

# **ADVANTAGE PROPERTY MANAGEMENT, LLC**

**1111 SE FEDERAL HIGHWAY, SUITE 100**

**STUART, FLORIDA 34994**

**TELEPHONE (772) 334-8900      FACSIMILE (772) 288-0175**

May 27, 2010

RE: Storm Preparation Letter

Dear Board Members,

Please review and edit if needed . We could mail out this letter with any upcoming mailing, post on your bulletin board or mail it out however you like. Just let me know.

Thank you for your continued support.

C.F. "Lucky" Shawver and Crew

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## **HOMEOWNERS AND PROPERTY OWNERS** **STORM PREPARATION GUIDELINES**

To: Residents

*In preparation of hurricane season. Please refer to the St. Lucie County Government website for the complete hurricane guide at [www.co.st-lucie.fl.us](http://www.co.st-lucie.fl.us).*

### **BEFORE THE STORM**

1. Check flashlights, radios, and batteries. Do not use candles.
2. Top off your automobile's gas tank.
3. Check your medical supplies, prescriptions, and diet needs (at least three days).
4. Keep sufficient cash on hand.
5. Put valuables in a safe deposit box.
6. Purchase bottled water and non-perishable food.
7. Activate pet plan/boat plan.
8. Maintain duplicate records of important papers such as insurance etc. in a waterproof bag.
9. Check on your neighbors. Know who has departed and who is staying.
10. Set refrigerator/freezer for highest setting-tape seals.
11. The strongest room in the home is often the bathroom or walk in closet near the center of the property.
12. Clean the storm drains nearest your home, if any.
13. Store all sports equipment i.e. Basketball equipment in the garage.
14. Ensure back up electrical supply for any medical equipment.
15. List of Supplies:

Manual can opener

Disposable cups

Paper towels/baby wipes

Ice

Gallon Zip Lock Bags for making ice and waterproofing items

Large garbage bags to collect refuse and water proof items

Food supplies for seven days

½ gallon of water per person for seven days

Bleach for water purification

Soap in a plastic container

Toiletries

Bug Repellent

Pet food, cat/dog litter, Pet carrier

Film for camera

Cash

Prescriptions

Needle and thread

First Aid Kit

Batteries

Rope or heavy cord

Own a non A/C power phone

*The Board of Directors will ensure the following:*

- All storm drains are marked with a three foot PVC pipe, if any.
- All storm drains are clear of debris.
- All landscape debris has been removed from the Association.
- All sports equipment i.e. basketball hoops have been stored by the residents.
- Establish a pre-agreement with the Management Company to hire contractors to assist in the initial assessment of damage and initial clean up.

*The Management Company will ensure the following:*

- Coordinate with vendor to shut off the irrigation system.
- Assure adequate emergency marking and repair items are on hand.
- Check all common areas for items that could take flight and remove or secure them.

### **RECOVERY PHASE BOARD OF DIRECTORS/MANAGEMENT**

- Advantage Property Management will survey the area with at least one Board member and make an immediate assessment of landscape debris, flooding etc and call the necessary vendors to alleviate the problems.
- The Board of Directors will direct/coordinate the initial assessment and repair effort of the Management Company and authorized contractors.
- In consultation with the Management Company, set the priorities of effort and determine the course of action for ensuring an effective plan of action for repair and recovery from the damage to property and buildings.
- Organize and provide escorts for Management Company contractor personnel.
- Establish communication with Management Company and maintain binder with all expenses and invoices.
- Contact insurance company and establish procedures for initiating the claims process.
- Ensure safety from criminal activities and safety from electrical hazards.
- A recovery center will be established.

