Keystone at Meadow Woods

June 2022 Newsletter

Independence Day – DWD Office Closed

Please be advised that the offices for DWD Professional Management will be closed on **Monday, July 4, 2022** in observance of the 4th of July holiday. We wish everyone a happy and safe Independence Day!

Hurricane Season

Hurricane season began on Wednesday, June 1st and will continue through the end of November. The National Oceanic and Atmospheric Administration is predicting an above normal hurricane season this year with between 14 to 20 named storms (winds 39 mph or higher) of which 6-10 may become hurricanes (winds 74 mph or higher). Therefore, please take the time now to prepare your home and your family for hurricane season. Please see the pages below for additional information about hurricane preparedness provided by HIG Insurance. The Florida Attorney General also issued a hurricane guide for all Florida residents. Please use the link below to access this information:

Hurricane Preparedness Guide

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, www.keystoneatmeadowwoodshoa.com. Click on "Resident Services" then "Online Forms." Fill out and submit the form prior to making any exterior modifications to your home.

COMMUNITY MANAGER

William Carey Webb, LCAM
info@dwdpm.com
407.251.2200 phone
800.759.1820 fax
DWD Professional Management, LLC
9419 Tradeport Drive
Orlando, FL 32827

Board of Directors

President: Yvette Fisher
Secretary/Treasurer: Lena Soares

Board of Directors' Meetings

Held on the third Thursday of every month at 7:00 PM at DWD Professional Management's office. ***The next Board of Directors Meeting will be held on Thursday, July 21, 2022*** via teleconference. Please see page 5 for details on how to attend.

No Fishing in Ponds

It has been observed that there are individuals fishing in the ponds surrounding the community. This is strictly prohibited. Eating the fish from these ponds is not healthy for several reasons. First, most of the fish in the drainage ponds around Central Florida are genetically modified carp. They have been bred so that they are sterile and cannot breed if they escape the pond and enter other waterways around the area. Another reason you should never eat the fish from these ponds is that these ponds are designed for the drainage of water off of the roads in the area. These waters are polluted with motor oil, radiator fluid, transmission fluid, brake fluid and any other fluid that may leak from a vehicle.

Finally, even if you plan to "catch and release" the fish, you are on

private property and do not have the Association's or the County's permission to fish on the property. The insurance policy for our community does not cover any accidents that may occur from these types of activities.

Finally, these ponds may contain dangerous wildlife such as poisonous snakes or alligators. Therefore, for your safety, please obey the "No Fishing" signs and refrain from fishing in the community's or the County's ponds. If you see anyone fishing in the pond, please contact the Orange County Sheriff's Department on their non-emergency line at 407-836-4357.

Parking Permits and Parking Regulations

If your vehicle does not have a proper parking permit for our community, you run the risk of your car being towed. Since November 1, 2011, all vehicles without a proper resident parking permit or a visitor's pass are to be towed **without warning** from the parking lots **at the owner's expense**.

Per the rules of your community, there are only two (2) parking spots per unit. Visitors are to use the designated spaces provided at all times of the day and they MUST place a visitor's pass on the rearview mirror when visiting from 12 AM – 6 AM. **Residents should park in resident spaces only**. **We ask that you use the spaces that are numbered with your unit's address that are located directly in front of your unit, however, residents may park in ANY resident space.** However, residents may NOT park in visitor's spaces. **Residents who park in visitor's spaces are subject to towing**.

If you have more than two cars, you may find additional parking by asking one of your neighbors if they have another parking spot available. Some owners only have one car and they may "donate" a spot to you. These owners are under no obligation to do so. If an owner would like to donate one of their parking spaces to you, we must have their permission in writing. Please contact our office if you need more information. Please be aware that if you do not find another owner to donate a parking spot to you, you must remove the vehicle from the community's parking lot or be subject to towing. **Finally, please be advised that under NO circumstances may a resident rent their donated space to you or receive any fees for donating their extra space. The parking lot belongs to the Association. Therefore, a resident may not charge for the use of one of their parking spaces. If the Association determines that you are taking part in this type of activity, the matter will be turned over to the Association's attorney for further action.**

All owners who rent their units must inform their tenants of the requirement to have these parking permits **BEFORE** the tenants move into the unit. Also, if you purchase a new vehicle, please use your visitor's pass temporarily until you can make arrangements with the management company to obtain a new parking permit.

Please remember that is it your responsibility to obtain the proper permits for your vehicles. This provides a protection for all homeowners and tenants. We

want to keep our parking lots available for only those vehicles that are authorized.

If you need a parking permit, you may obtain the parking permits from our management office. The address is 9419 Tradeport Drive, Orlando, FL 32827. We will need a copy of your driver's license (for each vehicle), your vehicle registration (for each vehicle), and a copy of your lease if you are renting. Parking permits are always free.

