



KW PROPERTY MANAGEMENT & CONSULTING

# Hurricane Season Be Prepared

Form 01

5/25/2023

## DEAR RESIDENT:

Hurricane season is upon us once again and will last through November 30th. Florida can be threatened at anytime during this season. The information contained in this letter will help you prepare for a hurricane or other severe weather emergency and understand how your Association will also prepare your community. This letter has also been written to help you take precautions to protect your family and property. Please take a moment to read this very important information.

The Board of Directors of Bishop's Court and KW Property Management & Consulting would like to ensure that all unit owners receive as much information as possible to aid in the preparation for any upcoming storm. A tropical storm or hurricane can develop within hours threatening the area. During these months, special precautions need to be taken by everyone in the community. Stay tuned to local weather updates during the season. Several weather services offer email and text notifications for severe weather such as [www.weather.com](http://www.weather.com). The following terms are used by weather forecasters:

**HURRICANE WATCH-A hurricane may strike our area within 48 hours.**

**HURRICANE WARNING-A hurricane may strike within 36 hours.**

Management will mass email periodic updates to all owners and let you know of current conditions or when services have been restored. **Please make sure that management has an updated email address for you.**

All residents are encouraged to develop a personal disaster preparedness plan before an emergency strikes. The following internet links can aid you in further preparations:

<http://www.nhc.noaa.gov>

<http://www.fema.gov>

<http://www.floridadisaster.org>



KW PROPERTY MANAGEMENT & CONSULTING

Please be advised that at the time a Hurricane Watch is issued, KW Property Management Company and its personnel will begin to secure the clubhouse/office and common areas. Before sustained winds reach dangerous levels and the hurricane becomes an imminent threat, the essential personnel will shut down the property's equipment such as the HVAC equipment and domestic water pumps. This will assure your systems will be operational after weather conditions return to normal and power has been restored.

## **PLAN AHEAD**

### **CLEAR BALCONIES**

Implement as many precautions as practical in advance, such as removing all furniture from your patios/balconies, removing and securing all outside items that might become projectiles during the storm, placing towels on window sills and on the bottom of all exterior doors.

If you are leaving town for any length of time during hurricane season, please remove all balcony/patio furniture, plants, loose objects and assign a nearby relative or friend to assist. In the event of a storm, do not rely on the Association's staff to make preparations for you; their time will be dedicated to securing the community's mechanical operations and common areas.

### **EMERGENCY SUPPLY KIT**

Residents are urged to develop a disaster preparedness plan before emergency strikes. As part of your plan have an emergency supply kit ready. Be sure to have flashlight, battery operated radio, water and food supplies. A full list is available at:

<http://www.floridadisaster.org/index.asp>

### **INSURANCE**

Review your insurance policies to ensure you are fully covered. Inventory and take pictures of your apartment and valuables and store photos and documents in water proof container.

### **SPECIAL NEED RESIDENTS**

Special needs residents should be sure to register NOW with the front desk or office. Residents who require special care or special transportation have to preregister with the Duval County Emergency Evacuation Assistance Program.



## **PLAN YOUR EVACUATION**

Have a transportation plan and a pre-planned place to stay during an evacuation. Remember that pets are not allowed in most evacuation shelters. Call in advance so you can make plans for you and your pets. As you exit, please sign the security log giving a phone number and address where you may be reached after the storm. Only essential personnel may be allowed back on the community for several days after the storm.

When an evacuation order is issued, **EVERYONE** must evacuate the community. An evacuation area is no place to be during a hurricane. Employees and emergency responders are expected to evacuate as well.

There will not be emergency services during a storm, and authorities will not be available to help you. The Condominium could become inundated by a storm surge.

Please also keep in mind that if you do not evacuate, you can expect that there will be no Association services once the staff evacuates and possibly for several days after the storm

At the time a call for evacuation has been issued, the Association employees will conclude the procedures to prepare the community's common areas for the storm and leave. Once an evacuation order is given, you should be packed and prepared to leave. Government officials advise elderly and handicapped residents not to wait for the official evacuation order; please leave early.

After the hurricane has passed, all essential personnel will return to the property as soon as physically possible. Please be safe and plan ahead!

## **PLAN TO STAY AWAY**

Once evacuated, you should plan on having to stay away for up to a week or more. Government officials will block the return of all persons, except essential emergency personnel, from coming back for up to several days.

## **LET US DO OUR JOBS**

While we know it may be tempting to try and call the property to see how we fared during the storm, please do not do so. Management, Maintenance and the Board will be extremely busy getting things back to normal. Management will mass email periodic updates to all



owners/residents and let you know of current conditions and when services have been restored. Please make sure that management has an updated email address for you.

Even if Government officials open for residents to return, keep in mind that the property may not be ready for you to return, depending on the level of damage incurred, if any. Try to stay away until you hear from us via mass email or the website that it is safe to return.

Updates and news will also be posted on the property's website [www.bishopscourtcondos.com](http://www.bishopscourtcondos.com)

Thank you for your cooperation and we hope you have an enjoyable and safe summer.

Your Management Team and Board of Directors

Gina Bennett, LCAM

Property Manager