

**HURRICANE PREPAREDNESS**  
**SEA TRAIL MASTER ASSOCIATION**  
**MARCH 2021**

# **Hurricane Preparedness Communication Protocol**

- 1. The STMA President is the Coordinator of all processes.**
- 2. Once it is determined that Sunset Beach is in the path of a Tropical Storm or greater, the Hurricane Preparedness Protocol will be activated by the STMA President.**
- 3. The STMA President will notify or if necessary, call a meeting with Access, Facilities, Neighborhood Watch Team, Landscaping and Pools/Tennis Committee Chairs to activate/discuss Hurricane Preparedness Protocol based on size of Storm etc.**
- 4. Pre-Storm and Post-Storm actions will be done.**
- 5. Post Storm damages will be assessed by the Committee Chairs. The Committee Chairs will contact the STMA Treasurer with any damages. The STMA Treasurer will contact Insurance adjusters, etc.**
- 6. The Neighborhood Watch Committee will assist in assessing damages post hurricane in each of the Watch Zones and will report issues to the STMA Board. Post Hurricane assessment plan will be discussed with Sunset Beach Police Department and Fire Department.**

## Access Committee

- **Pre-storm Actions**

<b><u>Facility</u></b>	<b><u>Task</u></b>	<b><u>Notes</u></b>
<b>All Facilities</b>	In Brivo, remove access to all STMA facilities to the group designated as Property Owners	Tasks will be completed on a timetable authorized by the STMA Board
<b>Library &amp; Chapel</b>	Manually lock door to the Library & Chapel.	Necessary due to magnet locking mechanism and possible loss of AC power.
<b>Tennis Courts</b>	Manually secure the front gate to the tennis court with chain and lock.	Necessary due to magnet locking mechanism and possible loss of AC power.
<b>Beach Parking Lot</b>	Manually remove arm to gate.	Necessary due to possible wind damage to gate mechanism

- **Post-storm Actions**

<b><u>Facility</u></b>	<b><u>Task</u></b>	<b><u>Notes</u></b>
<b>All Facilities</b>	In Brivo, restore access to all STMA facilities to the group designated as Property Owners	Tasks will be completed on a timetable authorized by the STMA Board.
<b>Library &amp; Chapel</b>	Manually unlock door to the Library & Chapel.	Unlock only when power returns to buildings.
<b>Tennis Courts</b>	Manually remove chain and lock from the front gate to the tennis court.	Unlock only when power returns to lock.
<b>Beach Parking Lot</b>	Manually reinstall arm to gate.	Unlock only when power returns to gate.

## FACILITIES COMMITTEE

- **Pre-storm Actions**

<b><u>Facility</u></b>	<b><u>Task</u></b>	<b><u>Notes</u></b>
<b>All Facilities</b>	Check all doors to ensure they are fully latched shut  Make sure any furniture stacked near windows is stable	Contact Shirley with any special instructions
<b>Pink Palace</b>	Remove outside clock above rear covered area Lower all drapes and blinds fully Remove the flag from the flag pole out front	
<b>Creekside Bldg</b>	Cover exterior STMA mail drop box opening	
<b>MAC</b>	Move chairs and table off porch to inside Move any trash/recycle bins with contents to the restroom Lock pool restroom doors	
<b>Chapel</b>	Remove the flag from the flag pole out front	

## FACILITIES COMMITTEE

- **Post-storm Actions**

<b>All Facilities</b>	Walk around the exterior checking for any storm damage to the sidewalls, soffits, gutters, windows, doors and roof Walk through the interior looking for any damage and water leakage	Contact Shirley with any pertinent information.
<b>Pink Palace</b>	Re-install outside clock above rear covered area Raise all drapes and blinds fully. Re-install the flag from the flagpole out front	
<b>Creekside Bldg</b>	Remove the cover over the STMA drop box slot	
<b>MAC</b>	Move chairs and table back out on the porch Remove any trash/recycle bins from the restroom Unlock restroom door(s), as appropriate	Only the Family bathroom door is unlocked in pool off-season
<b>Chapel</b>	Reinstall the flag from the flagpole out front	

## POOLS AND TENNIS COURTS COMMITTEE

- **Pre-storm Actions**

<b><u>Facility</u></b>	<b><u>Task</u></b>	<b><u>Notes</u></b>
<b>Pools &amp; Spas</b>	Notify STMA president, Access Committee, and Aqua Tech of pool closure. Don Evans will be advised to notify Pool Monitors of closing.	
	Remove shade screen above grills @ Pink Palace	
	Organize committee to secure pool furniture, removing umbrellas and clocks.	
	Remove MAC sunshades.	Only if winds are projected to be greater than 90 mph
	Secure sign in tablets.	
	Display Pool Closed signs on gates of both pool facilities.	
<b>Tennis/Pickleball Courts</b>	Secure furniture, brooms, garbage can and pickleball nets.	Windscreens on fencing have been modified to withstand hurricane winds
	Advise Tennis and Pickleball coordinators and Access Committee of closing.	

- **Post-storm Actions**

**Pools & Spas**

Notify STMA president and Access Committee of pool reopening.

Aqua Tech has the permits to open or close our pools and spas and will assess the situation based on the severity of the storm damage. They will advise us of the time to open.

Coordinate with Landscaping to assess damage and to clean up grounds/parking lots.

Clean up debris inside the pool confines and set up furniture and umbrellas

Don Evans will be advised to notify Pool Monitors of reopening.

Reinstall shade screen above grills @ Pink Palace

Organize committee to move pool furniture, reinstall umbrellas and clocks.

Reinstall MAC sunshades.

Install sign in tablets.

Remove Pool Closed signs on gates of both pool facilities

**Tennis/Pickleball Courts**

Clean up debris inside the courts.

Coordinate with Landscaping to assess damage and to clean up grounds.

Advise Tennis and Pickleball coordinators and Access Committee of reopening.

## **Landscaping Committee**

### Phoenix Landscape Management Hurricane Response

Phoenix Landscape always monitors storms and their potential impacts to our area. We want you to know that we are taking the necessary precautions to prepare before and after the storm has passed. We always have equipment on standby as well as extra labor should it be needed for storm cleanup operations. We will turn off irrigation so that no water will run during the storm event. In the days leading up to a storm the crew will make sure all swales and ditches are line trimmed and cleared of debris. Our staff at Phoenix is fully equipped and prepared for storms and will assess damage to the property as soon as conditions are safe.

After storms our main priority is clearing debris from roads, entrances, and amenity areas. If large trees or downed limbs are seen blocking roads we always cut and remove those first so that first responders, fire fighters and EMS can quickly enter the property. Our team here at Phoenix always strives to arrive quickly after storms and effectively work through the property to make it as if nothing had happened. Getting the property back in top shape.

Inman Love

Phoenix Landscape Management

Operations Manager

Phoenix will inspect all STMA properties the morning after the storm/hurricane ends, in order to determine the priority areas. Roads and STMA Facility parking lots are the priority. Facilities and Pools cannot open until the parking lots are clear of debris.

Obviously clearing roads is a top priority, and based on the severity of the storm, Phoenix will have extra help and equipment on standby. Routine maintenance (lawn mowing, etc) is put on hold. Phoenix is usually responsive to insure most issues are resolved within the first day after the storm depending on the severity of the storm.