



*Unparalleled Property Services*

**Palma Sola Bay Club  
Association, Inc.  
2024 Hurricane Plan  
Condo**

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## **Pre-Storm**

The following are the procedures that will take place in advance of a Hurricane event in our area:

### **Month of June**

- ❑ Post/Mail/Email “Hurricane Season” informational sheet to homeowners and residents.
- ❑ Review the Association’s insurance coverage and emergency phone numbers. Be ready to accumulate information to expedite any filing of any necessary claims.
- ❑ Review procedures with Association Board of Directors.
- ❑ Contact vendors to ensure we will be a priority after the storm. If a signed agreement must be in place, it should be done by June. Key vendors are security, restoration, landscape, water and electric.

### **96 Hours**

- ❑ Review the copy of the “Hurricane Preparedness Guidelines”.
- ❑ Access [www.nhc.noaa.gov](http://www.nhc.noaa.gov) or [www.weather.com](http://www.weather.com) to track the progress and projected path of the upcoming storm.
- ❑ Review and complete the Hurricane Checklist.
- ❑ Review and print off a current Association Spec sheet. Ensure that all numbers are accurate including lawn service, plumber, electrician, employees, etc. Keep updated copy in Hurricane Binder.
- ❑ Inventory and purchase necessary items to secure the Association amenities. Items include plastic bags, duct tape, screws, washers, bolts, flashlights, batteries, cell phone, charger, camera, film, gloves, goggles and a rain jacket.
- ❑ Ensure that all gas cans are filled and purchase additional storage containers and gas if necessary.
- ❑ Review plan and procedures with the BOD.
- ❑ Plan with contractors who will be of assistance in case of an event. Vendors include lawn service, tree trimmers, glass companies, water & sewer department, plumber, electrician, etc.
- ❑ Assemble and post notices including an Emergency Evacuation plan.
- ❑ Request all employees to be personally prepared 72 hours prior to an event.

### **72 Hours**

- ❑ Examine common areas and identify possible problems that could become projectiles. Items include signs, lounge chairs, plants, garbage cans, ash trays, trash containers, light fixtures, and any loose items around your property.
- ❑ Make storage arrangements for above items.
- ❑ Do not trim trees or create any debris that cannot be safely removed or secured prior to a storm.
- ❑ Obtain supplies for possible boarding up if windows are damaged.
- ❑ Ensure all items on Hurricane Checklist are stored and any potential “projectile” is stored in a safe area.

**48 Hours**

- ❑ Assure that all supplies and necessary materials are on site and purchased. Such as plywood, straps, etc.
- ❑ Begin to secure personal property located throughout the Association. Minimal items should be left out on the property that can quickly and easily be stored.
- ❑ Meet with staff to ensure that areas are secure and that they are informed and ready in case of an event.



[Employee Hotline Memo from Castle's CEO James Donnelly](#)

**24-36 Hours**

- ❑ Update the Board and Residents of closures (i.e. elevators, cooling towers, staff to remain, etc.)
- ❑ Shut off irrigation system.
- ❑ Have pool lowered 12-24 inches.
- ❑ Shut off pumps and fountains.
- ❑ Back up all data on local hard drives.
- ❑ Secure all office files and move items away from floors.
- ❑ Cover all sensitive equipment including computers, monitors, keyboards, tower, copiers, fax machine and all other electrical equipment. Keep equipment a minimum of 12 inches off of the floor.
- ❑ Move and store all portable equipment, books, files and binders at least 12 inches off the floor.
- ❑ Contact BOD liaison to ensure that emergency evacuation plan is in force and confirm expected shutdown time.
- ❑ Provide up-to-date telephone emergency contact information to the BOD and to Castle emergency on-call staff.
- ❑ Ensure that property is secure and obtain permission to be released from duty.
- ❑ After preparations are complete, all non-essential staff members should be evacuating the property at the end of their shift, or when sustained winds reach 35 mph.

## **During Storm**

The following are the procedures that will take place during the actual storm in our condominium complex:

- ❑ Create exit signs and explain to all residents that the only door that will be used during the storm is the one located by the receiving area.
- ❑ Have front desk, maintenance, and cleaning staff supplied with clean up items and flashlights.
- ❑ Check everyone entering and/or exiting building with valid ID.
- ❑ Maintenance will leave the building with one elevator operational and turn off the other one(s) once power is lost.
- ❑ Management will be the only one to authorize for the elevators to be operational again

## **Post Storm**

Immediately after the storm the following procedures that will take place in our Association:  
**Managers are to return to site within 4 hours after warnings have been lifted.**

- ❑ Security – Ensure one staff member is on the property when storm passes.
- ❑ Have staff return as soon as possible.
- ❑ If window(s) damaged place plywood.
- ❑ Unpack materials for workstations at office.
- ❑ Contact insurance to place claim after building inspection if needed.
- ❑ If leaks exist stop and temporary repair to avoid further damage.
- ❑ ID required when entering Clubhouse lobby.

