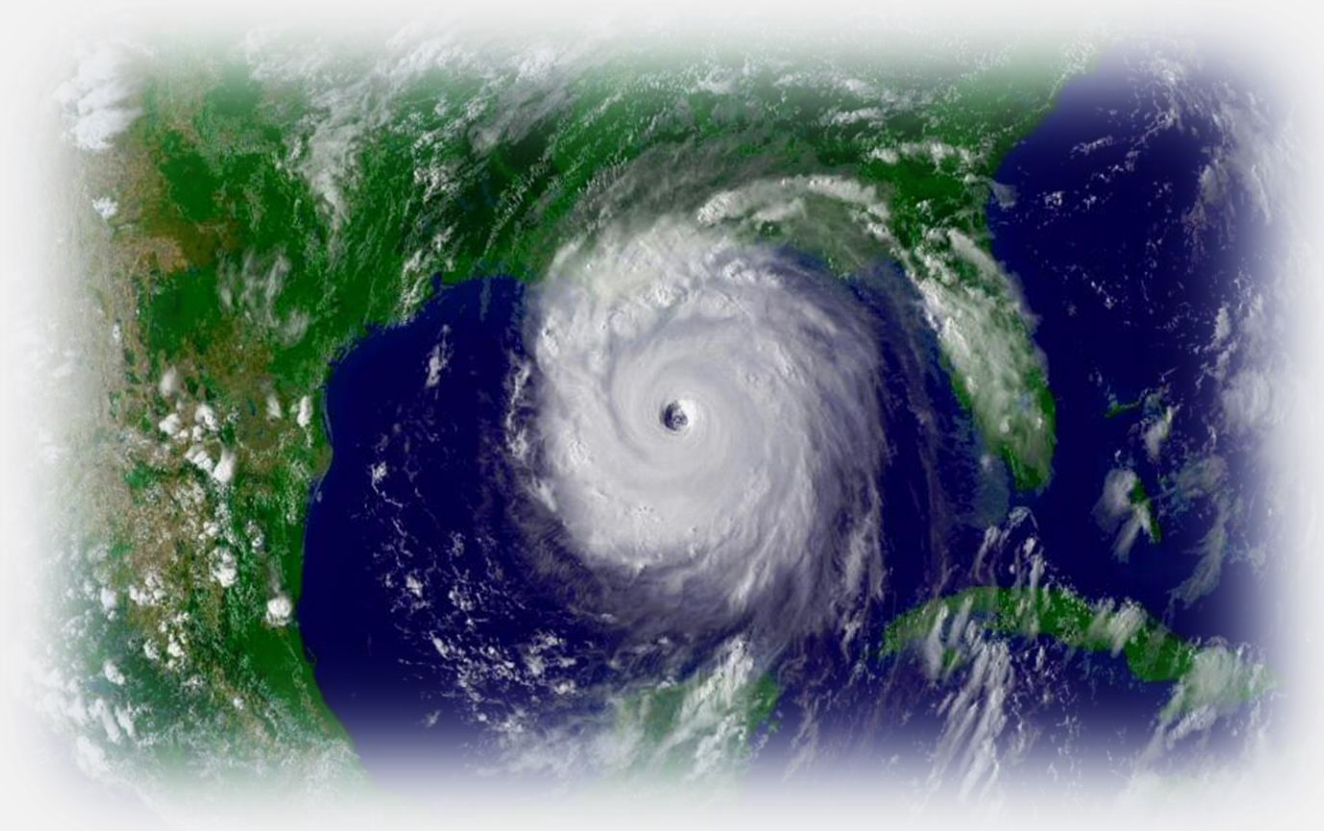


Hurricane Preparedness Plan 2026



MATANZAS SHORES OWNER'S ASSOCIATION, INC.
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Table of Contents

