

## BONITA BEACH TRAILER PARK GUIDELINES

### Guideline XVI-01

Name of Guideline: Preparedness and response to Hurricanes and or major storms	Effective Date: January 2018
Hurricane Policy as attached to Rule Revision December 19,2011	Review Date January 2019

#### Roles and responsibilities:

##### 1 Shareholders:

- It is the responsibility of all shareholders to ensure that anything that can be tied down, must be, so that they do not become projectiles. The park and its employees are not responsible for securing items left out on shareholder lots.
- Pots and planters, BBQ's or grills, ornamental items must be stored inside sheds or units.
- All furniture must be stored away.
- To clean out refrigerators/freezers in case of power failures – if anything is left behind, it is the shareholder's responsibility to dispose of and clean out items (*not the Park Manager*)
- Shareholders are responsible for cleanup of debris (trees, car ports, structural items or belongings) either in person or through a contracting service.

##### 2 Park Manager:

- Be in charge of the Park in the absence of any of the Directors from the Board
- Be in consultation with the Board of Directors to determine actions
- Secure the items in the office (records, accounts, files, computer etc.)
- Secure the club house
- Seek assistance to ensure storage of outside furniture/pool accessories
- Attempt to Inform shareholders of any major damage to their unit such as missing roofs, carports etc. (as soon as it is safe to re-enter the park and telephone lines or electricity is back up and available). Please note that there may be items not noticeable in a preliminary inspection. Thorough inspections will be left to shareholders.
- Ensure that "Departure Checklist" is included in the directory every year

##### 3 Board of Directors:

- Be available for consultation with the Park Manager in the event that a storm is being projected
- Be available during and after the storm has passed in order to decide clean-up steps etc.
- Make budget decisions as required to respond to clean-up expenses (such as a one-time assessment after each hurricane season as needed or an increase in maintenance fees as necessary)
- Review the Hurricane policy and guidelines as required to improve the Park's response to storms

Assistance provided/not provided by the Park Manager:

- The park manager will post updates on the BBTP facebook page. Updates may include pictures, telephone numbers for contractors if and when available. Please note that Shareholders should go onto the internet and source out services they require if there is nothing posted on facebook.
- The Park Manager **will not** enter any shareholder's unit to determine damage and/or make recommendations as to what needs to be repaired or disposed of.