

# ESTUARY HOA HURRICANE PREPAREDNESS PLAN

Approved April 22, 2021

## SPECIFIC ACTION PLAN

### Action to be taken by Board of Directors for pending storms.

- Board to assign a Hurricane Watch Captain for each Hurricane Season.
- Hurricane Watch Captain to monitor all pending storms during season and put into place pre-established plans for the following stages:

**Tropical Storm Watch:** Put community on alert that a Tropical Storm has developed that **may** affect our area within 48 hours.

**Tropical Storm Warning:** Put Tropical Storm Warning phase into effect. Tropical Storm **expected** to affect our area within 48 hours.

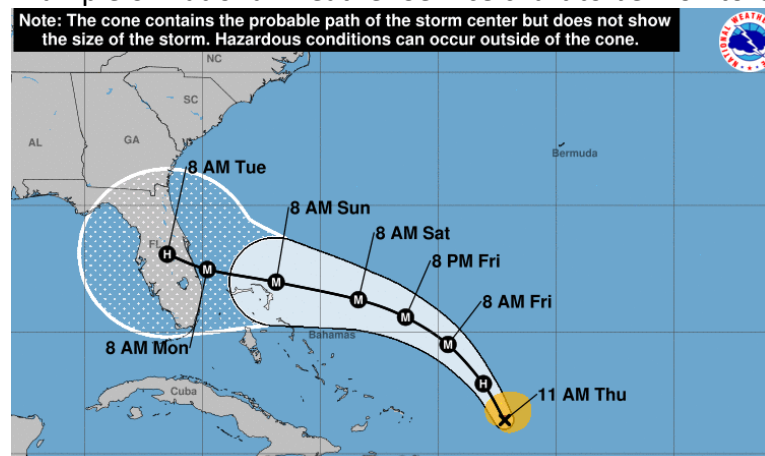
**Hurricane Watch:** Put Hurricane Watch phase into effect. **Possible winds of 74 mph or higher** to affect our area within 48 hours.

**Hurricane Warning:** Put Hurricane Warning phase into effect. **Expected winds of 74 mph or higher** within 36 hours. **All pre-storm activities put into action.**

**Mandatory Evacuation Notice:** In the event of a Mandatory Evacuation Notice being issued by local government authorities, and dependent on availability of staff, a notice will be posted at the gatehouse and north exit gates message boards. An attempt will be made to issue an email notification depending on the availability of staff and internet service. **Note: This may not be considered a board responsibility because of the possible evacuation of board members and staff to execute this action.**

**All Clear Notice:** Inform Board and community that all warnings have been lifted and that post-storm activities, as required, may commence.

Example of National Weather Service chart to be monitored by Hurricane Watch Captain:



## **ASSIGNMENT OF RESPONSIBILITIES**

### **Tropical Storm Watch**

#### **Board of Directors/Watch Captain**

No action required

#### **Property Management**

Prepare INITIAL email bulletin to community

#### **Security Staff**

Post Tropical Storm Watch signs

### **Tropical Storm Warning**

#### **Board of Directors/Watch Captain**

Put Tropical Storm Warning Phase into effect

#### **Property Management**

Prepare UPDATED email bulletin to community

#### **Security Staff**

Post Tropical Storm Warning signs

### **Hurricane Watch**

#### **Board of Directors/Watch Captain**

Put Hurricane Watch Phase into effect

#### **Property Management**

Prepare UPDATED email bulletin to community

#### **Security Staff**

Post Hurricane Watch signs

### **Hurricane Warning**

#### **Board of Directors/Watch Captain**

Put Hurricane Warning Phase into effect

#### **Property Management**

Prepare UPDATED email bulletin to community

Remove and store all outdoor furniture

Remove any watercraft under pier abandoned by owners, if any

Remove and store gatehouse awnings

Conduct pre-storm community inspection

#### **Security Staff**

Post Hurricane Warning signs

Prepare Gatehouse for shutdown per Post Orders

Open all gates and remove and store all swing arms

Prep and store patrol cart

Shut off all power at gatehouse at main breaker panel

Secure and lock all Gatehouse doors

Direct all Security Staff members to vacate

## **Mandatory Evacuation Notice**

### **Not a required board or management responsibility**

In the event of a Mandatory Evacuation Notice being issued by local government authorities, and dependent on availability of staff, a notice will be posted at the gatehouse and north exit gates message boards. An attempt will be made to issue an email notification depending on the availability of staff and internet service.