Hurricane Preparations Event Monitoing and Preparation	3
Summary:.....	3
Plan Coordinator:	3
Alternate Plan Coordinators:.....	3
Planning and Early Pre-Storm Preparation Items:	3
Communication:	4
Internal Communications	4
Contractor Communication	4
Law Enforcement and Fire Department	4
Execute Preparation Activities	5
Common Areas/Gates:.....	5
Beach Club:.....	5
Balcony/Library.....	5
Beach Walkovers	5
Beach Clubhouse and Pool	5
Close Beach Club.....	5
Rec Center:	6
Boat Club:	6
Wells and Lake Irrigation Pumps:	7
Waste Water Treatment Plant (Carlos Tola):	8
- Emergency Generators/Portable Generator	8
- Biometric Responsibilities	8
Building Sites:.....	9
Post Hurricane Procedures:	10
CHECKLISTS.....	10
Tennis Wind Shield Layout.....	10

HURRICANE EVENT MONITORING AND PREPARATION

Summary:

In the event of an approaching hurricane, monitor weather reports and warnings broadcast by Flagler County <https://www.flaglercounty.gov/County-Services/Emergency-Management> and the National Weather Service <https://www.nhc.noaa.gov/>. Preparation activities need to begin as soon as there is a possibility of a hurricane, and plan execution should start when a hurricane state of emergency is declared for Flagler County.

Plan Coordinator:

The MSOA Board President will assign the hurricane event coordinator. The coordinator is responsible for aligning resources, monitoring progress, communication to the parcels and executing the hurricane and recovery plans.

Plan Coordinators:

MSOA President: Don Albertson or their designee(s)

Donna McKenney

Alternate Plan Coordinator: To be Assigned.

Planning and Early Pre-Storm Preparation Items:

Review and Plan Activities Timing

- Schedule meeting with staff and coordinators to review plans and set timeline for activities.
- Send letters to Jonathan Lord, FPEM and ID cards provided to MSOA & WWTP emergency personnel at the start of hurricane season (June 1).

Common Areas/Lakes Advance Tasks

- Email kayak owners to secure their watercraft or plan with someone local to secure it for them.
- As soon as there is potential of a storm, or at the start of the hurricane season, prepare to reserve a minimum 6-inch pump and fuel to pump down the lake system if needed. We have an account with Xylem and contact person for the pump to be delivered. We have an account with fuel company to deliver fuel tank and fuel. Contact numbers are on worksheet.
- Monitor lake level gages to ensure that all readings show the same water levels, ensuring no clogs in the system. (**Check all five (5) ponds**).
- The need for a pump down of the lake is dependent on the expected rainfall and current lake level. A 6-inch pump takes 3-4 days (depending on river tides) to pump the lake down one (1) foot.
- Water from the lake will drain to the intercoastal at 3.5, unless there is a high tide that covers the drainage pipe at the river. If the lake is at a level *higher than 2.5 before the storm*, and we anticipate more than six (6) inches of rain, make the arrangements to start the pump allowing 2.5 days to get it down to two (2). When the river is at a high tide, the water may not flow (account for that in minimum time to start pumping-if King Tide, start earlier). The Backflow Preventer will prevent it. Check the river tidal conditions at: <https://www.tide-forecast.com/locations/Bings-Landing-Matanzas-River-Florida/tides/latest>.
- Check the Backflow Preventer at the pipe outflow to the river to make sure it is working properly.
- Check all street drains in Las Casitas and Los Lagos for blockage.
- Check the Lake Outflow system to make sure it is clear of any debris that would stop water flow.
- Check all drainage pipes into the lakes for obstructions (**check Las Casitas and Los Lagos properties as well**).
- As soon as sandbag distribution is set up, get 10-20 sandbags.
- Make sure we have adequate supply of ties, bungy cords, tape, and glue (caulking material).