## **Property Management**

The following will take after a hurricane has affected the Association:

- ❑ Create list of storm damage from on-site inspection.
- ❑ Check on status of Association vendors and Board Members.
- ❑ Inspect property and develop list of remediation requirements.
- ❑ Contact outside contractors as required.
- ❑ Complete emergency remediation.
- ❑ Coordinate clearing of debris from storm sewers.
- ❑ Coordinate removal of fallen palm fronds.
- ❑ Coordinate return of property to normal operations:
  - Maintenance Dept – turn on fountains; check irrigation system.
  - Lawn Contractor/Maintenance Dept – clear fallen trees & debris.
  - Maintenance Dept – check all streetlights & signs.
  - Maintenance/Cleaning Dept – return stored items.

## **Communication Plan**

- ❑ Call in to supervisor with post-storm review of property.
- ❑ Email property status and remediation summary to Association Board Members.
- ❑ Post informational memo to homeowners regarding debris removal.
- ❑ Please review CastleNet how to eblast from a phone, search word-hurricane to the community.

## **Property Restoration**

The following procedures will take place in order to restore and get the condominium complex back to normal operations:

- ❑ Take pictures of damage.
- ❑ Temporary repair areas to avoid further damage.

- ❑ Contact insurance to place claim.
- ❑ After adjuster comes, find a company that can repair the damages.
- ❑ Contact all service providers to put the community back in normal operating status (pool, landscape, etc.)
- ❑ Make sure owners address damage in their units.
- ❑ Inspect vacant/unoccupied units for damage.

### **Electrical Damage**

- Your electrical system may have been damaged. If you see frayed wiring or sparks when you restore power, or if there is an odor of something burning but no visible fire, you should immediately shut off the electrical system at the main circuit breaker.
- You should consult your utility company about using electrical equipment, including power generators. Be aware that it is against the law and a violation of electrical codes to connect generators to your home's electrical circuits without the approved, automatic-interrupt devices. If a generator is online when electrical service is restored, it can become a major fire hazard. In addition, the improper connection of a generator to your home's electrical circuits may endanger line workers helping to restore power in your area.
- Any electrical outlet or device exposed to flood waters needs to have the wires dried. Replace the electrical outlet and have the system checked by a certified electrician before turning on the circuit breakers and energizing the outlet for use.

### **Water Damage**

- Once you have established that no structural, electrical, or gas-related hazards exist in your home, dry and disinfect all materials inside the house to prevent the growth of mold and mildew.
- Walls, hard-surfaced floors, and many other household surfaces should be cleaned with soap and water and disinfected with a solution of one cup of bleach to five gallons of water.
- Be particularly careful to thoroughly disinfect surfaces that may come in contact with food, such as counter tops, pantry shelves, refrigerators, etc. Areas where small children play should also be carefully cleaned.
- Wash all linens and clothing in hot water or dry clean them. For items that cannot be washed or dry cleaned, such as mattresses and upholstered furniture, air dry them in the sun and then spray them thoroughly with a disinfectant. Steam clean all carpeting.
- If there has been a backflow of sewage into the house, wear rubber boots and waterproof gloves during cleanup. Remove and discard contaminated household materials that cannot be disinfected such as wall coverings, cloth, rugs, and drywall.
- All carpeting and all dry wall damaged or wet from the storm need to be removed to prevent molding or other hazards.



### **Downed Power Lines**

- To report a downed power line call Florida Power & Light at 1-800-468-8243. Do not call 911 to report downed power lines.
- If a powerline falls across your car while you are driving, continue to drive away from the line. If the engine stalls, do not turn off the ignition. Stay in your car and wait for emergency personnel. Do not allow anyone other than emergency personnel to approach your vehicle.

## Resident Preparedness Guide

 [Hurricane Procedures Resident Communication](#)

 [Resident Emergency Contact Form](#)

 [Resident Insurance Policy Communication](#)

Planning ahead helps to safeguard lives and property, as well as relieve anxiety as a storm approach. The best time to plan how you will secure your property, assemble your disaster kit and where you will ride out the storm is before hurricane seasons begins. Residents are urged to develop a disaster preparedness plan before an emergency strike. Plan in advance where you will stay, how you will get there, and what supplies you will take.