## **“All Clear” Notice**

### **Board of Directors/Watch Captain**

Issue All Clear Notice when appropriate

### **Property Management**

Prepare “All Clear” bulletin to community

Conduct immediate post-storm community inspection

Prepare thorough report for board of directors, include photos as required

Notify insurance carrier of any and all damage

Organize and conduct clean-up and repairs as required

### **Security Staff**

Senior or Administrative Officer to report for duty regardless of shift schedule

Remove all Warning signs

Put Gatehouse back into full operation as specified in Post Orders



## HURRICANE SEASON NOTICE

**Hurricane season begins June 1<sup>st</sup>.  
and ends November 30<sup>th</sup>.**

During the hurricane season it is your Board of Directors primary objective to protect our common property and infrastructure during a weather emergency. When a major storm is pending, we will attempt to issue emails with weather advisories and suggestions for preparatory action for you to take, however we suggest that you monitor available weather information sources for the most up-to date information.

**Homeowners are reminded that they are solely responsible for all emergency preparations of their individual homes and properties.**

**If you do not reside in your Estuary home during hurricane season or if you plan to leave for short or extended periods during the season, please arrange ahead of time for someone to prepare your home and periodically check your property in your absence.**

Please read the following to help better prepare in the event of an approaching Hurricane storm:

### **EVACUATION PLANNING**

**Evacuation is not mandatory, but recommended for several reasons as listed below:**

1. When wind conditions reach 35 miles per hours sustained, we will prepare for evacuation and open all vehicle gates, secure the gatehouse, and vacate the security staff until the storm passes.
2. Fire Rescue, Police, Medical, FPL, etc., will not travel when winds exceed 40 miles per hour; and will not be able to assist you until the storm has passed. This also depends on the condition of streets, i.e. clear of power poles and lines, debris; possible flooding.
3. If you remain at home, utility services such as phone, electrical service, and water and sewer may have interruptions and possibly no services for several days.
4. The Estuary community and the local area has a few low-lying spots making it more difficult to leave the area after a storm due to flooding.
5. All bridges will be locked down when winds exceed 40 miles per hour. No motor vehicles will be permitted to pass over the bridges until they are inspected for safety purposes.

You should have an evacuation route planned with enough time to arrive at a safe location. Remember the roads become increasingly congested the longer you wait. Time is of the essence.

Homeowners should prepare as follows:

- **MANDATORY:** During hurricane season, June 1 through November 30, residents are required to move inside all furniture, ornaments, plants and other outside objects when an officially declared Hurricane Watch or Tropical Storm Warning is issued. (DC 8.13)
- Hurricane shutters may not be closed more than 72 hours before issuance of a hurricane or tropical storm watch or later than 72 hours after the watch is lifted. (DC 8.14) At their discretion, the Board of Directors may extend the removal deadline for hurricane shutters in times of emergency.
- Before you depart, be sure to take dated photos or a video of your personal belongings. Bring important papers such as insurance policies, ID, stocks, bonds, credit cards, important phone numbers, and cash for several days.
- Bring enough supplies for 7 to 10 days: water, dry goods, batteries, flashlights, battery operated radio/tv, clothing, pillows, blankets, first aid kit, medications and a car charger for your cell phone.
- Be sure to charge your cell phone.
- Shutter your windows. Close and firmly lock all sliding glass doors and windows.
- Check all faucets to determine that they are in the closed position.
- Turn off your electrical breakers and water lines to avoid additional damage. Turn off air conditioning units and appliances to protect them from power surges.
- Fill vehicles with gasoline as soon as a Hurricane Watch is issued.
- Familiarize yourself with storm shelter locations, hotels with emergency generators, gas stations with emergency generators and evacuation routes.
- Plan to board your pet or take your pet with you. Do not leave your pet unattended in your home.