In addition, please be aware that your car may also be towed if you do not follow the parking regulations. **The towing company will be patrolling the parking lots looking for the following types of vehicles in violation of the parking regulations:**

- All commercial vehicles (this includes cars/trucks with ladder racks, pipe racks, magnetic signs or lettering in the windows)
- Vehicles that do not have the proper parking permits. (This includes cars using inactive parking permits - permits that have been designated as inactive since they belong to a previous resident or a car that was sold by a current resident)
- Boats, or any other recreational vehicles
- Trailers
- Vehicles without license plates or with expired license plates
- Vehicles that are parked on the grass
- Vehicles that are double parked (parked behind cars which are parked in parking spaces or cars parked in more than one parking space)
- Vehicles parked in front of and/or blocking fire hydrants
- Clearly disabled and inoperable vehicles that have not moved for 72 hours or more

Finally, if your vehicle or a vehicle of a guest is towed due to a violation of the parking rules and regulations, you should **contact the towing company to resolve the situation**. The Board has not authorized the management company to make ANY exceptions to the parking rules and regulations. If you do not have a parking permit or visitor's pass or if you violate any other parking rules, you will be towed **at your own expense** and **will not be reimbursed for any reason**. The towing company's contact information is as follows: Universal Towing and Recovery, 407-816-0102.

2022 Assessment Information Reminder

Please remember the new assessment amount is $290.00 per month. If you have paid the incorrect amount, please make a payment for the difference as soon as possible. Notices were sent via email or regular mail to all residents who paid the incorrect amount. If you need to check your account balance, you may do so on the community's online portal or you may contact the management company.

2022 Budget Requests

If you are interested in obtaining the 2022 Budget for your community, please feel free to review the document on the community website using the following link:

http://www.keystoneatmeadowwoodshoa.com/budgets.html

Water Usage – Please Conserve

Please be aware that due to many more people working from home due to COVID-19, water usage has dramatically increased over the last couple of years within the community. **We ask that all residents conserve water as much as possible and repair leaking sinks or toilets.**

We also ask that you do not participate in water intensive activities that are against community rules and guidelines. For example, you may not use outdoor pools, water the grass outside your unit, or wash your vehicles. Outdoor pools not only use large amounts of water, they also pose a liability threat to the community since they are located on Association property and they are a danger to children due to possible drowning. Therefore, the use of these pools is strictly prohibited.

Please be aware that the grass is already watered using the Association's irrigation wells. The use of the wells for irrigation does not cost the Association money through Orange County Utilities. However, when you use a spigot and a hose to water the grass outside of your unit, you are costing the Association hundreds if not thousands of dollars in utility bills. If you are concerned about an area that may need water, please contact our office so we can have Keystone's handyman repair the irrigation near your unit.
Finally, washing your car in the community parking lot is also prohibited. Cleaning a car uses an extensive amount of water. Therefore, it is not permitted under any circumstances.

If you are found engaging in any of these activities, the Board may fine your unit or take legal action against the owner if needed. **Please conserve water to the best of your ability since the increase in water usage has already required that the Association increase monthly assessments to cover these rising costs.** We appreciate everyone's cooperation in this important matter. Thank you.

Please Drive Safely

It has been observed that some of the residents and many visitors are driving way too fast in the community. The posted speed limit in the community is **10 miles per hour**. Anyone caught speeding may be fined by the Board for their activities. Also, please be aware that residents have expressed their concern for the speeding because many children walk in the parking lots. We are all concerned about the safety of the children especially now that school is back in session. Thank you for your understanding concerning these issues.

Pool Rules and the Pool Security System – Please Do Not Stay Past Dusk

Please be advised that the pool closes at sundown (dusk) every day. No unauthorized people may enter the pool after this time nor may they stay in the pool area after dusk even if they arrived prior to sundown. Many people ask why the Association has chosen to close the pool at sundown. The answer is simple. **We did NOT choose this time**. The State of Florida decided this for us! ***Since there is not enough light per State guidelines, we must close the pool when the sun goes down***. We have had several instances recently of Envera Security needing to ask residents to leave the area at or after dusk. Therefore, please ensure that you leave the pool area at the appropriate time.

Next, there is a list of pool rules located in the pool area. Please take a minute and review these rules. One of the most important rules is the age limit for use. If you are under the age limit, ***you may NOT use the pool without a parent or guardian being present.*** This rule will be strictly enforced when personnel are present in order to ensure the safety of the children in our community. Accidental drowning in a swimming pool is a leading cause of death in Florida for children. Please be advised there are no lifeguards at the pool, and the maintenance personnel are ***not*** trained in CPR or pool safety. Failure to comply with the Pool Rules may also result in you being asked to leave the area.

