

# KENDALL BREEZE HOMEOWNERS' ASSOCIATION EMERGENCY POLICY AND PROCEDURE

## HURRICANE PREPAREDNESS 2006

### Suggested steps to be taken immediately

#### JUNE

##### Landscaping:

- Eddie (Salman) will send us an estimate for a comprehensive / preventive yard work in the common areas:

Tree trimming / canopy re-shaping

Palm trees cleaning/ trimming

\* to be approved and done in June

##### Maintenance:

- Property Manager / Maintenance company : extensive cleaning of all debris, garbage, etc

##### Security :

- Property Manager will contact the Security Company to talk about the Hurricane Season Procedures and get a commitment from them for the return to service ( after the storm)

##### Office:

- Preparation of a safe spot for documents ( suggestion: closet, w/ different doors)  
- A file cabinet ( heavy duty) fire proof/ safety to store all documents and be locked inside the closet. Purchase to be approved ( 2 drawers+- 400.00; 4 drawers: +- 750.00)  
- Purchase of basic supplies ( *not for residents*) for after the storm, in case we need to function for a while under certain unfavorable conditions.

- garbage bags
- caution tape (yellow ones)
- flash lights/ batteries

- Cleaning of the club houses, office, bathrooms and storage areas as much as possible.

##### Important documents:

- The Board should decide to have all original documents stored in a proper storage facility. Not with Gables. It is safer.

- The On-Site Office should have copies of: a) all contracts b) all insurance policies c) all important documents d) list of all homeowners, addresses, contacts.

- The Property Manager must have a list of a) all Insurance policies, agent's names , contacts and phone number. A copy should be given to 2 Board Members. b) all Bank accounts ( w/ bank names, address, contact, etc)

Notice to Homeowners/ Residents ( to be prepared and delivered by June 30)

- HOA/ board only has responsibility to prepare the common areas for the storm and to recover the common areas after the storm. Most of the resident's safety is the resident's responsibility.

- However, HOA must alert everybody about the conditions of the roofs and the trees.

The list of damaged roofs is still a large one. The trees in the back yards need to be trimmed also. Even if these 2 issues are not the Board's responsibility, the damages and the consequences could be enormous. The HOA must address them now, rather than later and protect itself from suits and other legal issues.

- HOA also must alert residents who have pets to take care of them, specially after the storm.

# **KENDALL BREEZE HOMEOWNERS' ASSOCIATION**

## **EMERGENCY POLICY AND PROCEDURE**

**May 2006**

### **Natural Disasters – Hurricanes**

In the event of a Hurricane, Kendall Breeze HOA understands that each homeowner has a responsibility to protect their families and property from the effects of such a devastating windstorm. The Kendall Breeze Homeowners Association / Board of Directors further understands the importance of properly preparing the community and its common areas in the event of such a storm. If properly prepared, the resumption phase after the storm to the routine and normal life for the whole community can be an orderly process minimizing work and stress for everybody. In order to adequately safeguard the common areas at Kendall Breeze and expedite the solution of the “after the storm” problems, the Board of Directors will list some procedures and responsibilities, which are specifically detailed in this policy. The purpose of these detailed procedures is to maintain direction and control during the preparation time before the landfall of a hurricane and to expedite the repair/ reconstruction phase after the storm.

### **Warnings and Watches / Preparation Procedures**

**Tropical Storm Warning:** A warning that a Tropical Storm or Tropical Storm Conditions, including sustained winds of 39 to 73 mph, will affect a specific coastal area within 24 hours or less.

- If a Tropical Storm warning is instituted for the South Florida area, the members of the HOA Board of Directors will be expected to start acting according to the established procedures.
- **Preparation mode has started**
- Property Manager:
  - \*\*\* Must call the Maintenance/ Repair Company to start the preparations:
    - 1) Take down the awnings (Club Houses)
  - \*\*\* Must call other vendors to touch basis and confirm the procedures/ schedules “Before the Storm” and “After the Storm”

**Hurricane Watch** – A hurricane is possible within 24-36 hours. In the event of a Hurricane Watch stay tuned for advisories. Local radio and television stations will provide additional information.

- **Property Manager:**

- \*\*\*Maintenance Company must keep doing their tasks:

- 1) Install shutters : 2 Club Houses/ 1 Cabana
- 2) Place all pool furniture inside Club Houses
- 3) Check for all waste disposal, waste baskets, lose objects laying around

- \*\*\* The important records in the premises are to be stored in hard files and need to be removed from areas near the window and stored in a Fire Proof / Safety File cabinet

- \*\*\* Two system back ups will be created at this time.

- The back up tapes will be distributed to 02 different Directors (established by the Emergency Director)

**Hurricane Warning** – A hurricane will hit within 24 hours. Take precautions at once.

- In case of a hurricane warning for the South Florida area, the Property Manager and member(s) of the HOA Board of Directors will be expected to have all procedures finalized.

- **Property Manager:**

- \*\*\* **Any equipment** (pool pumps, filter, fountains, A/C etc) **to be shut down** ( any electrical plugs to be unplugged). All lights and all no essential circuit breakers to be shut down.

- \*\*\* Prior to leaving the facilities/ office, all doors must be closed, file cabinets are to be shut and locked.

- \*\*\* A final and quick check of all work done.