COMMUNICATION

Internal Communications

- Email all Parcel Presidents requesting emergency coordinator information for their parcels (cell and email) and provide MSOA emergency coordinator contact information and plans to protect the MSOA common property. Confirm how parcels will make the information available to their owners via their own emergency communication system.
- Information included in emails to Parcel Presidents will identify radio stations, web sites, etc. that will help them and all residents to obtain up to date information on an oncoming storm, evacuation procedures, road closures and shelter information.
- The 2025 Flagler County Hurricane Guide will be available on the MSOA website.
- Send EMAIL to kayak owners to have them secure kayaks.
- Send EMAIL asking for volunteers before and after the event.
- Emergency Information:
 1. Flagler Emergency Services [Flagler Emergency Services](#)
 2. Flagler Sheriff: <http://www.flaglersheriff.com/>
 3. City of Palm Coast: <https://www.palmcoastgov.com/emergency>
 4. Florida Power and Light: (800) 4-Outage
 5. National Weather Service: <https://www.weather.gov/jax/>
 6. Local Radio: WNZF 1550 AM - 94.9 FM
 7. Television: WESH News, Flagler County TV Channel 492 – ATT U-verse Channel 99
 8. Internet: www.Flaglerlive.com
 9. Emergency Preparedness Guide: <https://online.flippingbook.com/view/521765596/>
 10. Emergency Preparedness Kit: <https://flaglerlive.com/wp-content/uploads/hurricane-preparedness-kit-flagler.pdf>

All the above emergency information will be on the MSOA website.

Contractor Communication-Contact Association contractors specifically but not exclusively:

- Landscape vendor to ensure availability as soon after the storm as possible to begin removing any landscape debris that may impair ingress and egress to the various properties.
- Guard contractor plan to ensure that guards will be back on shift as soon as possible after the storm.
- Biometrics to ensure readiness to support using the remote generator to pump out lift stations if needed.

Law Enforcement and Fire Department

- Contact the Sheriff's Department to inform them that the property gates will be open prior to the storm and until FPL restores electricity after the storm and that if possible they have a patrol car drive through the property to help prevent any criminal activity.
- Contact the Fire Department to inform them that property gates will be open prior to, during the storm, and after the storm until FPL restores electricity.

EXECUTE PREPARATION ACTIVITIES

- Refer to the spreadsheet in Exhibit A as a checklist for all activities.
- Meet with Volunteers to assign activities.

Common Areas/Gates:

- Open all access gates and secure to posts to prevent wind damage. (Note: Include Las Casitas Gates – make sure there are posts to tie them open).
- Take chains down from Santa Rosa and Las Brisas Way intersection.
- Turn power off to all gates.
- Secure access gate control boxes.
- Remove guardhouse barrier arms.
- If the Security company instructs the guards to leave, lock guard houses.
- Turn power main breakers off for guard house.

Beach Club:

Balcony/Library

- Move furniture to make room for gazebo furniture.
- Move furniture from upstairs gazebo to inside library.
- Check windows – raise shades.
- Unplug anything electrical.

Beach Walkovers

- Turn off water at Beach Club Walkover
- Turn off water at Surf Club III Walkover
- Tie Mobi Mats to Surf Club III Walkover
- Take trash bins inside.
- Take hoses inside.

Beach Clubhouse and Pool

- Close Beach Club
- Stack pool furniture and place out of harm's way inside clubhouse.
- Check all window latches.
- Glue or secure tops of lanterns along parking lot and walkway
- Remove clock.
- Place trashcans inside maintenance closet
- Turn off electric service to AC units to prevent power surge damage.
- Lower water level in pool 1.5 feet to accommodate excessive rain.
- Turn power off to pool pumps to prevent surge damage.
- Raise chlorine level to add extra sanitation to pool water.
- Turn power off to underwater pool lights.
- Remove any large signs that are removeable.
- Secure all safety devices, rings, hooks, skimmers, etc.
- Check containment tank and valve for both acid and chlorine containment.

- Last person to leave Beach Club puts locks and chains on doors and gates.
- Secure the large trash bins by the kitchen door.
- Put sand tubes in front of kitchen door and Beach Club doors that face the ocean.

Emergency Generator – (Stored at the WWTP)

- Prepare the generator for travel to the Beach clubhouse.
- Perform thorough check of the Emergency Generator (**A check list for the generator is posted in the clubhouse electrical room**).

