

# Marina Bay Club

## Hurricane Preparation Guide

### Property Management Responsibilities

#### 5 Days Prior

- Email residents with preparation steps (listed below). Remind residents that this is their responsibility. Remind owners to locate their common area key to doors in case power is lost. Property management is not responsible for helping owners prepare their individual units for a storm.
- Ensure the generator fuel tank is at “full.”
- Place all remaining furniture and garbage cans from the pool deck in the club room. Bring pool furniture stored in the garage, up to the club room.
- Remove gas grills from the pool deck and place them in the club room. Make sure propane tanks are disconnected and closed.
- Bring benches in from the tennis courts.

#### 3 Days Prior

- Notify residents that the pool and spa are closed.
- Move all possible main lobby furniture to PH lobby.
- Move benches from the main entrance to the back wall where domestic water pump is, on the back wall not restricting any access.
- Move front entrance plants to club room.
- Notify residents of the time elevators will be shut down and power will be off in main lobby.
- Remove all partitions on 2<sup>nd</sup> floor extended balconies.

#### 2 Days Prior

- Position **EAST** elevator on 5<sup>th</sup> Floor, turn power off at breaker in machine room above PH level.
- Stage main entry gates to remain in the open position by turning off switch at all 4 controller bases.
- Remove both entrance and exit barrier arms from residential access gates, store in club room.
- Bring 3 main lobby floor mats to the club room.
- Unplug any portable electronics in the main lobby (printers, computers) and move to the 2nd floor Club Room. Label cables so equipment can be reconnected quickly and easily if needed.
- Post owner sign in and vendor contact list in garage bulletin board.
- Turn power off to pool equipment at **Pool Panel Disconnect #5** in 2<sup>nd</sup> floor electrical room.
- Turn power off to guard shack at **Gate House Disconnect #1** in the electrical room of the generator house.

- Turn off power to outdoor lighting at **S Panel Disconnect #3** and **OB Panel Disconnect #4** in the electrical room of the generator house.

### **Designated Volunteer Owner(s) Responsibilities**

#### 1 Day Prior

- Position **WEST** elevator on 5<sup>th</sup> floor and turn power off at breaker in machine room above PH level to disable for use at least 12 hours, but not more than 24 hours before projected storm landfall. Send a 2nd notification to residents of the time when elevators will be shut down.
- Turn power off to lobby at the following locations in the 2<sup>nd</sup> floor electrical room:
  - **ACU Ground FL Lobby Disconnect #3**
  - **Breakers #18 & #20 labeled Garage AH in the House Panel Breaker Box**
  - **Breaker #23 labeled Lobby Receptacles/ Lobby Wall Sconces in the House Panel Breaker Box**
  - **Breaker #42 labeled Lobby Front Door in the House Panel Breaker Box**
- Emergency supplies to have in club room or janitorial closet? (Batteries, flashlights, candles, tarps, rope, and cases of water)

#### **If a mandatory evacuation is ordered by local authorities:**

- Board to issue a required evacuation order for Marina Bay Club as authorized in Section 16.3 of the Association Declarations. This will be communicated to all residents via email and posted on-site on the property.
- The Property Manager will post the Board resolution ordering the evacuation of Marina Bay Club on the property and email to all owners.
- The Property Manager will post a “sign-in” list on the door leading to the clubroom. Residents that choose not to comply with a mandatory evacuation order should identify themselves and have a contact phone number on this list.
- Have resident and vendor contact information available in a way that does not require computer access, cell service or electrical power. Property Management may not have access to those options during and immediately after the storm but may still need the information.

#### **Resident Preparation:**

- Remove bikes from bike racks and place them in your unit or storage locker.
- Remove all furniture and items from your lanai (if **not** protected by storm shutters or doors) and place inside the unit.
- Make sure your shutters are down.
- Fill tub with water in case needed to flush toilet.
- Make sure all windows and doors are closed and locked.

- If an evacuation has been ordered, evacuate the property. Notify friends or family where you will be. (See Collier County Emergency Management guides for personal hurricane preparation).
- If not complying with evacuation order, list name/contact number on sign-in list posted on owner's bulletin board in garage.

**Resident Responsibilities Post Storm:**

- Perform an inspection of your unit and report all damage to the property manager within 30 days of the storm. Any photos to document damage are helpful.

**Returning to MBC after an evacuation order:** Sandcastle Community Management advised that if there is apparent severe damage to the property, the local authorities would require identification and proof of ownership to gain access to the property. If MBC does experience severe damage to the residential units, FEMA or the State of Florida would need to declare the property habitable.

If the property is accessible by motor vehicle, the property manager will be onsite within 24 hours of the storm passing to check for power & water supply. If there is not apparent severe damage to the association, and there is power and water supply, the property manager will notify residents with a sign on the front doors and an email blast. The property manager will also immediately contact the vendors necessary to start cleaning up. The property manager will also contact an engineer to have a structural inspection performed.

**August 2023**