

HERITAGE COVE COMMUNITY

HURRICANE PREPAREDNESS PLAN - 2023

This plan is divided into four sections based on proximity of a tropical storm/hurricane. Within those sections are subsections detailing specific actions by the Heritage Cove Community Association, Neighborhood Associations, and Residents.

Overall Plan Assumptions:

1. Property Managers may not be available upon closing of offices due to the impending tropical storm/hurricane. Managers to assist their associations clients as agreed upon by both parties with coordination efforts in securing loose items, clean up and repairs. Property Management, Community Association Board and Neighborhood Association Board Members are not responsible for the welfare and wellbeing of Heritage Cove residents.
2. The Heritage Cove Community Board members and the Neighborhood Association Board members may not be on site from the time of the hurricane warning through the immediate aftermath of the hurricane.
3. During and after the storm, power may be out for a period which could lead into days, with the loss of electricity the sewage lift station operation will cease and eventually cause sewage to backup. Emergency service may not be available until the storm passes and it is deemed safe to move about.

THE HURRICANE PREPAREDNESS PLAN

1) Annually Prior to June 1

a) Heritage Cove Community Board

- 1) Thoroughly review the community's property insurance policies (hazards, flood, hurricane) to include coverage, deductibles, exclusions, and proof of loss requirements.
- 2) Ensure Community Property Palms and other trees are properly trimmed.
- 3) Review and update, if necessary, the Heritage Cove Hurricane Preparedness Plan and post it on the Heritage Cove website.
- 4) Update the hurricane display board and position it in the clubhouse prior to Hurricane Season. Community Hurricane Plan and miscellaneous storm related information is located on the Heritage Cove Community website

- 5) Maintain updated photographs of Community Association common area property for insurance purposes.
- 6) Ensure Community Association records are adequately protected and stored.
- 7) Note locations of Community Association circuit breakers, water shut off valves, pool pumps, lift stations (Lee County maintained), HVAC, etc.
- 8) Community Association Property Management maintains a digital record of owner primary and alternate emergency contact information (telephone, cell phone, and email addresses) for all residents as provided by the resident and updates as information is provided by the resident.
- 9) Pre-coordinate potential cleanup efforts with community preferred vendors.

b) Heritage Cove Neighborhood Associations

- 1) Thoroughly review the neighborhood association property insurance policies (hazards, flood, hurricane) to include coverage, deductibles, exclusions, and proof of loss requirements.
- 2) Ensure Palms and other trees are properly trimmed.
- 3) Confirm access to keys to all residences (Terraces).
- 4) Maintain updated photographs of all property for insurance purposes.
- 5) Property Manager and Board members have knowledge of the electrical and mechanical systems related to their building/common property.
- 6) Ensure association records are stored in a safe environment.

c) Residents

- 1) A Copy of the Lee County Emergency Management All Hazards Guide for 2022 is available on the Heritage Cove website.
- 2) Pre-Hurricane Checklists to prepare for hurricane season are available on the Heritage Cove Community Website.
- 3) Update primary and alternate contract information with Heritage Cove property manager.
- 4) Ensure Palms and other trees are properly trimmed (single family homes).

2) 72 Hours Before the Storm or When Hurricane Watch is Issued

a) Heritage Cove Community Board

- 1) Inspect Community Association property and identify those items that need to be secured.
- 2) Alert Residents of impending storm via email and community TV channels.
- 3) Secure all outside Community Association property.

b) Heritage Cove Neighborhood Associations

- 1) Secure all outside common property.

c) All Residents

- 1) Secure all personal items located inside screened lanai areas and outside of the house, villa or condominium unit.

3) Hurricane Warning Issued or Evacuation Order Given

a) Heritage Cove Community Board

- 1) Shut down the irrigation system.
- 2) Shut down lake fountains
- 3) Shut down pool and spa equipment
- 4) Secure club house
- 5) Issue newS blasts, as necessary.
- 6) Conduct final community property inspection to ensure all loose items are securely stored.

b) Heritage Cove Neighborhood Associations

- 1) Disable the elevators if deemed appropriate (Terraces only).

4) After Storm

a) Heritage Cove Master Board

- 1) Communicate with residents within whatever means available.
- 2) Inspect and photograph all Community Association damaged property.
- 3) Determine needed repairs.
- 4) Convene, if necessary, an all-resident meeting to include representatives from all Neighborhood Associations and Master Board to discuss the status and restoration of Heritage Cove.

b) Heritage Cove Neighborhood Associations

- 1) Survey and photograph all association property related to the specific Neighborhood.
- 2) Determine needed repairs.
- 3) Once power is restored determine if it is safe, if so, then reactivate the elevators (Terraces only).

c) Residents

- 1) Do not return to property until “all clear” is given by Lee County Emergency Management
- 2) Use caution when returning to property.
- 3) Begin cleanup of property.