

Days Before Forecasted Storm						
5 Days	4 Days		3 Days	2 Days	Evacuation: 1 Day	
Banana Bay	Banana Bay	Residents	Banana Bay	Banana Bay	Banana Bay	Residents
Events at Clubhouse Canceled. It may be used for storage	Remove potted plants from common areas. (clubhouse, mid-rise and townhome courtyards).	Remove all personal items from balcony, courtyard, and common areas. (potted plants, grills furniture)	Maintenance remove Kayaks and store in Clubhouse if owners cannot secure. (may incur labor cost)	Notify Residents and Owners by email and post signs on elevators of Evacuation and time Elevator will be shutdown	Using Elevator keys, Park on 4th Floor	Shut off water to unit.
Notify Owners and Residents of Hurricane Plan Implementation		Kayaks removed from Kayak stands and stored.	Remove loose items from balconies, and all courtyards.	Remove and store hoses at Mid-rise Buildings	Turn off Power to elevator	Place note on car dash-board with name or unit number; for security, not both. Confirm Association has your contact phone number.
Board / Volunteers / Staff Meet to Coordinate Hurricane Plan		Townhome sheds: Secure door and brace for high winds.	Remove potted plants from townhome & mid-rise courtyards, & other common area. (may incur labor cost)	Hurricane Team meets to finalize plans and insure pre hurricane plan is complete.	Place water barriers in front of elevator doors	Place water barriers in front of elevator doors
Building Remove Flag. Board / Volunteers / Staff Makes sure photographs of Mid-rise Roofs are complete. Photos of all compressors		Mid Rise Residents: Personal potted plants, hanging plants removed from courtyard	Townhome sheds: Secure doors.	Remove Flag	Ensure doors to Mid-rise Electrical and elevator rooms are locked.	
Verify Mid-rise roofs are free of debris			Secure pool areas & place pool furniture in clubhouse			

Days Before Forecasted Storm						
5 Days	4 Days		3 Days	2 Days	Evacuation: 1 Day	
Banana Bay	Banana Bay	Residents	Banana Bay	Banana Bay	Banana Bay	Residents
Verify all compressors are tied down properly			Secure recycling bins in Sections 1-4			
Determine which Board / Volunteers / Staff verify who will be available after storm. Exchange/confirm cell phone numbers.			Remove swing from kayak area			
Send email requesting residents inform Board of who will potentially not be evacuating.			Ensure that filled propane tanks are available at clubhouse			

Banana Bay Hurricane Plan 2023 version 6-14-23

Pre-Hurricane Season		
June		July to August 15
Courtyard trees inspected for proximity to roof. Trees with limbs closer than 2 feet need to be trimmed. Trees not conforming, owner will be notified and allowed 15 days to bring into compliance. If not in compliance Building Committee authorized to enter courtyard and trim/remove tree(s). Assessment: \$50+ costs		Inspect compressor stands for loose hurricane bands. Inform owners of needed repairs. If not complete within 15 days, Board has work done assesses owner \$50+costs
		Take Pictures of Midrise Compressors after strap and brace repairs are complete
Create list of Contractors and contact info for post storm repairs		Train at least 3 people in use of emergency elevator keys, how to power down elevator, how to return elevator to service, provide elevator maintenance company phone number to these 3 people.
		Form Hurricane Team responsible for pre and post hurricane.
		Encourage residents/owners to provide email for hurricane information updates.
		Have Insurance Company Policy Numbers and Claim phone numbers
		Unit Keys: Owners/Residents verify they have key on file with office. The Association shall have entrance keys for all units per FS 718.111(5) to ensure access to units for maintenance, mitigation, and recovery. The Association has the irrevocable statutory right to access each unit. Association may take necessary actions to enter unoccupied units under necessary conditions and bill owners for this access and any resultant repairs. If key is unavailable to access unit, fee to arrange for locksmith to open door is \$100 plus locksmith service charge

Recovery: Post Storm/Evacuation Order Lifted
Invoke emergency powers if required per this plan and FS 718.1265. Review Board availability and expand or replace members as appropriate.
Hurricane Team meets to develop assessment plan
In coordination with Hurricane Team and Board, assess general condition of units and consider whether units may be safely inhabited. Request assistance from Emergency Management Officials/City (Codes and Building Officials) and professional consultants, as appropriate. The Board has authority to determine if property can be safely inhabited or occupied per FS 718.1265(i).
Contact Insurance Claims; get claim number
Contact Landscape Vendor and Schedule clean-up
Contact Maintenance staff to determine availability
Priority for clean-up
1. Removal of carport parts from parking area
2. Removal of trees from carports
Schedule Contractors for repairs
Units and common areas: Recommend keeping electric breakers off until full power is restored to prevent surge damage
Board and Hurricane Team Develop Project Management Plan For Clean-up and Repairs
Implement Project Management Plan
Email Owners & Residents Minimum of two times per week with clean-up/repair progress if internet access is available