- Develop your disaster plan and ensure that each family member knows it.
- Make sure your children know how and when to call 9-1-1.
- Make sure your shutters are adequate to secure all vulnerable areas of your home, and that all necessary hardware is close by.
- Locate a "safe room" in your home and stock it with at least three days' worth of emergency supplies
- Put valuables, photos and important papers in waterproof bags and store in a safe place.
- Check if you need flood and windstorm coverage. Take photos of your home.
- Post emergency contact numbers by your phones including in-and out-of-state contacts
- Have a transportation plan for emergencies.
- Tell family or neighbors where you would go to stay in case of an emergency.
- Don't leave your pet(s) behind make arrangements with a kennel or friend to care for your pet(s). There are hotels that will accept pets with prior registration.

### Forecast Guidelines

- **Tropical Depression** – An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph (33kt) or less.
- **Tropical Storm** – An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph (34-36kt).
- **Hurricane** – An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph (64 kt) or higher.
  - **Category 1:** Sustained winds of 74-95 mph
  - **Category 2:** Sustained winds of 96-110 mph
  - **Category 3:** Sustained winds of 111-130 mph
  - **Category 4:** Sustained winds of 131-155 mph
  - **Category 5:** Sustained winds of 155 + mph

- **Hurricane Watch** - A hurricane may strike your area within 24-48 hours

### Food, Water and Supplies

Maintain a two-week supply of food and drink. You may include the following items:

- Water and ice
- Special dietary needs items
- Small containers of canned meats, fruits, soups, etc.
- Dry cereal and crackers
- Granola/cereal/protein bars, nuts, peanut butter
- Canned or bottled juices
- Dry or non-refrigerated milk and baby food or formula (if applicable)

### Survival Kit

Keep a kit at your home with the following items in it. Some of these items will be needed to secure your home, some you will take with you when you evacuate, and others will be needed once the storm has passed and you are allowed to re-occupy your home.

- Car charger and back up portable charger for phone
- Radio/TV/Fan (Battery Powered)
- Flashlights
- Batteries
- Can Opener
- Prescription Medicines
- Baby Diapers & Incontinent pads (If applicable) and Toiletries
- Spare Keys to Home & Vehicle
- Fuel (stored in an approved container) & Fire Extinguisher
- Map of the area
- Emergency cooking Facilities, Stoves, Propane for gas grills
- Get cash (small bills) as the power will prevent credit card usage.
- Seasonal Clothing
- Blanket & Pillows
- Mosquito/Insect repellent
- First Aid Kit
- Matches, Lantern or Lighter



[Disaster Supply Kit Checklist](#)

### Hurricane Pet Kit

Pets should have proper ID (microchip, collar with tag, tattoo) including name, address and phone number.

- Secure a proper pet carrier, leash, cages, etc.
- Keep a two-week supply of their medications and food in waterproof containers.
- Get a laminated card with proof of current vaccinations from your veterinarian.
- Ask your vet about microchip implants for your pet.
- Keep current photos of your pet in the event you become separated
- Once a hurricane warning is declared, most of your preparations should be directed towards the home

### Staying at a Public Shelter

Area public shelters are for people who have no other place to go. If you must stay in a shelter, listen to news broadcasts for announcements of shelter openings. Shelter volunteers do their best to make you comfortable, but a shelter is not a very comfortable place. Stay with friends or relatives if at all possible.

- Those with special medical needs (oxygen, etc.) should go to special needs shelters only. Special needs shelters do not provide hands-on medical care, only medical monitoring. Bring a caregiver with you if needed.
- Only service animals are permitted in public shelters.
- Eat before you arrive. Meals may not be available during the first 24 hours.
- Bring your identification, valuable papers and medications in their original containers.
- Bring baby supplies.
- Bring blankets/sleeping bags, pillows. Those are either not provided or limited supply.
- Bring cards/games/books to pass the hours.
- Bring flashlights and a battery-operated radio or TV with extra batteries for all.
- Stay inside and follow directions that are given for your comfort.

**Before the Storm** contact the Office of Emergency Management at (941) 749-3500

**During the Storm** contact the Citizens Information Line at 311 or call (941) 748-4501 if outside Manatee County.

**After the Storm** contact the Citizens Information Line at 311 or call (941) 748-4501 if outside Manatee County.

### Pre-Evacuating Procedures

Take down and bring in any signs, tables, garbage cans, plants, furniture, umbrellas, and other loose and/or unsecured structures from outdoors, including all balconies.