### **SPECIAL NEEDS SHELTER**

Palm Beach County has established a **Special Needs Shelter** to provide care for citizens with certain medical problems during a major emergency. To be eligible, residents must pre-register and meet the criteria of: oxygen or insulin dependent; or immobile and/or have chronic stable illness and not suitable for a regular shelter. Contact the Special Needs Coordinator, call **561-712-6400** to register. For more information, visit

<http://discover.pbcgov.org/publicsafety/dem/Pages/Special-Needs.aspx>

**The following is a list of common terminology related to hurricanes:**

**HURRICANE WATCH:** An announcement is issued by the National Hurricane Center whenever a hurricane becomes a threat to coastal areas. A “Hurricane Watch” is not a “Warning”. It indicates that a hurricane is near enough that everybody in the area covered by the “Watch”

should listen for subsequent advisories and be ready to take precautionary measures in case a hurricane "Warning" is issued. Watches are usually issued 24-36 hours in advance of landfall. When a hurricane watch is issued, all unsecured items such as pool furniture, grills, benches, pottery etc., on the common areas will be secured.

**HURRICANE WARNING:** A National Hurricane Center warning announcing sustained winds of 74 miles per hour or higher associated with a hurricane, can be expected in a specific coastal area in 24 hours or less. When a hurricane warning is issued, all precautions should be taken immediately. If the hurricane's path is unusual or erratic, the warnings may be issued only a few hours before the beginning of hurricane conditions.

**A HURRICANE is** a violent storm originating over tropical waters with sustained winds over 74 miles per hour. The winds, as in tropical depressions and storms, blow in a counterclockwise direction around the center. The storm diameter ranges from 100 to 1,000 miles. To make the predicted hazards of an approaching hurricane easier to understand, hurricane forecasters have developed a disaster potential scale that assigns storms to five categories. This scale is called the SAFFIR/SIMPSON Scale, see below:

<b>Category</b>	<b>Wind Speed</b>	<b>Storm Surge</b>	<b>Damage</b>
1	74-95 MPH	4-5 feet	minimal
2	96-110 MPH	6-8 feet	moderate
3	111-130 MPH	9-12 feet	extensive
4	131-155 MPH	13-18 feet	extreme
5	over 155 MPH	over 18 feet	catastrophic

It should be noted that Category 5 storms, though relatively rare, are open ended on the upper limits and that sustained winds over 200 miles per hour and storm surge over 18 feet have occurred.

**STORM SURGE:** The storm surge is a great dome of water that crosses the coastline near where the eye of the hurricane makes its landfall. By far, it is the most dangerous of all hurricane hazards. The maximum storm surge will be experienced south of where the eye of the hurricane makes landfall.

Be advised that after a storm passes, access is not permitted to affected areas until the Chief Building official declares it safe from hazards. Re-entry will be announced on television and radio. Management will be granted first access to determine the damage and needed repairs. Neither the Association nor CRA Inc. is responsible for anyone remaining in residence during or after a hurricane. **Should you have any questions, please call our Property Management company at 561.588.7210**

**Suggested sources for weather information:**

Television:                      The Weather Channel  
   Channel 12 - Local news and weather channel

Internet:

Weather Underground

<https://www.wunderground.com/>

NOAA National Hurricane Center

<https://www.nhc.noaa.gov/?atlc>

Weather Charts:

<https://www.ecmwf.int/en/forecasts/charts>



## National Hurricane Center

### Definitions of Tropical Storm and Hurricane Watches and Warnings

**Tropical Storm Watch:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified coastal area within 48 hours.

**Tropical Storm Warning:** An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified coastal area within 36 hours.

**Hurricane Watch:** An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

**Hurricane Warning:** An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

# DELRAY ESTUARY HURRICANE PLAN FOR THE HOA BOARD OF DIRECTORS

Approved April 22, 2021

Following is the Hurricane Plan for the Delray Estuary HOA Board of Directors (the Board), adopted by its Board on \_\_\_\_\_ and certified by its president, below:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

The purpose of this plan is to provide guidelines for the Board to protect and preserve the safety of residents and to prevent and minimize damage and promote recovery from damage to private and common property in the Estuary resulting from a hurricane.