Please be aware that Envera Security system monitors the pool every evening after dusk. Therefore, anyone found at the pool from dusk to dawn will be asked to leave by Envera Security. Envera will call the Orange County Sheriff's Department if necessary. Thank you for your cooperation with this matter. If you have any additional concerns or questions regarding this issue, please contact the management office.

Pool Keys

If you need to obtain a pool fob for the community pool, please contact the management office at info@dwdpm.com or 407-251-2200. The management office will arrange a time for you to pick up your key fob at their office located at 9419 Tradeport Drive, Orlando, Florida 32827. Pool fobs cost $20.00 each.

*Accepted methods of payment are check or money order made payable to **Keystone at Meadow Woods HOA***.
Please bring the following with you to the management office in order to receive your pool key fob:
Owners: You must bring a photo ID
Renters: You must bring a photo ID

and a copy of your current lease agreement.

Procedure for Reporting Maintenance Issues

If you are renting your unit in the community, please be aware that **all maintenance issues should first be reported to your landlord or property management company**. Your landlord or property management representative should then contact the community management office to make arrangements for the repair. If you are an owner in the community, please contact the community management office to report any maintenance concerns or issues. We will help you determine if the repair is your responsibility to correct or if it is the responsibility of the Association.

Finally, please remember that the community management office is not open over the weekend or during national holidays. If you have a maintenance emergency during a weekend or during a holiday, you may leave a message and the community management staff will contact you on the next business day. By following these guidelines, you will greatly assist the staff in providing more efficient service. Thank you for your cooperation in this matter.

Noise Issues – Please be Respectful to Your Neighbors

Please be aware that Orange County Sheriff's Office does not have any set time for enforcing noise complaints. The Disturbance of the Peace Statute is enforceable any time of the night or day. If a resident feels that his or her peace is being disturbed, all he or she has to do is call the Sheriff's Department to file a complaint. Once that is done, the Orange County Sheriff's Department will send an officer to request that the responsible party tone down their gathering. If a second request is made concerning the same disturbance, the responding officer may arrest the responsible party. Please be considerate and respectful of your neighbors so that the Sheriff's Department is not needed to handle these types of situations. **The Board is requesting all residents to move parties inside after 11 PM to help with these noise issues**. We greatly appreciate your cooperation in this matter.

Board of Directors' Meeting – Thursday, July 21, 2022

The Board meeting scheduled for **Thursday, July 21, 2022 at 7:00 PM** will be held via teleconference using FreeConferenceCall.com. Please use the following phone number and access code to join the meeting if you would like to attend.

Telephone Number: (605) 475-4825

Access Code: 296294

Teleconferencing will enable the Board to continue conducting the business of the Association while practicing safe social distancing practices.

Common Area Guidelines & DWD Professional Management Office Procedures (COVID-19)

The following rules will be in effect for the common areas of the Association:

1. Anyone using this common area does so understanding the risk for being infected with COVID-19 and assumes that risk.

2. While present in this common area, unvaccinated individuals must maintain a distance of at least 6 feet from other individuals at all times, except for those individuals residing in the same household.

3. Anyone violating these rules will be subject to removal and/or subject to suspension of future rights to use this common area.

We appreciate everyone following these guidelines for the safety of all residents within our community.

In addition to the common areas, we have Covid-19 safety procedures in place when visiting our office. **The lobby is open from 9 AM – 5 PM Monday through Friday for walk-ins**. However, we encourage all visitors to contact our office in advance to make an appointment in order to limit social contact as much as possible. We also require that all visitors and staff wear face masks while inside the office and that proper social distancing is followed. **Finally, we encourage residents to conduct business online using the resident portal or on the phone as much as possible.**

Please be advised that for the time being, all Board meetings will continue to be held via teleconference or videoconference.

We will continue to monitor the situation at the local, state, and federal level and will provide updates to you as needed. We encourage all of our residents to follow the recommendations from the Center for Disease Control (CDC) and the Florida Department of Health regarding COVID-19 in order to limit the spread of the disease and to keep your family and neighbors safe.

Please use the following links to the websites for the CDC and the Florida Department of Health:

Center for Disease Control: https://www.cdc.gov/coronavirus/2019-nCoV/index.html

Florida Department of Health: http://www.floridahealth.gov/ or call the COVID-19 Hotline if you have questions at 866-779-6121.

If you have any questions or concerns, please contact our office by phone at 407-251-2200 or by email at info@dwdpm.com. Take care, and stay safe.

No Trash or Storage of Items on Patios or at Front Entrances

It has come to the Board's attention that residents are storing items on their rear patios or at their front door areas. This is not allowed per the Community rules.

The front door areas are to remain free of any furniture, trash, garbage bags or children's toys. Please be aware that these areas are under the Architectural Control of the Association. **Any items placed in the front door area without an approved Architectural Review can be removed by the Association and a removal fee may be added to your account.**

The back-patio area, even if is covered with a screen enclosure may **not** be used for storage. The only thing that may be placed in a screen enclosure room is patio furniture items. These areas are not meant for the storage of boxes, trash, used car parts, old tires, broken electronics, or anything else other than the items mentioned above.