Please keep the following in mind when preparing your home before evacuating:

- Fill Prescriptions and fill vehicle gas tanks
- Unplug TV/computer and bring antenna and satellite dish inside.
- Move furniture and electronics away from windows and cover with plastic.
- Turn refrigerator to its coolest setting
- Place valuables in waterproof containers and store in a high place.

### **Additional Shelter Resources**

- [Florida Disaster Shelters](#)
- [Salvation Army](#)
- [Federal Emergency Management Agency](#)
- [County Emergency Management Agency](#)

### **Special Needs and Emergency Evacuation**

- If someone in your household has special needs be sure to register on the Special Needs Registry: Visit the [Manatee County Special Needs Registry](#) website for water service and the [FPL's Medical Essential Service Program](#) website for electricity.

## **Emergency Contacts**

### **Onsite Team Contact Information**

Numbers listed in order of contact:

- Property Manager – Toni Gililberti – 941-284-9208
- Maintenance Supervisor – Jeff Nance 941-773-9315
- Gate Pros – Chad Knight: (863) 257-2774
- Castle Management: (954) 792-6000
- Board President – Tom Carlson – 503-704-8897
- Board Vice President - Laurie Beppler 281-250-4300
- Board Treasurer – Rich Morale - 646-251-6085
- Board Secretary – Christine Blidy – 716-544-0453
- Developer Representative – Robert Lacy 407-448-7079

### **Outside Emergency Assistance**

For outside emergency information or assistance call:

- Police (Emergency): 911
- Manatee County Sheriff's Office (non-emergency): (941) 747-3011
- Cedar Hammock Fire Department: (941) 751-7090
- Emergency Information Hotline 1-800-342-3557

### **Florida Emergency Numbers**

- Salvation Army: 1-800-SAL- ARMY
- FEMA: 1-800-621-3362
- Manatee County Utility Department: (941) 792-8811
- Florida Power & Light Emergency: (800) 468-8243
- Price Gouging Hotline Attorney General: 1-866-966-7226
- Dept of Financial Services Insurance Claim Hotline: 1-800-22STORM

### **Property Insurance Contact Information**

- Name of Insurance Provider: AmCoastal, A UPC Insurance Company
- Name of Insurance Agent: Brown & Brown Insurance of Sarasota
- Telephone Number of Agent: (941) 893-2200
- Coverage/ Deductible
  - Commercial Property Hurricane Deductible: 5% of the insured value of the building. See Appendix A for insured building values.
- Expiration Date: May 1, 2025

**Vendors Contact Information**

- Landscaping – Truscapes – 941-567-6116
- Pool - Galaxy Pools Rockie & Jeff 941-758-6126 mobile 941-356-4512
- Water Extraction – Wrightway Scott Malcium/Tereasa Diaz 941-379-8669 941-889-9954  
[tdiaz@wrightway.com](mailto:tdiaz@wrightway.com)
- Generator – HD Supply: Heather Ortiz [heather.ortiz@hdsupply.com](mailto:heather.ortiz@hdsupply.com)
- Air Conditioning – Cool Today Anthony or Nicole 941-256-9409
- Elevator – Delaware Elevator Shawn Kennedy 941-413-6301 [skennedy@delawareelevator.com](mailto:skennedy@delawareelevator.com)
- Access Control – Gate Pros: Chad Knight (863) 257-2774 [cknight@gate-pros.com](mailto:cknight@gate-pros.com)
- Diesel Fuel – local gas station
- Glass Replacement - Sun Window & Door: Traci Stewart (941) 794-0311 [schedule.sunwin@gmail.com](mailto:schedule.sunwin@gmail.com)
- Fire Panels/Backflow – Alliance Fire & Safety: Noel Jimenez (941) 485-5402 [njimenez@alliancefiresafety.com](mailto:njimenez@alliancefiresafety.com)
- Alliance Emergency Elevator Monitoring System (877) 568-5132

**Hurricane Checklist**

[Hurricane Checklist 2024.pdf](#)

