

**VERONA RESERVE COMMUNITY
ASSOCIATION INC.**

**HURRICANE &
DISASTER READINESS PLAN**

VERONA RESERVE COMMUNITY ASSOCIATION INC. HURRICANE & DISASTER READINESS PLAN

Community Location

Verona Reserve Community Association, Inc. (VRCA) is located at 185 Fontanelle Circle, Venice, Florida 34292 (near the intersection of Venice Ave. and Jacaranda Blvd.) and according to Sarasota County is located in:

Evacuation Level: B, however the majority of addresses within Verona Reserve are Level C.

Flood Zone: AE, however the majority of addresses within Verona Reserve are Flood Zone X.

Board Contacts

VRCA is managed by a Board of Directors (board@veronareserve.com), with offices currently held by:

President	president@veronareserve.com	Jodi Mercer	517-420-3432
Vice President	vicepresident@veronareserve.com	Steve Doughty	207-570-7733
Secretary/ Treasurer	secretary@veronareserve.com	Mary Martinez	518-222-0358
Director	director@veronareserve.com	Carol Rossi	931-787-4905
Director	director2@veronareserve.com	Rich Barile	781-244-5217

Management Company Contact

Access Residential Management
2970 University Parkway, Suite 101,
Sarasota FL 34243

Kerry Evans, Licensed Community Association Manager
kevans@accessdifference.com
813-607-2220 ext. 1115

Local Emergency Management Contacts for Sarasota County

Local emergency management officials will provide information prior to, during, and after a disaster. Your local emergency management agency will provide information on road closures, evacuations, shelter openings, and other local information in a disaster.

Sarasota County Emergency Management

6050 Porter Way, Suite 165 Sarasota, FL 34232

Phone: (941) 861-5495

Website: [Hurricane Preparedness | Sarasota County, FL \(scgov.net\)](http://www.sarasotacountyfl.net/hurricane-preparedness)

or call 311 in Sarasota County.

Evacuation Level and Routes: [Know Your Evacuation Level \(arcgis.com\)](http://www.sarasotacountyfl.net/arcgis)

When a disaster threatens or strikes, the American Red Cross provides shelter, food, and health/mental health services to address basic human needs. They also feed emergency workers, handle inquiries from concerned family members outside the disaster area and help those affected by disaster to access other available resources. The Red Cross can also provide you with emergency shelter information.

American Red Cross of Southwest Florida

2001 Cantu Court Sarasota, FL 34232

Phone: 941-379-9300

<http://www.redcross.org/fl/sarasota>

State Emergency Management Contacts

The Florida Division of Emergency Management plans for and responds to both natural and man-made disasters. The division is the state's liaison with federal and local agencies on emergencies of all kinds. After a disaster, the division conducts damage assessment surveys and advises the Governor on whether to declare an emergency and seek federal relief funds.

Florida Division of Emergency Management

2555 Shumard Oak Boulevard Tallahassee, Florida 32399-2100

www.floridadisaster.org

The following telephone numbers are also provided to assist in the recovery.

Florida State Assistance Line (FEIL) - 1-800-342-3557

Florida Department of Financial Services, Office of Insurance Regulation - 1-800-528-7094

Before the Storm

Board of Directors

Review governing documents and Statute 720.316 to better understand the Board's emergency powers.

Ensure adequate funds are available for insurance deductibles and unexpected expenses.

Become familiar with the location of all shutoff valves and power boxes for common areas – they may need to be shutoff if an evacuation is ordered.

Photograph common areas for a visual record, such as front and back gates and controllers, pool area, pool equipment area, irrigation pump station, irrigation well, a section of vinyl fencing and dog park area to facilitate damage assessment and speed damage claims in a storm aftermath.

Prepare the Community

Reduce a storm's impact by regularly trimming trees well away from homes, screened cages and from areas that could damage community property. Remove dead branches, brown palms fronds, as well as the debris lying on the ground.

Check storm drains for debris and remove any accumulation to help reduce the potential for flooding.

Communicate with Owners

On or around April 1st, via eBlast, remind seasonal owners of their responsibilities to secure their homes before they leave the community.

- Move all lanai furniture, grills, propane tanks, lawn ornaments, decorative items, flower pots - no matter how small or big, no matter how light or heavy inside the home or garage.
- Remove fan blades from fans on lanais. High winds can damage the fans, or blades can dislodge, if they are left in place.
- Consider installing latches to secure attic doors. Winds from a hurricane can create a vacuum that pulls the doors up - creating an updraft that can cause damage to the roof and garage door.
- Find a contractor and make arrangements to have hurricane shutters installed (and then removed) in the event of a hurricane. Waiting until a watch or warning is issued to find a contractor is often times too late.

On or around June 1st, via eBlast, remind owners of their responsibilities.