## 1. ON OR ABOUT APRIL 1 OF EACH YEAR:

- A. The Board should review the provisions of the HOA Declarations and policies relating to hurricanes and make policy modifications or additions as needed.
- B. The Board should assign a Hurricane Watch Captain for the upcoming Hurricane Season. The Hurricane Watch Captain should be a member of the sitting board whose responsibility would be to monitor all pending storms during the Hurricane Season and put into place pre-established plans as outlined in Section 2 below.
- C. The Board should also review the provisions of the appendices attached to this plan, along with recommendations from respective committees appointed by the Board, and make modifications or additions as needed. These appendices shall provide detailed steps for the Board, the property manager and contractors in preparing for, and recovery from, a hurricane. The Board should request the respective committees to review and recommend modifications of each appendix, if any, to the Board well in advance of April 1 of each year.
- D. The Board should confirm that all coconut and other trees in the Estuary will be trimmed and coconuts removed before the official commencement of the hurricane season and, if necessary, again in mid-season.
- E. The Board, or the property manager at its direction, shall publish a notice to all owners as provided in Section G below to:
  - o Remind owners of the upcoming hurricane season and the official dates thereof; and referring owners to helpful resources and websites to aid them in preparing for a hurricane, to include resources that include evacuation routes and the locations of local evacuation centers.



- Advise owners that, because of the limited time available to prepare for an approaching hurricane, timely notices by the HOA of hurricane watches and warnings can be published only as specified in Section 2 below. Therefore, to facilitate immediate notification, all owners should contact the property manager to update their email contact information if needed and also confirm their access to the Estuary website.
  - Summarize applicable HOA Declarations and policies governing owner responsibilities and HOA activities relating to hurricanes — for example, installation and removal of shutters, insurance requirements, removal of patio furniture, removal of kayaks and watercraft.
  - Direct owners who are not able to prepare and restore their units, to make arrangements with a third party to do so.
  - Advise owners, for the purposes of flood evacuation orders issued by government authorities, that the Estuary is located in “Flood Zone C” and that owners should be familiar with evacuation routes and the locations of local evacuation centers.
  - Urge owners to register with the city’s CodeRed notification system via the City of Delray’s website.
  - Installation and removal of shutters, and removal of patio furniture, barbeque grills, etc.
  - Inform owners of conditions that will require the removal of security personnel and the opening of vehicle gates, etc.
  - Inform owners, in the event of a hurricane, that the HOA will need time to work with contractors to clear debris and repair damage to common property and landscaping; and that owners who remain in the Estuary should be self-sufficient until water, sewage, telecommunication and electric services are restored by public and private providers, which could take days or weeks
- F. The Board shall confirm that the property manager, and contractors if applicable, have fulfilled or are in the process of fulfilling their respective responsibilities as outlined in the attached appendices in preparation for a hurricane.
- G. The Board, or its property manager at its direction, shall update and publish the Annual Hurricane Season Notice as specified below:
- Email notice to owners whose email addresses have been provided to the HOA.
  - The posting of this notice on the Estuary website.
  - Information in this notice should include the following:

- Refer owners to helpful resources and websites to aid them in preparing for a hurricane, to include resources and sites with the locations of local evacuation centers.
- Summarize applicable HOA Declarations and policies governing owner responsibilities and HOA activities relating to hurricanes.
- Signage at Estuary gates indicating the issuance of a hurricane-related notice and that owners should check for details in their Email, on the Estuary website.
- Provide a written notice to be distributed to owners by security personnel upon request at the Estuary's main gate (as long as the gatehouse is occupied by a guard under security policies and procedures for hurricanes).