## PORT ST LUCIE & ST LUCIE COUNTY IMPORTANT PHONE NUMBERS

\* In an Emergency always call 9-1-1 \*

### EMERGENCY SERVICES

American Red Cross 461-3950  
Salvation Army 464-3620

### SPECIAL NEEDS

Council on Aging 336-8608  
465-5220  
Community Transit - Transportation 465-7433  
871-1287  
St Lucie Medical Center 335-4000  
335-7986  
335-7919  
Lawnwood Regional Medical Center 461-4000  
Dept of Children & Families 1-800-962-2873  
SLC TDD Services for the Deaf 462-1428

### SOCIAL SERVICES

American Red Cross 461-3950  
Crisis Line 211  
New Horizons 468-5600  
Salvation Army 464-3620  
United Way 464-5300

### UTILITIES

Florida Power & Light 462-0555  
1-800-OUTAGE  
Bellsouth Repair 611  
Gas Consult Your Local Phone Book  
Fort Pierce Utilities Authority 466-1600  
Port St Lucie Utilities 871-5330  
St Lucie West Utilities 340-0220  
St Lucie County Utilities 462-1150

### ANIMALS

Humane Society/Animal Rescue 461-0687  
Florida Fish & Wildlife 1-800-432-2046  
St Lucie County Animal Control 465-5770

### TELEVISION

WPTV Channel 5 930-9788  
WPEC Channel 12 1-800-310-9732  
WTCN Channel 16 595-1501  
WPBF Channel 25 692-4403  
692-2525  
WFLX Channel 29 WPB 561-845-2929

### RADIO

WAVV (101.7 FM) 1-800-562-9289  
WPSL (1590 AM) 340-1590  
WQCS (88.9 FM) 1-888-286-8936  
WZZR (92.7 FM) 1-877-927-6969  
WCNO (89.9 FM) 221-1100

### CITY OF PORT ST LUCIE

Fire Department 621-3400  
Building Dept 871-5132  
Police Department 871-5000 or 461-3820

Public Works 871-5100  
Waste Management 464-3100  
Waste Pro (North) 595-9390  
Waste Pro (South) 464-3569

### ST LUCIE COUNTY

SLC Administration Info 462-1100  
Fire Rescue 621-3400  
Fire Marshall 621-3322  
Solid Waste 462-1768  
Building Dept 462-1553  
Health Dept 462-3800  
462-3852  
Road Maintenance 462-2511  
Agriculture 462-1660  
SLC Sheriff Office 911 or 462-7300  
Environmental Services 462-2526  
Economic Development 879-4144  
South Fl. Water Mgmt 223-2600

### INSURANCE

Fl. Dept. of Insurance 1-800-342-2762  
Storm Help Line 1-800-227-8676  
Consumer Help Line 1-800-342-2762

### STATE OF FLORIDA

National Response Center Oil &  
Toxic Chemicals 1-800-424-8802  
Poison Info Center 1-800-282-3171  
Dept of Agriculture &  
Consumer Service 1-800-435-7352  
Florida Fish & Game 1-800-432-2046  
Marine Safety 229-2850  
After 5:00pm 1-800-342-5367  
Insurance Commissioner 1-800-342-2762

### UNITED STATES

Bureau of Alcohol, Tobacco &  
Firearms 1-561-835-8878  
Coast Guard 464-6100  
Federal Bureau of Investigation 461-6142  
National Flood Ins. Program 1-800-638-6620  
Federal Emergency Mgmt Agency 1-800-621-3362

### WEBSITES OF INTEREST

[www.stlucieco.gov](http://www.stlucieco.gov)  
[www.floridadisaster.org](http://www.floridadisaster.org)  
[www.myflorida.com](http://www.myflorida.com)  
[www.cityofpsl.com](http://www.cityofpsl.com)  
[www.nhc.noaa.gov](http://www.nhc.noaa.gov) (National Hurricane Center)  
[www.crh.noaa.gov/radar](http://www.crh.noaa.gov/radar) (National Weather Service)

### NEWSPAPER

Stuart News & Port St Lucie News 461-5020  
Port St Lucie Tribune 461-5020  
Emergency Medical - Fire Services 911