- Emergency Director / Board Member(s):

- A final check will be done by one of the members ( or.....) as soon as Hurricane Warning is issued.

## **Communication**

A contact hierarchy has been established so that in case of an emergency each Board member will be notified, in a timely and efficient manner, of important information pertaining the community .

A contact list has been established with names, numbers of all board members and all vendors or important contacts for the HOA.

## **Vendors, Employees and tasks:**

Four vendors are very important for this Emergency Plan, before and after the storm.

### **A) Security company : Vanguard**

- *Security guards will be on duty until Hurricane Warning is issued.* Guards need to go home, prepare themselves and their families. Kendall Breeze HOA and residents are aware that the security service will stop at this point.
- After the storm, Vanguard is expected to contact Gables and/or Kendall Breeze HOA within 24 hours to report status of their operations and the earliest come back to the community. The presence of the security guards after the storm is very important (broken windows, no power, no alarm ) Kendall Breeze HOA will get a commitment from Vanguard that they would provide us with at least 01 guard in 24hours after the storm.

### **B) Landscaping company: Salman Maintenance**

- In June and again in September, Salman must do all preventive yard work in the common areas .
- After the storm, Salman Maintenance is expected to contact Gables and/ or Kendall Breeze HOA within 24 hours to report status of their operations and to find out the needs of the community ( fallen trees blocking the streets, hazards to the residents, trees down w/ power lines, etc, etc) We have a commitment from Salman Maintenance that they will provide assistance within 48 hours after the storm.

### **C) Gables Management**

- Gables Management must take all steps in the preparation for the storm regarding the storage / protection of all vital documents
- After the storm, Gables must report to Kendall Breeze HOA as soon as possible/ within 48 hours to make an assessment of the situation and next steps to be taken.

### **D) Vazmont (Maintenance/ Repairs)**

- Vazmont , under the coordination of the Property Manager, must take all steps in the preparation of the common areas
- After the storm, Vazmont must report to Kendall Breeze HOA as soon as possible for clean up/ recovery phase.

### **E) On site Employees:**

Property Manager and Assistant:

- Once the Hurricane Warning is issued, the staff must finalized the preparation as quick as possible and go home.
- After the storm, staff must report to the Board ( whoever is reachable in the hierarchy order) to assess the situation

# **KENDALL BREEZE HOMEOWNERS' ASSOCIATION EMERGENCY POLICY AND PROCEDURES**

## **IMPORTANT PHONE NUMBERS:**

**POLICE:** Emergency: 911  
Non- Emergency: 305-476-5423  
Crimestoppers: 305-471-8477

**FIRE RESCUE:** Emergency: 911  
Non -Emergency: 786-331-5000

**BELLSOUTH:** Repairs: 1-888-737-2478  
[www.bellsouth.com](http://www.bellsouth.com)

**FPL:** 800-4OUTAGE or 800-468-8243

**Miami-Dade Animal Services Dept:** 305-884-1101

**Miami-Dade Consumer Services:** 305-375-3677

**American Red Cross:** 305-644-1200  
[www.miamiredcross.org](http://www.miamiredcross.org)

**Federal Emergency Management Agency FEMA:** 800-462-7585  
[www.fema.org](http://www.fema.org)

**Florida Dept of Insurance:** 800-342-2762  
[www.fldfs.com](http://www.fldfs.com)

**Florida Division of Emergency Management:** 850-413-9900

**South Florida Water Management District:** 800-544-2323

**Miami Dade Water Dept** 305-665-7488

**Special Transportation Services (STS) People with disabilities:** 305-263-5406

**National Hurricane Center:** [www.nhc.noaa.gov](http://www.nhc.noaa.gov)

**KENDALL BREEZE HOMEOWNERS' ASSOCIATION  
EMERGENCY POLICY AND PROCEDURES**

**VENDORS LIST / CONTACT**

**MANAGEMENT COMPANY:**

**Company name:** Gables Professional Management  
**Street Address:** 300 Aragon Ave. Suite 210 Coral Gables, FL 33134  
**Phone:** 305-441-0904 **Fax:** 305-441-7982  
**E-mail:** [info@gablesprofessional.com](mailto:info@gablesprofessional.com) [www.gablesprofessional.com](http://www.gablesprofessional.com)  
**Contact Names (2) Cell Phones:**

**LANDSCAPING:**

**Company name:** Salman Maintenance  
**Street Address:** 14085 SW 139 Court  
**Phone:** 305-225-4492 / 305-255-2400 **Fax:** 305-255-2477  
**Contact Names** Eddie Mesis 786-210-6020

**SECURITY:**

**Company name:** Vanguard  
**Street Address:**  
**Phone:** 305-592-9747 **Fax:**  
**Contact Names (2)/ Cell Phones:**

**MAINTENANCE/ JANITORIAL:**

**Company name:** ASI  
**Street Address:**  
**Phone:** **Fax**  
**Contact Names / Cell Phones:** Carmen 786-346-8959

**MAINTENACE / REPAIRS:**

**Company name:** Vazmont  
**Street Address:**  
**Phone:** **Fax:**  
**Contacts:** Ramon Vazquez (305-297-5703) Pedro Vazquez (305-298-4355)

**ALARM:**

**Company name:** United Communications  
**Street Address:**  
**Phone:** 305-261-2440 **Fax:**  
**Contact names / Cell phones:**