- Prepare a Disaster Supply Kit that includes items sufficient to survive without assistance for at least up to seven (7) days.
- Consider installing latches to secure attic doors. Winds from a hurricane can create a vacuum that pulls the doors up - creating an updraft that can cause damage to the roof and garage door.
- Find a contractor and make arrangements to have hurricane shutters installed (and then removed) in the event of a hurricane. Waiting until a watch or warning is issued to find a contractor is often times too late.
- If a home in Verona Reserve is a rental, owners must advise tenants of their responsibilities.

Provide checklists and other available resources.

Once a Warning is Issued - Put Disaster Plan into Action

Infrastructure Committee Secures the Premises

Community Pool Area

1. Remove all chairs, tables, umbrellas, lounge chairs, pool safety equipment, trash cans. These items are to be placed in the pool area restrooms and storage room. Excess items will be stored in a garage near the pool area.
2. Secure fan blades of four (4) ceiling fans.
3. Contact the pool maintenance contractor and arrange for them to prepare our pool for the hurricane.
4. DO NOT shut the pool pump off, leave it running so the pool will continue to be filtered, UNLESS the community loses power. If so, shut the pool pump off to prevent a power surge when power is restored.
5. Shut the pool heaters down.

Clermont Gate

1. Turn off breaker, to open the gates with the back-up battery power.
2. Remove the arms from the raise/lower gear boxes.
3. Secure the opened entrance and exit gates with ratchet tie down straps and stakes.

Portopalo Gate

1. Turn off breaker, to open the gates with the back-up battery power.
2. Secure the opened entrance and exit gates with ratchet tie down straps and stakes.

NOTE: If the gates will not open using battery back-up power, put the breaker back on and contact security gate maintenance company and have them remotely open the front and rear gates.

Flag Pole

Remove flags and lower pole to its minimum height.

Irrigation and Well Pumps

DO NOT shut the pumps down unless the community loses power. If it does, shut the power off to the irrigation pump and the well pump to prevent a power surge when power is restored.

Dog Park

1. Remove any balls or toys.
2. Empty and dispose of waste.

Communicate with Property Manager

Obtain a current, hard-copy owner list with emergency phone numbers and alternate addresses.

Communicate with Owners

Send eBlast updating owners on the status of the hurricane or storm and to:

- Install hurricane shutters.
- Move all lanai furniture, grills, propane tanks, lawn ornaments, decorative items, flower pots - no matter how small or big, no matter how light or heavy inside the home or garage.
- Remove fan blades from fans on lanais. High winds can damage the fans, or blades can dislodge, if they are left in place.
- Close their home securely so it will withstand damage.
- If they haven't already, gather a Disaster Supply Kit that includes items sufficient to survive without assistance for at least seven (7) days.
- Notify the Board at board@veronareserve.com **only if they intend to evacuate** and provide a phone number where they can be reached.

After the Storm

Assess the Community

Identify any damage to the community and document damage with photographs.

Community Pool Area

1. Arrange to have the pool and cabana areas cleaned and repaired if necessary.
2. Contact pool maintenance contractor to evaluate pool equipment and condition of pool. Test water and treat and repair equipment as necessary.
3. If the community lost power and the power has been restored, turn on the pool pump.
4. When safe to do so, restart pool heaters by replacing the three (3) disconnects that are adjacent to the heaters inside the fenced area.
5. Return chairs, tables, umbrellas, lounge chairs, pool safety equipment, trash cans and fan blades to their proper locations.

Clermont Gate

1. Remove tie-downs and stakes.
2. Replace the arms to the raise/lower gear boxes.
3. Turn on breaker.

Portopalo Gate

1. Remove tie-downs and stakes.
2. Turn on breaker.

Irrigation and Well Pumps

1. Inspect for any sustained damage.
2. If the community lost power and the power has been restored, turn on pump breakers to restore power to the irrigation and well pumps.

Flag Pole

Raise pole to its maximum height and replace flags.

Communicate with Property Manager

Report any losses and damages to the insurance company and local Emergency Management Office as soon as possible.

Make arrangements with grounds maintenance contractor for storm debris clean-up and tree removal as necessary.

Communicate with Owners

Send eBlast to report the status of:

- Steps being taken for debris removal.
- Steps being taken for repairs.
- Reminder that Waste Management schedules may be impacted because of the storm. Some items may be eligible for bulk collection at the curb, requiring minimal preparation, while other items will need to be properly prepared for regular curbside collection. Separate debris into the following categories for collection:
 - **Garbage:** including spoiled food in trash containers, or double bagged.
 - **Household goods:** furniture, clothes, books, toys and carpet.
 - **Vegetative:** tree limbs and trunks. Note: Small branches and leaves are not considered storm debris. They should be prepared for regular curbside collection.
 - **Construction materials:** drywall, roof shingles, aluminum.
 - **Appliances:** refrigerators, water heaters, televisions and computers.
- DO NOT stack debris in the street or gutters and avoid stacking debris near fire hydrants, water connections, mail boxes and vegetative storm debris.