We will be conducting an inspection of the property next month. If your front door area or back patio is currently being used for storage, you will receive a violation notice to remove these items.

Thank you for your understanding concerning this issue. If you have any questions or concerns, please contact the management office.

Use of Bouncy Houses

Please be advised that the use of bouncy houses in multi-family housing such as Keystone is **NOT** permitted. All of the outside areas belong to the Association and are considered common area property. If someone were to get hurt, the Association could be held liable and the Association's insurance does not cover this activity. In addition, common area property could be destroyed or damaged. Therefore, bouncy houses are not permitted and should not be installed in any area within the community. Thank you for your cooperation and understanding.

Owner Access Platform

Please be advised that you may utilize an online owner access portal where you may login to manage your account and access community documents. With your Internet-enabled device, you are able to view your current account balance, check your payment history, view your open records and more!

To ensure your privacy, only homeowners whose email address is on file have already received a registration email. **If you have not already provided your email, please email your information to info@dwdpm.com** and include your community name, address within the community, and the email address you want on file. This extra step is designed for the safety of your personal information because it allows us to verify each homeowner. Once your email address has been opted into the system, you will receive an email to register. For security purposes, a return email will be sent to confirm you are the owner of that email account.

If you received the registration email but the time has expired and you are in need of a new registration email, please contact our office by email at info@dwdpm.com with your request. Please make sure to include the email address you want us to use and we process a new registration email for you. Please check your SPAM folder as it may be filtered automatically. After you click the link in the confirmation email you can create your password and your account will be registered. You will then be able to log into your account using your email address and the password you created when you registered. Please make sure to use Google Chrome which is the preferred web browser for the platform.

We encourage everyone to utilize the new on-line access platform at https://owner.topssoft.com/DWDProfessionalManagement/Account/Login in order to review your account balance and obtain information. Please let us know if have not received your invitation to join the platform, and we will help you set-up your account.

Suspicious Activity

We want our community to be a safe and peaceful place, and it will take a group effort to make this happen. Reporting suspicious activity help the Sheriff's Department know which areas are in need of additional patrols. We urge everyone to be alert and to report any suspicious activity to the Orange County Sheriff's Department at 407-836-4357. **The Sheriff's Department is the only organization charged with the protection of your property, and they are the only organization with the authority to approach and stop these people and their activities**.

Association Payments Via the Payment Portal with Center State and Payment Reminders

If you have set-up automatic payments through the on-line payment system with Center State Bank, please be aware that DWD Professional Management does not have access to that system and any updates needed must be made directly by you. If you have made any errors in terms of the amount of your payment or the frequency of your payment, please login into the portal to make any necessary revisions. Go to schedule payments, cancel the current request, and start a new request with the correct payment amount and/or frequency.

Please also be aware that all on-line payments take 2 to 3 business days for processing before they are applied to your account.

In addition, the on-line payment system is a payment portal only. This system is not connected to the account system with the management company. The payment portal does not have any information regarding your current account balance. If you need your account balance or a full detailed payment history report, you must contact the management company directly.

Finally, please be aware that DWD Professional Management does not send payment reminders by text or email. If you are receiving payment reminders through text or email, this is because you have signed up for it through the online payment portal. If you have signed up for the reminders in error, please login into the portal. Go to notifications and cancel/edit the request and make any changes needed or set-up a new request. If you have any questions or concerns about the on-line payment portal, please contact the management office for assistance.

Towing Company Location and Contact Number

Please be advised that the Association's towing company, **Universal Towing and Recovery**, is located at 206 6th Street, Lot 300 Orlando, Florida 32824. Their phone number is 407-816-0102. **Please remember that the management company is not responsible for towing**. Therefore, if you have any questions regarding the towing of your vehicle, please contact Universal Towing and Recovery directly. Do not contact the management company.

Use of Gas and Charcoal Grills

Please be advised that the use of gas and charcoal grills in multi-family housing such as Keystone is strictly regulated by the County and the Association. These grills may not under any circumstances be used in the units, in the parking areas, or on any of the porches or patios within 10 feet of the building. Their use is restricted to the open areas of the Association, at least 10 feet away from the buildings and any other flammable structure. Your cooperation regarding this matter and the safety of the community is greatly appreciated.

Master Policy Insurance Information

If your mortgage lender requires information regarding the Association's master insurance policy, please refer them to our insurance company, Academy Insurance Agency. Your lender may reach Academy by phone at 941-758-4600, by fax at 941-751-9232, or by email at w.mahler@academyins.net.

Please be advised that the master insurance policy **does not cover** the inside of your unit. You should carry insurance to cover all items not covered by the master insurance policy. Please contact Academy Insurance Agency if you have any questions about what the master insurance policy covers for the community.

SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER

COUGH

*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

CDC

cdc.gov/COVID19-symptoms

Community Services Phone Numbers

Emergency

Fire, Police, Medical Emergency	911

Law Enforcement

Orange County Sheriff's Dept. (Non-Emergency)	407-836-4357

Utilities

Orange County Utilities	407-836-5515

Chamber of Commerce

Orlando Chamber of Commerce	407-425-1234

Miscellaneous

Orange County Public Schools	407-317-3200
Orange County Office of Emergency Management	407-836-9140
Orange County Health Department	407-858-1400
Florida Poison Information Center	800-222-1222
Orange County Public Library	407-836-7390
Social Security Administration	800-772-1213
Orange County Voters' Registration Office	407-836-2070
Orange County Animal Services	407-836-3111

KEYSTONE AT MEADOW WOODS HOMEOWNERS ASSOCIATION, INC.

MAIL OR EMAIL FORM TO: 9419 Tradeport Drive, Orlando, FL 32827
PHONE: 407-251-2200 FAX: 800-759-1820 EMAIL: info@dwdpm.com

ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

Owner Name: _____Tenant Name: _____
Property Address: _____
Mailing Address: _____
Phone(s) Home: _____ Work _____ E-mail: _____

In Accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rule and Regulations, Installation must conform to this approval and the Association's guidelines.

I hereby request consent to make the following changes, alteration, renovations and /or additions to my property.

( ) Fence ( ) Swimming Pool ( ) Lawn Ornament ( ) Screen Enclosure ( ) Landscaping
( ) Patio ( ) Exterior Color ( ) Lawn Replacement ( ) Other _____

Description: _____
_____

Attach two (2) copies of the property survey that shows the locations of the proposed change, alteration, renovation or addition.

Attach two (2) drawings of your plan(s). Attach two (2) color samples, if applicable.

NOTE: Applications submitted by fax or without two (2) copies of the survey, drawing, or color sample will be considered incomplete. If an application is incomplete, it will not be processed and will be returned to you.

I hereby understand and agree to the following conditions.

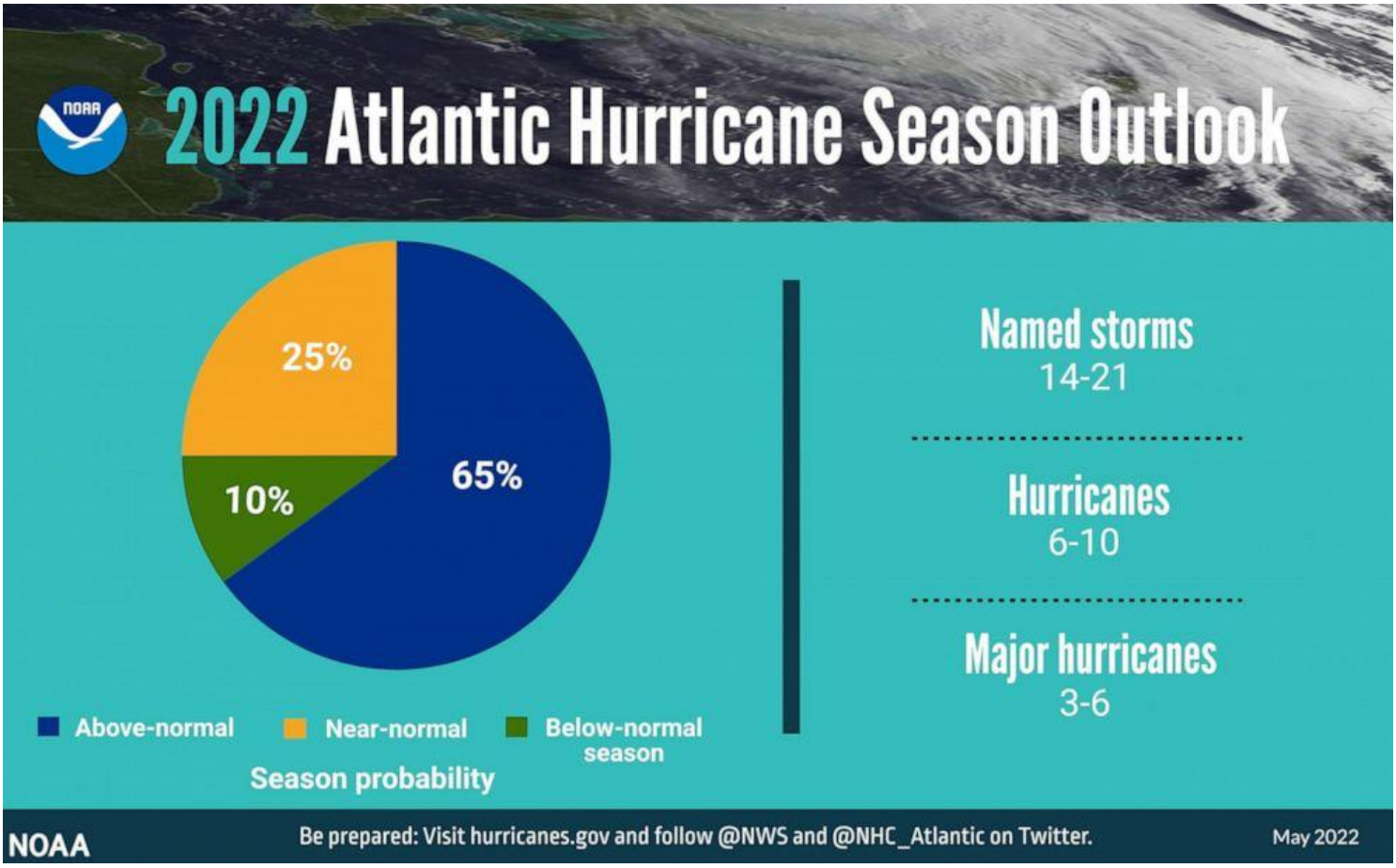
1. No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt DWD Professional Management, LLC will forward the ARB Application to the Association. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): _____ Date: _____