## 2. CONDITIONS TRIGGERING ACTION BY THE BOARD:

The Hurricane Watch Captain, appointed by the Board, is responsible to closely monitor all pending storms during the Hurricane Season and put into place pre-established plans for the following stages:

- Tropical Storm Watch: Put community on alert that a Tropical Storm has developed that **may** affect our area **within 48 hours**.
- Tropical Storm Warning: Put Tropical Storm Warning phase into effect. Tropical Storm **expected** to affect our area **within 48 hours**.
- Hurricane Watch: Put Hurricane Watch phase into effect. **Possible winds of 74 mph or higher** to affect our area **within 48 hours**.
- Hurricane Warning: Put Hurricane Warning phase into effect. **Expected winds of 74 mph or higher within 36 hours. All pre-storm activities put into action as specified in Section D below.**
- Mandatory Evacuation Notice: In the event of a Mandatory Evacuation Notice being issued by local government authorities, and dependent on availability of staff, a notice will be posted at the gatehouse and north exit gates message boards. An attempt will be made to issue an email notification depending on the availability of staff and internet service.
- All Clear Notice: Inform Board and community that all warnings have been lifted and that post-storm activities, as required, may commence.

### 3. SPECIFIC ACTIONS TO BE TAKEN BY THE BOARD:

#### A. UPON ANNOUNCEMENT OF A TROPICAL STORM WATCH:

The Board representative (Hurricane Watch Captain) shall notify the property manager to prepare an initial email bulletin to the community regarding the pending storm and to notify the security staff to post Tropical Storm Watch signs at the designated locations.

#### B. UPON ANNOUNCEMENT OF A TROPICAL STORM WARNING:

The Board representative (Watch Captain) shall notify the property manager to prepare an updated email bulletin to the community regarding condition of the pending storm and to notify the security staff to post Tropical Storm Warning signs at the designated locations.

#### C. UPON ANNOUNCEMENT OF A HURRICANE WATCH:

The Board representative (Hurricane Watch Captain) shall notify the property manager to prepare an updated email bulletin to the community regarding condition of the pending storm and to notify the security staff to post Hurricane Watch signs at the designated locations.

#### D. UPON ANNOUNCEMENT OF A HURRICANE WARNING:

The Board representative (Hurricane Watch Captain) shall notify the property manager to prepare an updated email bulletin to the community regarding condition of the pending storm and to notify the security staff to post Hurricane Warning signs at the designated locations, and in addition:

- Confirm that all owners' kayaks, paddle boards and other watercraft are removed from beneath the pier and, if not, that such kayaks are removed by the HOA in accordance with HOA policies.
- Coordinate and supervise the removal and storage of all pier and pool furniture and equipment.
- Confirm that irrigation, pool, fountains, and other systems are shut down as needed.
- Coordination of actions and policies with the HOA's landscaping, security and other contractors for hurricane preparation and recovery.

#### E. EMERGENCY EVACUATION NOTICE: (Not a board required action)

In the event of a Mandatory Evacuation Notice being issued by local government authorities.

- If possible, a notice will be posted at the gatehouse and north exit gates message boards.
- An attempt will be made to issue an email notification depending on the availability of staff and internet service.

#### F. UPON ANNOUNCEMENT OF "ALL CLEAR" NOTICE

The Board representative (Hurricane Watch Captain) shall notify the property manager to proceed with the following post- storm activities:

- Prepare "All Clear" bulletin to community.
- Conduct immediate post-storm community inspection.

- Prepare thorough report for board of directors, include photos as required.
- Notify insurance carrier of any and all damage.
- Organize and conduct clean-up and repairs as required.
- Immediately Inform Security Staff to report for duty, remove all warning signs and to put Gatehouse and all gates back into full operation as specified in the Post Orders.