

WISTERIA PARK DISASTER PLAN

PURPOSE

This Wisteria Park Disaster Plan is a step-by-step plan for Homeowners, the HOA and Sunstate to follow in the event of a community disaster. The plan provides a timeline of tasks to be carried out in the weeks, days and hours before and after a disaster strikes.

HOMEOWNER

- Pre-Event Preparation
 - ▶ Required Reading
 - [Manatee County Disaster Planning Guide](#)
 - [FloridaDisaster.org](#)
 - [Manatee County Hurricane Preparedness](#)
 - ▶ Create a [Family Emergency Plan](#)
 - ▶ Purchase back up cell phone battery(s) and an Uninterruptible Power Supply (UPS) for your internet modem, computer, etc.
 - ▶ Utility Current Status Web Sites:
 - [Florida Power & Light](#) [Teco People's Gas](#)
 - ▶ Complete periodic HOA requests for your current homeowner / resident contact information including email address(es) and phone number(s)
- Pre-Event Timeline
 - ▶ 72 Hours Prior
 - Monitor storm movement: [National Hurricane Center](#)
 - Hurricane shutters may be installed ~ 1 week prior to the storm
 - ▶ 48 Hours Prior
 - Consider options to evacuate
 - Secure home and gather supplies
 - ▶ 36 Hours Prior
 - Secure outside objects and vehicles
 - Ensure you have sufficient food, fuel and cash
 - ▶ 24 Hours Prior
 - If you have not evacuated, secure a safe room in home
- During the Event
 - ▶ Ensure your families and yourself are safe and secure
 - ▶ Bay News 9 Simulcast Frequencies:
 - FM: 89.7 WUSJ, 91.1 WKES, 97.5 WPCV, 98.3 WWRZ, 104.3 WKZM
 - AM: 1430 WLKF
 - ▶ If there is a fire or injury emergency call 911. Be aware that **Manatee County emergency personnel will not respond until winds are less than 45 miles per hour.** [Manatee County Emergency Information](#)
- After the Event
 - ▶ Care for any sick or injured
 - ▶ Assess and document property damage
 - ▶ Prioritize and begin repair tasks
 - ▶ Access to disaster help and resources: www.disasterassistance.gov
 - ▶ [FEMA Assistance](#) 800-621-3362
 - ▶ Hurricane shutters should be removed ~ 2 weeks after the storm

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HOME OWNERS ASSOCIATION (HOA)

- Pre-Event Preparation
 - ▶ Assist Sunstate with periodic updates of homeowner / resident contact information
 - ▶ Designate a homeowner communications facilitator and backup
 - ▶ Designate a common property disaster recovery coordinator and backup (or disaster committee)
 - ▶ Maintain a disaster recovery key vendor list that includes handyman, landscape, pool, insurance and bank
 - ▶ Maintain an HOA common property inventory. (i.e. Reserve Study)
 - ▶ Designate staging area for debris &/or dumpster placement. (i.e. pool parking lot)

- Pre-Event Timeline
 - ▶ 72 Hours Prior
 - Monitor storm movement
 - email Homeowners HOA Disaster Plan
 - ▶ 48 Hours Prior
 - Contact handyman to coordinate action plan
 - Contact Sunstate to coordinate action plan
 - ▶ 36 - 24 Hours Prior
 - Assist handyman to secure outside objects

- During the Event
 - ▶ If possible, email Homeowners current status

- After the Event
 - ▶ Assist handyman and/or landscape company clear roads
 - ▶ Assess and document common property damage
 - ▶ email Homeowners current status
 - ▶ Prioritize and begin common property repair tasks

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Sunstate Association Management Group

- Pre-Event Preparation
 - ▶ Maintain Wisteria Park homeowner / resident contact information database
 - ▶ Maintain a disaster recovery site for all Wisteria Park electronic files and web page

- Pre-Event Timeline
 - ▶ 72 Hours Prior
 - Monitor storm movement
 - Provide the HOA homeowner communications facilitator the current homeowner / resident contact email(s) and phone number(s) list.

- During the Event
 - ▶ If possible:
Post HOA current status information on www.wisteriaparkhoa.com

- After the Event
 - ▶ Post HOA current status information on www.wisteriaparkhoa.com
 - ▶ Assist HOA assess and document common property damage
 - ▶ Assist HOA to prioritize and begin common property repair tasks

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HOME OWNERS ASSOCIATION (HOA) Key Vendor List

- **Property Management: Sunstate Association Management Group**
 - ▶ Nicole Banks (LCAM - Wisteria Park)
941-376-3177 (cell)
nicole@sunstatemanagement.com
 - ▶ Michelle Thibeault (LCAM - President)
941-400-5715 (cell), 941-870-4920 (land line)
michelle@sunstatemanagement.com
- **Handyman: Wilson Management & Maintenance**
 - ▶ Jim Wilson
941-524-1081 (cell), 941-739-8077 (land line)
jimwilsonfl@gmail.com
- **Landscape: West Bay Landscape**
 - ▶ Dennis Oertel (Account Manager)
941-779-6601 (cell), 941-753- 8225 (land line)
dennis@wblcompany.com
 - ▶ Ed Coil (Business Development)
ed@wblcompany.com
 - ▶ Ron Sikkema (President)
rons@wblcompany.com
- **Pool: Pools by Lowell**
 - ▶ Kelly (Pool Tech), Jeff (Backup Pool Tech)
941-747-2859 (land line)
 - ▶ Heath Fail (General Manager)
941-727-1227 (cell)
heath@pblfl.com
- **Insurance: Atlas Insurance Agency**
(Aspen Specialty for Commerical, Property, General Liability, etc. Insurance)
 - ▶ Dave McMahon (Agent)
941-650-4965 (cell), 941-552-5042 (land line)
dcmahon@atlasinsuranceagency.com
 - ▶ Jennifer Weigand (Claims Advocate)
941-487-3008 m-f 8-5, 866-298-8283 after-hours
jweigand@atlasinsuranceagency.com
- **Bank: Stonegate Bank**
 - ▶ Sheila Lee (Account Manager)
slee@Stonegatebank.com
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