DO Not Write Below This Line

This Application is hereby: ( ) Approved ( ) Denied
Date: _____ Signature: _____
Comments:_____
_____
_____
_____
_____
Date Received _____ Mailed to Assoc. _____ Mailed to Owner _____


2022 Atlantic Hurricane Season Outlook
25%
10%
65%
Above-normal
Near-normal
Below-normal season
Season probability
Named storms
14-21
Hurricanes
6-10
Major hurricanes
3-6
NOAA
Be prepared: Visit hurricanes.gov and follow @NWS and @NHC_Atlantic on Twitter.
May 2022

HURRICANE PREPAREDNESS PLAN

HIG INSURANCE

Supply Kit Checklist

Water

- ☐ One gallon of drinking water per person per day for at least three to seven days
- ☐ One gallon of water for each person per day for cooking and personal hygiene
- ☐ Don't forget water for your pets!

Ice

- ☐ Freeze water in zip-type freezer bags and two-liter soda jugs
- ☐ Fill coolers with ice. Ice can be used to preserve food once the power goes out

Food

- ☐ Non-perishable packaged or canned food to last at least three to seven days
- ☐ Ready-to-eat canned meats, fruits and vegetables:
  - Canned or boxed juice
  - Canned or boxed milk
  - Cereal
  - Soup
  - Peanut butter and jelly, granola bars, trail mix
  - Instant coffee or tea
  - Dried fruits and nuts
  - Bread, crackers and cookies
  - Raw Vegetables
  - Fresh fruit
  - Special food for babies and the elderly

For The Home

- ☐ Cooler for ice and food storage
- ☐ Flashlights with extra batteries or hand-crank flashlights
- ☐ Battery or solar powered lanterns
- ☐ Battery powered NOAA
- ☐ Weather radio with extra batteries or hand-crank radio
- ☐ Car charger for mobile phone
- ☐ Battery operated digital TV with car charger adapter
- ☐ Grill with extra propane, charcoal, or sterno (Outdoor Use Only)
- ☐ Matches in waterproof container or butane starter for grill
- ☐ Paper plates/bowls/cups, plastic eating utensils, napkins, paper towels, moist towelettes
- ☐ Manual can opener and bottle opener
- ☐ Cleaning supplies
- ☐ Non-scented liquid household chlorine bleach or water purification tablets
- ☐ Work gloves
- ☐ Duct tape
- ☐ Heavy-duty outdoor extension cords
- ☐ Waterproof tarps
- ☐ Plastic sheeting
- ☐ Rope
- ☐ Basic tool kit
- ☐ Corded phone
- ☐ Smoke detectors
- ☐ Carbon-monoxide detectors
- ☐ Two-way radio if power, terrestrial telephone and cell towers fail
- ☐ Fire extinguisher
- ☐ Waterproof container or resealable plastic bag to store important papers like insurance, medical, bank, or Social Security documents/ numbers
- ☐ Cash (without power, credit cards are unusable)
- ☐ First Aid Kit
- ☐ Two weeks supply of prescription drugs
- ☐ Two weeks supply of vitamins
- ☐ Over the counter pain reliever
- ☐ Antibacterial hand soap
- ☐ Toilet paper
- ☐ Plastic garbage bags
- ☐ Mosquito repellent
- ☐ Sunscreen
- ☐ Toiletries/Hygiene items

Health Essentials

- ☐ Documentation, license
- ☐ Non-perishable food
- ☐ Medications
- ☐ Water

HURRICANE PREPAREDNESS PLAN

HIG INSURANCE

Your First Aid Kit

A first aid kit should be kept in the home and each automobile and should include:

