.
- A backup copy of our computer's financial functions to include both "QuickBooks and Excel".
- A copy of our HOA Documents, Policies and Board Minutes for the past five years.
- Audited financial statements and reviews for the prior five years
- Copies of all insurance policies presently in force to include the brokerage firm's name, address, phone number and contact
- Payroll records for past five years
- Copies of all inventories: furniture, equipment, tools, etc.
- Copies of existing building plans and specifications
- Copies of all outstanding contracts including service, maintenance and performance

The efficacy of the above is dependent upon the up to date maintenance of all the above information in the Association office so that, in the event of an impending disaster, this latest information can be taken to the bank.

Verification of the contents is to be made by Disaster Planning Committee each spring.



## **Treasurer's Report to Disaster Committee**

Special procedures have been initiated and are in the process of being implemented at this time. A safety deposit box will be opened at BB&T Bank in North Port to protect copies of our financial and association records to include:

- A list of all the financial institutions in which we have accounts to include name, address, phone number and a contact at each institution, as well as the account number, type of account, and a list of the signators on the respective accounts. Statements from each institution for the previous 12 months will also be stored.
- A backup copy of our computer's financial functions to include both "QuickBooks and Excel".
- A copy of our HOA Documents, Policies and Board Minutes for the past five years.
- Audited financial statements and reviews for the prior five years
- Copies of all insurance policies presently in force to include the brokerage firm's name, address, phone number and contact
- Payroll records for past five years
- Copies of all inventories: furniture, equipment, tools, etc.
- Copies of existing building plans and specifications
- Copies of all outstanding contracts including service, maintenance and performance

The efficacy of the above is dependent upon the up to date maintenance of all the above information in the Association office so that, in the event of an impending disaster, this latest information can be taken to the bank. The safety deposit box can now be accessed by the President, Treasurer and Manager. In the event that a disaster coordinator is appointed, he or she can be added to the list of assessors.

To facilitate the storage of the above, I recommend we use a scanner for this purpose.

## **Inventory of Chattels**

**An inventory of furniture and equipment as well as tools and supplies was done in April 2023. The compiled lists are included in this appendix.**

**Each year the Manager shall update these lists with any significant acquisitions (over \$500) made during the year. It is intended that these lists will be fully reviewed and updated on a triennial basis so as to be current in the event a claim must be made for insurance reimbursement.**

**In addition a video of the community, common areas and contents should be made. It should be kept in the "Go Box".**

# Building Interior Preparation

The Management will:

- Secure the complex, prior to evacuation according to plan
- Check to see that the common areas in the community room are free of loose objects
- Check all emergency equipment (i.e.: fire extinguishers, first aid kits, etc.) and replace any faulty or missing items
- Move equipment and furniture away from windows to protect them from water damage
- Repair any leaks in ceilings, walls, doors and windows
- Close and lock all windows and draw the blinds
- Clear all desk and tabletops of small loose items
- Place items on desk, i.e. file cabinets etc. prior to draping with plastic and securing with tape
- Secure any loose items in common areas and office
- Relocate moveable items
- Take down pictures and plaques from walls. Disconnect all electrical appliances and equipment
- Relocate as many files, boxes, computers and other office equipment as possible to a secure area or to a pre-planned off site place
- Remove contents of lower file cabinet drawers in the office and place them on the higher surfaces
- Install shutters to cover front office windows
- Cover office machines, computers, terminals and other office equipment, place off floor with heavy plastic and secure with duct tape
- Turn off circuit breakers for all electricity, except for refrigeration, and lock all doors when you leave
- Fill collapsible water storage containers for use by staff and volunteers who are on site after the event

- **Individual list of office furniture, equipment maintained in safety program administrator/manager**
- **Determine (time permitting) those residents who are determined to remain. Deliver to those persons the "Scary" letter.**
- **Update and issue checks to staff**
- **Elevate equipment in storage if possible**
- **Relocate tools and other material needed for recovery to a secure place**
- **Shut off water at the main valve prior to leaving**

## **Building Exterior Preparation**

**Exterior protection and building access is the responsibility of the building exterior team or manager. The building exterior preparation team will:**

- Retrieve outdoor receptacles (ashtrays, trash cans, potted plants, etc.) that can be easily removed**
- Clean drains, gutters and downspouts**
- Install plywood over designated windows**
- Bring in any loose objects on the outside**
- Secure items that can be brought inside**
- Storage area behind office should be secured**

**As volunteers complete assignments they should report back to management.**

## **7. Emergency Board Powers**

**In the event of any “emergency” as defined in Section 7(G) below, the Board of Directors may exercise the emergency powers described in this section, and any other emergency powers authorized by Section 617.0207 and 617.0303, Florida Statutes, as amended from time to time.**

- A. The Board may name as assistant officers persons who are not directors, which assistant officers shall have the same authority as the executive officers to whom they are assistant during the period of emergency, to accommodate the incapacity of any officer of the Association**
- B. The Board may relocate the principal office or designate alternative principal offices or authorize the officers to do so**
- C. During any emergency the Board may hold meetings with notice given only to those directors with whom it is practicable to communicate, and the notice may be given in any practicable manner, including publication or radio. The director or directors in attendance at such a meeting shall constitute a quorum.**
- D. Corporation action taken in good faith during an emergency under this section to further the ordinary affairs of the Association shall bind the Association and shall have rebuttable presumption of being reasonable and necessary.**
- E. Any officer, director or employee of the Association acting with a reasonable belief that his actions are lawful in accordance with these emergency bylaws shall incur no liability for doing so, except in the case of willful misconduct.**
- F. These emergency bylaws shall supersede any inconsistent or contrary provisions of the bylaws during the period of the emergency.**
- G. For purposes of the section only, an “emergency” exists only during a period of time that the Association or the immediate geographic area in which the Association is located, is subject to:**

1. A state of emergency declared by local civil or law enforcement authorities
2. A hurricane warning
3. A partial or complete evacuation order
4. Federal or State "disaster area" status or;
5. A catastrophic occurrence, whether natural or manmade, which seriously damages or threatens to seriously damage the physical existence of the Association, such as an earthquake, tidal wave, fire, hurricane, tornado, war, civil unrest, or act of terrorism.

