

Key Vista Villas Homeowners Association Hurricane Committee Charter

Purpose: The Committee is commissioned by the Board of Directors to oversee the preparation and execution of Key Vista Villas in the event of a storm.

Term: This is a standing committee with no end date.

Organization: The Committee shall have a Chairperson elected from the Committee members and appointed by the Board of Directors. The Chairperson may change from time to time. The Committee will be composed of 3 or more members drawn from the residents of Key Vista Villas. Membership is open to both full time and seasonal residents. Names of members shall be provided to the Board of Directors Secretary, as needed.

Responsibilities:

- ✓ The committee shall be familiar with the Hurricane Preparation Chart.
- ✓ The committee will meet at the clubhouse and decide where to move clubhouse furniture and how/where to store pool deck furnishings and equipment, flags, and bicycle rack in the clubhouse.
- ✓ The committee and the chairman shall hold a meeting to appoint persons for each task listed on the Preparations Chart.
- ✓ A list of each committee member's responsibilities will be created, and each member given a copy. Copies should also be provided to board members.
- ✓ Prior to a confirmed storm, members of the Committee will take (before) video of the Clubhouse, pool, and other common grounds for verification of condition should the areas be damaged by the storm. Once the weather has cleared and the committee is able, a second video will be taken to illustrate any damage for insurance adjusters.

Coordination with KVV Masters (Maintenance):

- ✓ Committee Members must be made aware that as much as 72 hours prior to a storm, their personal key fobs will be turned off and that the Master Maintenance Staff will open the clubhouse and assist in storing pool deck furniture and equipment.
- ✓ Committee Members will turn off any electrical systems that must be shut down.
- ✓ Committee Members will close and lock the clubhouse when clearing of the pool deck, flags and bicycle rack storage in the clubhouse is completed.
- ✓ As soon as the Master Maintenance crew has determined an all clear (this may be delayed if roads are flooded or blocked), all key fobs will be restored. Available members of the committee will return to the clubhouse as soon as possible to move equipment and furnishings stored in the clubhouse to the outside

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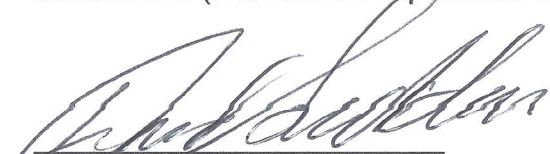
✓ **Meetings:** There are two types of meetings: 1) Planning and 2) Execution

✓ Planning meetings will be held to discuss preparations and planning. These meetings will be noticed in advance via the inside bulletin board at the clubhouse and email. There shall be a minimum of one noticed meeting semiannually. A Committee member shall be designated to take minutes. Copies of these minutes will be turned over to the Board Secretary within the month following the meeting.

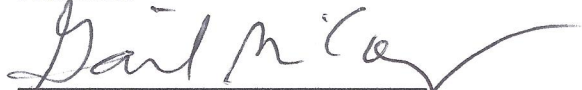
✓ Execution meetings will be held as soon as possible upon notification that a storm is imminent. These meetings will be noticed via email.

Relationship to the Board of Directors: The Chairperson, or his appointed representative, shall make a report to the Board of Directors as needed. A member of the Board of Directors shall be designated as the board liaison.

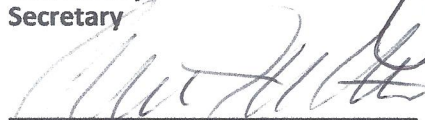
Dated: ____ Nov 11th, 2021 This document consists of two (2) pages and one (1) attachment (Hurricane Preparation Chart).




