

**Townhomes of West Lake Community Association
Hurricane Prep Checklist for BOD and Management**

Item	Responsibility
Before Category 1 or Higher Storm:	
Take photos of machinery and common areas for insurance claims.	Board members
Email residents and post notice of approaching storm. Advise residents of hurricane shutter guidelines and to move all items from lanais and porches and other outside areas to inside.	Secretary or other Board member
Turn off irrigation	CAM to contact Landscaper or a Board Member may handle
Lower pool water level about 6"	CAM to contact pool service company
Turn off HVAC in meeting room	Board members
Place ice cube in refrigerator freezer to be able to determine if any items melted and refroze	Board members
Remove all furniture from pool area into restrooms and cabana area - tie down everything left outside	Board members with help from residents
Determine who will move furniture back once storm is over	Board members with help from residents
Consider opening entrance/exit gates	Board members
Visually check exteriors of units for loose items. If loose items remain, contact unit owners to move items inside.	CAM and/or Board Members
Lock restrooms and verify other doors are locked	CAM and/or Board Members
Unplug water fountains and any other non-essential equipment to prevent damage	CAM and/or Board Members

After Storm:	
Inspect property, especially determine if any shingles blew off roofs	CAM and/or Board members
If shingles blew off, advise residents to contact their insurance company	Secretary or other Board member
Take photos and document any damages for insurance purposes	CAM and/or Board members
Check lift station and verify it is working	Board members
Check gate access systems to verify they are working	Board members
Contact TECO if electricity is out	CAM and/or Board members
Contact landscaper if any trees are down	CAM and/or Board members
Verify refrigerator is working and that ice cube did not melt	Board members
Verify HVAC in meeting room is working	Board members
Verify fountains on Phase I and Phase II ponds are working	Board members
Verify all Zap Caps are working; if they are not, notify TECO	Board members
Have irrigation turned back on	CAM to contact Landscaper or a Board Member may handle
Put pool furniture back in place	Board members with help from residents
Email residents and post notice of property's status and advise residents to remove shutters	Secretary or other Board member
Report any major damage and begin claims with insurance company	CAM and/or Board members