An "emergency" also exists for purposes of this section during the time when a quorum of the Board cannot readily be assembled because of occurrence of a catastrophic event, such as a hurricane, earthquake, act of terrorism, or other similar event. A determination by two (2) directors, or by the President, that an emergency exists shall have presumptive quality.

# Exhibit "F" Storm Information

## Phone Tree

By way of background, the assumptions used in the preparation of the phone tree are:

1. That the President will be engaged in a number of matters that will occupy his or her time that he or she should not be involved in phone trees.
2. That Board Members and members of Committees who are expected to be in residency during hurricane season will have been evacuated and therefore, will be enquirers, rather than sources of information.
3. That persons willing to be called for information must be volunteers and be storm season residents in locations unlikely to be affected by any one hurricane.

On that basis the phone tree for the year will be created. It will, of course, need to be confirmed and revised as necessary annually.



## **Key Contacts - Post Disaster**

The following companies have been contacted and arrangements have been made to provide support and assistance in the event of a hurricane or other disaster.

### **INSURANCE AGENCY:**

**Acrisure**  
**Joe Thompson**  
**4100 Goodlette Rd. North**  
**Naples, FL 34103**  
**Office: (239) 261-3646**

### **EMERGENCY RECOVERY:**

**Damex**  
**Contact Person: Marlene Roome**  
**Phone: (941) 204-5010**

### **PLANT & TREE CLEAN UP**

**Brightview Landscaping (We have contract with them for priority cleanup)**  
**Contact Person: Victor Vidal**  
**Phone: (305)687-9978**

### **TREE ISSUES**

**Arborella Tree Service**  
**Raphael Dominguez**  
**Phone: (941) 932-6709**

**Evacuation**  
**People with Special Needs**  
**Registration**  
**(Disabled and Infirm Evacuees)**

Florida Statute 252.355 mandates local Emergency Management Agencies of Sarasota County maintain a registry of disabled persons located within their jurisdiction who would need assistance during evacuations and sheltering because of physical or mental handicaps.

Sarasota County - PSN Registry.....861-5932

**Important:** The infirm and handicapped should still have a personal, primary evacuation plan utilizing family, friends and/or commercial carriers (taxis, private ambulance, etc.) for evacuation transportation and sheltering. If your primary plan fails to materialize then North Port Fire Rescue will help as needed to evacuate you to safety.

People with Special Needs must be evacuated up to 24 hours prior to evacuation of the general public due to limitations of resources at area hospitals, nursing homes, shelters and emergency personnel. Due to potential life hazard to department personnel, Fire Rescue vehicles are not allowed to operate when sustained winds reach 45 mph.

**If North Port Fire Rescue evacuates the Special Needs Individual:**

- Oxygen dependent patients must be taken to medical facility
- Depending on level of care required, the City will evacuate to a hospital, nursing home, quasi-medical shelter or Red Cross emergency shelter

- They cannot evacuate to hotels, motels, friends or relatives homes. Use private transportation if this is your desired destination

Be Prepared.

## Exhibit G

### Storm Kit Check List for Owners & Residents

An extra set of supplies aren't only necessary after hurricanes, they can also be critical to health and safety after any natural disaster.

A number of retail stores sell pre-made emergency safety kits, but they can also be at home. Here are some supplies recommended by the American Red Cross and the Emergency Management Agency. Once you gather your necessary items, place them in a carry container such as a duffle bag or even a covered trash container.

This list can be printed out and offered to Owners and Residents so they can prepare for evacuation.

#### Food, Water

- Bottled water - three day minimum supply calculated as one gallon per person per day. Consider purifying tablets also
- Non Perishable food - two week supply. (Bear in mind that in the event of a wide scale power failure stores will not be open and refrigeration impossible.
- Snacks
- Manual can opener
- Baby food, formula (if appropriate)
- Vitamins
- Powdered or canned milk
- Two coolers - one for ice and one to get ice (if available)

#### Health Needs

- Bandages, gauze pads
- Aspirin or other analgesic
- Prescription refills - two week supply
- Safety pins
- Personal hygiene items such as tooth brush, tooth paste, deodorant, etc.
- Scissors and tweezers
- Adhesive tape
- Antiseptic spray
- Soap
- Rubbing alcohol
- Latex gloves
- Eye glasses, contacts, eye care products
- Toilet paper
- Sun screen
- Bug repellent

#### Safety Gear (Other)

- Rain gear (poncho, umbrella)
- Blankets, sleeping bags
- Hat or sun visor
- Work gloves
- Flashlights, extra batteries (Make sure they are reliable-test)
- Boot, shoes with rigid toes
- Weather radio, portable radio and extra batteries
- Tire sealer (roads often are strewn with nails from such sources as roof shingles)
- Camera and film
- Toilet papers - paper towels - trash bags
- Bucket with tight fitting lids to be used as emergency toilet
- Charcoal, wooden matches and grill
- Ice

### Sleep, rest amusement

- Blankets, Pillows, sleeping bags or air mattress
- Extra clothing
- Folding chairs, lawn chairs or cots
- Books, puzzles, cards, games

### Documents

- Insurance documents
- Personal Identification
- Extra money - cash (ATM and bank machines may not function)
- Address Book
- Reading material, coloring books for kids
- Hurricane tracking chart