**Mandatory Evacuation Plan**

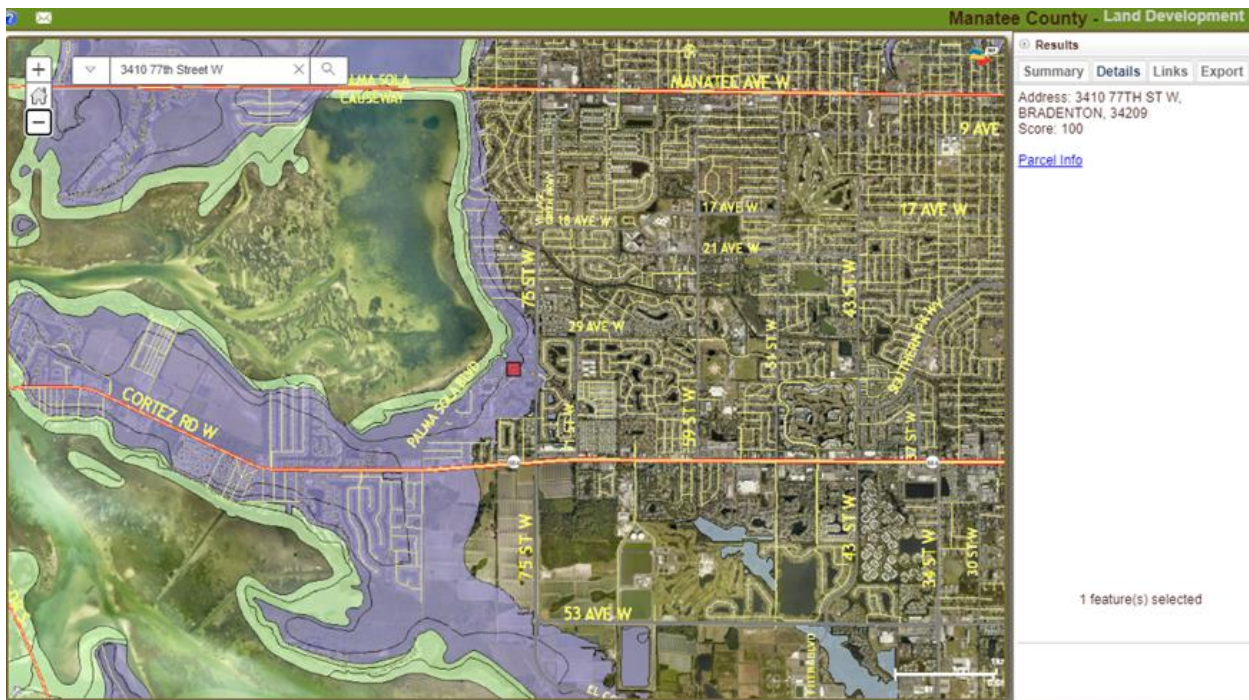


To receive notification of a mandatory evacuation, you may sign up at Manatee County's Code Red by following the link: <https://public.coderedweb.com/CNE/en-US/BFE4C2563819>

To plan an evacuation route, please visit the Manatee County Emergency Management Evacuation Level website at:

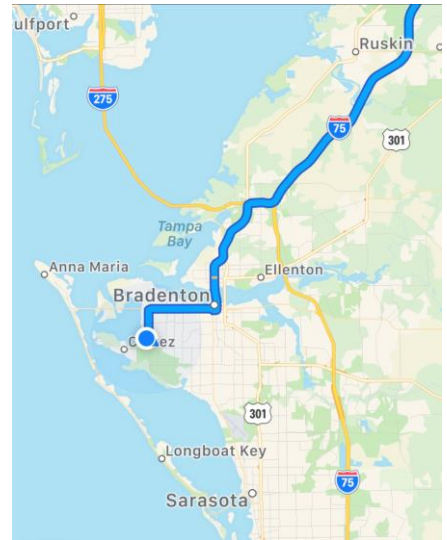
[Evacuation Level Map – Manatee County Emergency Management Evacuation Map for Palma Sola Bay Club](#)

Palma Sola Bay Club is located in Flood Zone AE




### Evacuation Route Driving Directions


(Please note: Apps are available on smartphones to determine whether a route is delayed due to traffic, road work, or accidents. If possible, please utilize these apps to determine the quickest and safest evacuation route.)




**Directions** Done

-  **900 ft**  
Turn left onto 75th St W


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-  **1.8 mi**  
Turn right onto Manatee Ave W


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-  **3.7 mi**  
Turn right onto 15th St W


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-  **400 ft**  
Turn left onto Sixth Ave W


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-  **0.3 mi**  
Turn left onto Ninth St W


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-  **3.8 mi**  
Continue onto US-41 N

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-  **0.3 mi**  
Keep right onto US-41 N

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-  **2.8 mi**  
Take a slight right turn to merge onto I-275 South toward I-75

**Fire or Other Emergency Evacuation Plan**

In the event of a fire, please do not use the elevators. Evacuate the building by the stairs. There are two sets of stairs at each condo tower. There is the internal stairwell and the set of spiral exterior stairs that are located at the front of each building. Immediately proceed to closest open clearing away from the fire.

**Spec Sheet and Employee Contact Information**

<I:\Palma Sola Bay Club\Association Spec Sheet\May 2022 Palma Sola Bay Club - Association Spec Sheet.xls>

Owner Roster