- ☐ Sterile adhesive bandages
- ☐ Sterile gauze pads
- ☐ Hypoallergenic adhesive tape
- ☐ Triangular bandages (3)
- ☐ Sterile roller bandages, antibiotic ointment, scissors, tweezers, needle, moistened towelettes, antiseptic, thermometer, tongue blades (2)
- ☐ Tube of petroleum jelly or other lubricant
- ☐ Assorted sizes of safety pins
- ☐ Cleansing agent/soap
- ☐ Latex gloves (2 pairs)
- ☐ Sunscreen
- ☐ Bug repellent
- ☐ Aspirin or non-aspirin pain reliever, anti-diarrhea medication, antacid
- ☐ Bottled water and other fluids

HURRICANE PREPAREDNESS PLAN

HIG INSURANCE

Hurricane Family Preparedness

- ☐ Hold a family meeting
- ☐ Discuss the hazards of hurricanes. Encourage children to talk about their fears and explain some of the things you'll be doing to keep everyone safe. Start a written list of things you'll need to take care of and encourage everyone in the family to contribute their ideas.
- ☐ Discuss whether you'll need to evacuate
- ☐ Determine whether you live in an evacuation zone and, if so, where you will go if an evacuation order is given. Going to a family or friend's house or hotel outside the evacuation area is your best choice. If you choose to go out of town, do so well in advance of the storm. Since shelters provide for only basic needs, this should be your choice of last resort.
- ☐ Ensure your assets are protected
- ☐ Inventory your home possessions and videotape or photograph items of value. Review your insurance policies to ensure you have adequate coverage.
- ☐ Assess your home for vulnerable areas
- ☐ Do a walk-through of your home and property to evaluate your roof, windows, garage door, landscaping, etc. and determine what actions you will take.
- ☐ Make a plan to protect your vehicles
- ☐ Decide where you will store or park your vehicle, boat or RV. Check your vehicle insurance policy and keep it in the same safe place as your homeowner's policy.
- ☐ Secure your home
- ☐ Decide what actions you will need to take to protect your home and your property (shutters, generator, trim trees), and to keep as comfortable as possible during recovery.
- ☐ Discuss whether anyone in your home is elderly or has special needs and, if so, make arrangements in advance to accommodate those needs.

