

Baywood Colony Villas Association

Rules and Regulations for Hurricane Preparedness

Declaration 9.1.15: Each unit owner who plans to be absent from his or her unit during the hurricane season, must prepare his or her unit prior to departure.

BCVA's location within Evacuation Zone A means the community is vulnerable to not only wind damage from hurricanes, but also to flooding from storm surges, extreme tides and potential tornadoes. Although these occur primarily between June 1 – November 30 each year, severe weather events can occur at any time and BCVA must be prepared.

Therefore, the BCVA Board of Directors has identified four key owner responsibilities that **must** be carried out for hurricane/disaster preparedness.

1. An **Owner Information Sheet** must be completed/updated and submitted to our property management company by June 1, each year. Updated information should be submitted to the property management company within 30 days of any changes.
2. Owners are required to move inside the unit/laundry room all items that may become projectiles or hazards to their neighbors during a weather event. This includes all exterior furniture, grills, and décor items. An **Owners Checklist** has been developed to assist owners in getting their units prepared. Items include but are not limited to:

Outdoor Furniture: chairs, tables, umbrellas and stands, benches, solar lights

Outdoor Equipment: ladders, trash cans, grills, propane tanks, shovels, hoses

Outdoor Decorations: pots, hanging plants, bird houses/baths, wall art, spinners, chimes

Outdoor recreation: bicycles, kayaks

Misc.: security signs, door mats, bricks/lumber

If owners are storing a vehicle in the carport, keys should be left with someone who can move the vehicle to a location outside Zone A if at all possible, when evacuation is required. In any event, any car cover should be secured tightly around the vehicle to minimize the likelihood of it flying off during the storm.

If owners have a boat, the boat must be removed from Zone A or secured on its dock using tying practices for a hurricane outlined in BoatUS.com.

3. **Unit access:** in accordance with Florida Statute, Section 718.11 (5) the BCVA Association requires key/door access to each unit to be used in the event of an emergency. Please provide this information to your Board member/property management company representative.

4. **Communication:** In preparation for, during and after a disaster event, your primary source of information is the BCVA website or Facebook page. If you have a specific question/need please contact the designated Emergency Management Team (EMT) or Board member for your unit for information and assistance. **DO NOT** call our property management company or the BCVA insurance company directly. The EMT/Board will coordinate communication for the Association with our designated contacts.

NOTE: The BCVA Hurricane/Emergency procedures may be invoked by the Board in other situations such as fire, flooding from broken mains, and other such local emergencies. Owners are expected to comply with the BCVA rules and communication processes as described in these rules and the BCVA emergency documents found on the BCVA website under Hurricane/Disaster Preparedness.

Other Preparations Recommended by the Board

Shutters--If you have hurricane shutters put them up before leaving.

Insurance--Review your insurance policies (homeowners, flood, health, and life).

Safeguarding Important Documents--Photograph or video valuables and unit contents in case of damage. All important documents e.g. insurance policies, passports, medical information, banking/credit cards, pet information, should be kept with you at all times.

If sheltering on-site, develop your personal emergency plan/kit:

- first aid kit
- water/food supply
- cash
- family/emergency contact information
- pet supplies

See the BCVA Website Hurricane Preparedness site for more information and forms.

Approved: 04/15/21