Dave Sneddon
President



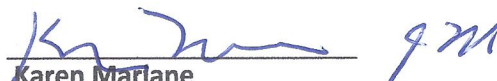
Gail McCoy
Secretary



Ellen Maracotta
Chairperson



John Mariane
Vice-President



Karen Marlane
Treasurer

Key Vista Villas Homeowners Association Hurricane Preparation Checklist

KV Villas will coordinate the following with KV Masters:

- ✓ The Masters Clubhouse will shut down 48 hours before landfall. All KV and KVV gates will remain open. Clubhouse Manager (Doreen) will disable Villas key fobs 72 hours before landfall. Times may be adjusted by the Key Vista Masters since they control the key fobs.
- ✓ **IMPORTANT!** Doreen and Maintenance will **not** be available after the 48-hour point. Key Vista Masters and KVV Hurricane Committee Chairperson (in absence of chair the KVV Board President) will coordinate.
- ✓ 72 or less hours before the storm, the Master maintenance crew is available, if necessary to assist KVV with storing patio furniture inside our clubhouse. After that, they will be breaking down the master outdoor furnishings and will not be available.
- ✓ Masters' maintenance will remove and store KVV Wood Point and Pleasant Hill gate poles.
- ✓ The KV Masters shuts down 48 hours ahead of the storm, allowing their staff a day to prepare the clubhouse and then return to their own homes for personal preparations before a storm.
- ✓ In the past, the Master Hurricane Committee has been unavailable to assist KVV closer than 48 hours to a storm because most people had either evacuated or were busy preparing their homes and families for the storm. During preparation for Irma in 2017, KVV waited and as a result was forced to place patio furniture in the pool due to lack of help. Such action is cautioned as it can and will cause damage to the pool and may void insurance.
- ✓ Once authorities issue an all clear to travel, Master Clubhouse staff will return to determine if all KV roads are clear of electrical dangers, downed trees, or plumbing issues, and that the master clubhouse is cleared for occupation. Any issues may cause a delay. Once the KEY VISTA all clear is received, Doreen will return, open the master Clubhouse and restore key fobs.

Precautionary Preparation by KVV Hurricane Committee

- ✓ A KVV Hurricane Committee member (or in absence of KVV Hurricane Committee member, a KVV Board member) will make a CELL PHONE VIDEO of the clubhouse, inside and out including storage areas, restrooms, and pool area prior to the storm. After the storm, a committee member will again make a video of the same areas to document any damages.

Procedures for closing of the Clubhouse listed below:

- ✓ The building and pool area **must** be completely cleared, stored, closed, and fobs turned off 72 hours in advance of a storm. (Master Staff keys remain activated)

Key Vista Villas Homeowners Association Hurricane Preparation Checklist

- ✓ The Master maintenance staff will assist, if needed, with storage of KVV pool furniture and equipment 72 hours or earlier before expected landfall.
- ✓ An email will be sent by the Committee Chairperson to the Hurricane Committee members to coordinate a time to meet and prepare the Clubhouse for closure.
- ✓ The KKV Hurricane Committee Chairperson will notify the KV Masters upon closure.

Procedure for Securing Clubhouse and Pool (Leave pathways at doorway and hallways per Pasco County Fire Department)

Description	Quantity	Storage Location Inside Clubhouse	# of People needed to Move Items
Clubhouse furniture		Move and stack along sidewalls	2
Outside Floor Mats	2	Inside doorways	1
Bicycle Rack	1	Place on 3ml plastic sheeting in the Kitchen	2
Trash Cans & Noodles	2	Kitchen	1
Clocks	2	Place on kitchen ledge	1
Flags	2	Lower telescoping pole, place flags on Chaise	2
Chaise	12	Stacks of 4. Place 2 stacks along restroom wall and 1 along under bulletin board	2
Tables Round	2	Turn on sides in front of windows left of front entrance of C.H.	2-3
Chairs	24	Stacks of 4 along edge of Clubhouse furniture	1
Side Tables Rectangular	6	Stack	1
Life Preservers, Skimmer, Net	2 1 1	These are the last items to be brought in and rested on top of furniture	1
Cigarette Disposal	1	Along windows wall to right of back door	1
Hose Holder and Noodle Can	1	Place along pool side windows	1