HURRICANE PREPAREDNESS PLAN

HIG INSURANCE

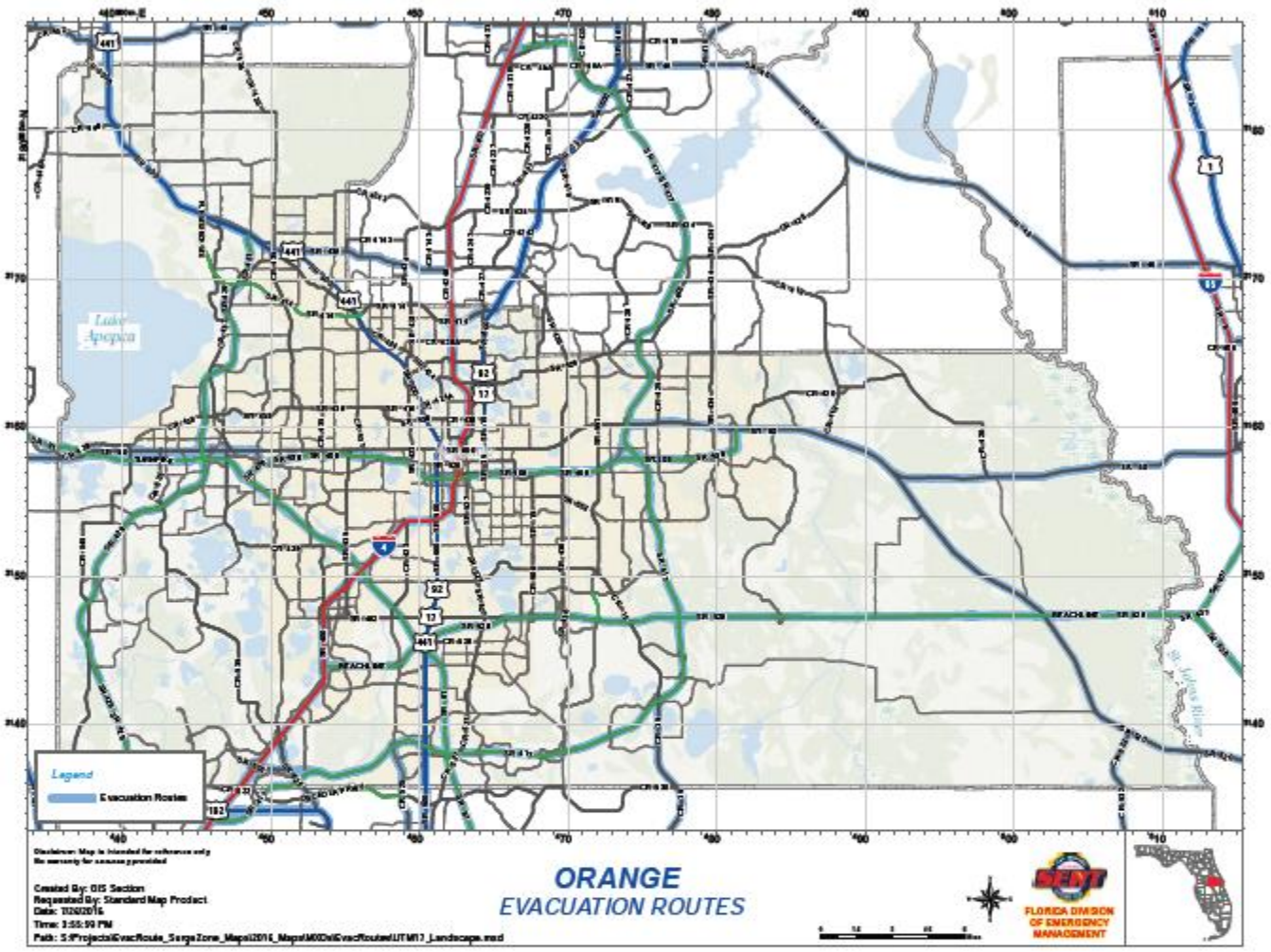
Hurricane Family Preparedness

- ☐ Determine how you will address your pet's needs and make a plan for your pet in case you have to evacuate. If appropriate, plan for large animals such as horses
- ☐ Gather your supplies
- ☐ Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see sidebar for essential items to include)
- ☐ Notify others of your plan
- ☐ Let family or friends know what your hurricane plan is so they can check on you in the aftermath of the storm. Establish an out-of-town contact
- ☐ Plan ahead for the possibility of becoming separated from your family and friends, whether it is a personal emergency or a larger-scale disaster
- ☐ Start by designating a single, out-of-town contact that your family or household members can call, e-mail or text message should a disaster occur. If local phone service is overwhelmed, it may be easier to call outside the area. Your contact should be aware that they are your family's designated contact
- ☐ All of your loved ones should agree to call the out-of town contact to report their whereabouts and welfare
- ☐ Regular contact with your designated person will help to keep everyone informed. After initial contact and depending on the circumstances, you might set a specific check-in time
- ☐ When telephone lines are busy, e-mails or text messages may go through when calls cannot
- ☐ Create an emergency contact list; include phone numbers and e-mail addresses for your designated out-of-town contact, loved ones, neighbors and other emergency numbers such as police, fire and your physician
- ☐ Make copies of the list for every family member and print a copy to keep by the phone and with your emergency supplies
- ☐ Make sure to secure outside structures and get all outside items and bring everything inside including patio chairs, grills potted plants and balcony items

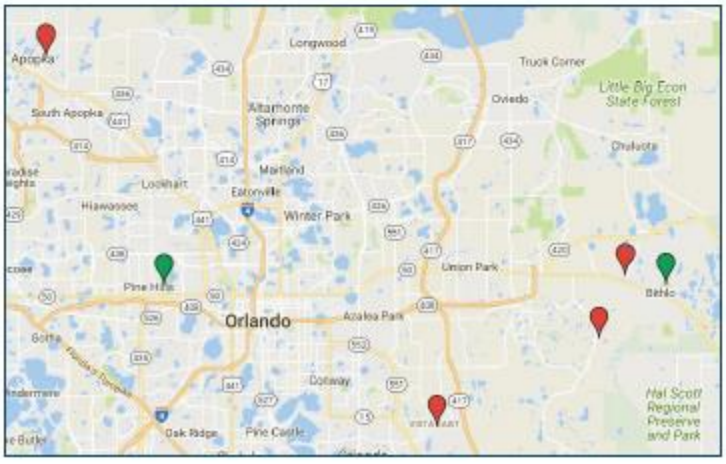
HURRICANE PREPAREDNESS PLAN

HIG INSURANCE

Orange County Evacuation Zones



Emergency Shelter Locations



June and July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June			1 Monthly Assessment Due	2	3	4
5	6	7	8	9	10	11
12	13	14 Flag Day	15 Grace Period Ends for Monthly Assessment	16 Board of Directors' Meeting 7:00 PM	17	18
19	20	21 First Day of Summer	22	23	24	25
26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July					1 Monthly Assessment Due	2
3	4 DWD Offices Closed	5	6	7	8	9
10	11	12	13	14	15 Grace Period Ends for Monthly Assessment	16
17	18	19	20	21 Board of Directors' Meeting 7:00 PM	22	23
24	25	26	27	28	29	30
31						