Rec Center:

- Secure all furniture and place inside Rec Center meeting room.
- Move Ping Pong Table into the meeting room.
- Secure all trash cans.
- Check all window latches.
- Remove any large signs attached to tennis court fencing to prevent wind damage.
- Cut the zip ties on top of the tennis court windscreens, roll down and secure (Dave/Donna ½ day)
- Turn power off to AC unit.
- Lower water level in pool to accommodate extra water levels.
- Turn power off to all pool pumps.
- Raise chlorine level.
- Turn power off to underwater pool lights.
- Check chemical containment tank and valve.
- Put sand tube in front of electrical room.
- Place sand tubes in front of Rec Center meeting room
- Flip over the tennis court benches.
- Secure all sports equipment in the shed and lock it.
- Throw tarp over shed and tie it down.

Boat Club:

- Secure and stack all patio furniture inside meeting room.
- Secure trashcans
- Check window latches.
- Turn power off to AC unit.
- Check kayak area for any loose objects.
- Turn water supply line off to fish cleaning tables on dock.
- Secure fire extinguisher and hose box
- Turn power off to pole lighting to prevent power surge damage.
- Secure or glue loose lantern tops
- Remove and store dock and kayak hoses in the meeting room.
- Close bathroom doors
- Put sand tubes in front of electrical and meeting room door.
- Last minute, rope off dock to access.

Wells and Lake Irrigation Pumps:

- Turn power off to prevent surge damage.
 - North main branch
 - South main branch
 - Beach Club pump
 - East side branch (on A1A)

Steve (Landcare Management) will check timers after the storm

WASTE WATER TREATMENT PLANT (WWTP)

WWTP (Manager - Carlos Tola):

Portable Emergency Generator – Prepare the generator for travel to the lift stations.

1. Perform thorough check of the Emergency Generator.
2. Run the Generator for five minutes.
3. Top off the Diesel for the Generator if required.

Secure All Loose Objects in the WWTP Area

1. Trash cans and tools.
2. Contact Contractors to secure their equipment before the storm.
3. Have all contact numbers available.

Biometric (Manager/Operator)	Carlos Tola (Call or Text)	386.804.8124
Environmental Controls d/b/a Flagler Septic Services, Inc	Aaron office@flaglerseptic.com	386.586-5646
Ring Power (Generator)	Pedro Rivera Pedro.rivera@ringpower.com	321-695-7690
PBM (contractor)	Ben Moore bmoore@pbmconstructors.com	904.237.3562 904.237.6253
Florida DEP	Greg Strong, District Dir. Greg.Strong@dep.state.fl.us	904-256-1504
	Kathryn Craver Kathryn.Craver@FloridaDEP.gov	904-256-1549
Florida Rural Water	Tim Plymel, Circuit Rider for North Florida tim.plymel@frwa.net	386 -937-2739
FRWA Office: (850) 668-2746		
DeFords Fuel & Oil	Vera	904.829.2251

BIOMETRIC (Coordinate with Biometric Manager - Carlos Tola):

1. Determine if we need a Sludge Haul before the storm.
2. Get the level down in Surge Tank and or Clarifiers prior to storm
3. Check all lift stations:
 - Lift Station at the Plant (Main)
 - Lift Station at the pickleball courts
 - Lift Station at Sea Colony guardhouse
 - Lift Station at Sea Colony clubhouse area
 - Lift Station at Beach Haven

After Storm

1. Monitor Plant operation by checking flow and Lift Stations
2. Check for power at all Lift Stations
3. Move Portable Generator to Lift Stations as required:

Post Hurricane Procedures:

- Visit the property as soon after the storm as possible.
- Check roadways for ingress and egress.
- Attempt to get gates working and call in The Gate Store to assess all gates
- Contact Securitas to resume gate attendants.
- If necessary, contact landscape contractor to begin clearing off roadways and parking lots.
- Check with treatment plant operator on status of plant and begin any repairs or procedures to ensure the plant is running.
- and cameras working.
- Check all amenities for damage and begin recording damaged areas including dune walkovers, boat club and dock, beach club and rec center amenities.
- Take pictures of all damaged areas (buildings, boat dock, fallen trees, flooded areas).
- File insurance claims with Thompson Baker Agency as soon as damage has been identified and recorded.
- Follow the Start Up Plan.