



MATANZAS SHORES OWNERS' ASSOCIATION, INC.

c/o Leland Management

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MSOA HURRICANE PLAN

Summary:

In the event of an approaching hurricane it will be important to monitor up to date weather reports and warnings broadcast by the County. There are important steps that must be taken to protect all residents and Association common property. Below are steps that will be followed to achieve both.

Plan Coordinator: A Coordinator needs to be identified. The coordinator will follow and execute the plan

Plan Coordinator: Karen Hegarty, Board Director

Communication: Timely Communication will be important.

- Email to be sent to all Parcel Presidents informing them of the timing and steps being taken to protect the common property. The email will ask them to make the information available to their owners via their own emergency communication system.
- Information included in emails to Parcel Presidents will identify radio stations, web sites etc. that will help them and all residents to obtain up to date information on an oncoming storm, evacuation procedures, road closures and shelter information.
- The 2017 Flagler County Hurricane Guide will be available on the MSOA website.
- Emergency Information:
 1. Flagler Emergency Services: flagleremergency.com
 2. Flagler Sheriff: myfsco.com
 3. City of Palm Coast: palmcoastgov.com
 4. Florida Power and Light: (800) 4-Outage
 5. National Weather Service: weather.gov
 6. Radio: WNZF 1550 AM/106.3 FM
 7. Television: Wesh News, Flagler County TV
 8. Internet: Flaglerlive.com
 9. Leland Emergency Number 904 247 2175

All of the above emergency information will be on the MSOA website.

Property Protection Procedures:

Contractor Communication: Contact Association contractors, specifically our landscaper and insure he will be available as soon after the storm to begin removing any landscape debris that may impair ingress and egress to the various properties. In addition, contact the Guard contractor to ensure that guards will be back on shift as soon as possible after the storm.

Law Enforcement: Contact the Sheriff's Department to inform them that the property's gates will be open prior to and during the storm and that if possible that a patrol car drive through the property to possibly prevent and criminal activity.

Common Areas/Gates:

- Monitor Lake Levels, forecasted rain and surge conditions and determine whether additional pump support is needed at the main lake/weir
- Check lake outfall for obstructions
- Open all access gates and secure to posts to prevent wind damage
- Turn power off to all gates
- Secure access gate control boxes
- Remove guardhouse barrier arms
- Lock guard houses if guards are instructed to leave
- Turn power off to guard house AC units

Beach Club:

- Stack pool furniture and place out of harm's way inside clubhouse
 - Check all window latches
 - Place trashcans inside maintenance closet
 - Turn water supply off going to walkover
 - Turn off electric service to AC units to prevent power surge damage
 - Lower water level in pool to accommodate excessive rain
 - Turn power off to pool pumps to prevent surge damage
 - Raise chlorine level to add extra sanitation to pool water
 - Turn power off to underwater pool lights
 - Secure all safety devices, rings, hooks, skimmers, etc.
- Check containment tank and valve for both acid and chlorine containment

Rec Center:

- Secure all furniture and place inside Rec Center building
- Secure all trash cans
- Check all window latches
- Remove any large signs attached to tennis court fencing to prevent wind damage
- Remove attached windbreaks
- Turn power off to AC unit
- Lower water level in pool to accommodate extra water levels
- Turn power off to all pool pumps
- Raise chlorine level
- Turn power off to underwater pool lights
- Check chemical containment tank and valve

Boat Club:

- Secure and stack all patio furniture inside building
- Secure trashcans
- Check window latches
- Turn power off to AC unit
- Check kayak area for any loose objects
- Turn water supply line off to fish cleaning tables on dock
- Secure fire extinguisher
- Turn power off to pole lighting to prevent power surge damage

Wells and Lake Irrigation Pumps:

- Turn power off to prevent surge damage

Wastewater Treatment Plant:

- Check generator fuel level
- Have all contact numbers available, i.e., Biometrics (operator), Environmental Controls (sludge hauling), JL Power (generator)
- Check all lift stations (Coordinate a plan with Biometrics)
 - Tennis court location
 - Sea Colony guardhouse area
 - Sea Colony clubhouse area
 - Wastewater treatment plant
- Emergency generator — decide prior to the storm to obtain generators.
- Assist plant operator to secure any loose objects inside the WWTP area

Post Hurricane Procedures:

- Visit the property as soon after the storm as possible.
- Check roadways for ingress and egress
- Take pictures of damage
- If necessary, contact landscape contractor to begin clearing off roadways.
- Contact guard contractor to resume security
- Check with treatment plant operator on status of plant and begin any possible repairs or procedures to ensure the plant is running
- Attempt to get gates and cameras working
- Check all amenities for damage and begin recording damaged areas including dune walkovers, boat club and dock, beach club and rec center
- File insurance claims as soon as damage has been identified and recorded