

# Board Storm Preparedness Checklist

A governance-focused checklist for HOA board members before, during, and after a major storm event



*Now this feels like home.*



Use this checklist to confirm the community is ready – not by doing management's job, but by ensuring the plan, decision-makers, communications structure, and recovery oversight are in place.

## 1. Confirm the storm plan is current

Verify that management has reviewed the community's storm or severe weather plan for the current season and that the latest version is easy to access during an emergency.

## 2. Confirm key roles and decision-makers are identified

Make sure the board knows who is serving as the designated management/communications lead, operations lead, executive decision-maker, and vendor coordination point if a storm threatens the community.

## 3. Verify emergency contacts and critical vendors are up to date

Confirm management has current contact information for utilities, restoration partners, debris removal, security, elevator, gate, landscape, irrigation, roofing, insurance, legal counsel, and any other essential providers.

## 4. Confirm resident communication channels are ready

Ensure the community can communicate through primary and backup channels such as email, text alerts, website, resident portal, signage, or social platforms if one system goes down.

## 5. Align on the board's role versus management's role

Agree in advance that the board provides oversight, escalation support, and major decision-making when needed, while management and operations staff handle day-to-day execution and resident updates.

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## 6. Confirm a pre-storm resident messaging plan exists

Verify that management is prepared to send clear messages about preparedness steps, office or amenity closures, service interruptions, evacuation guidance when applicable, and where residents should look for official updates.

## 7. Confirm post-storm assessment and board update timing

Ask when and how the board will be briefed after the storm regarding safety issues, visible damage, access limitations, utility status, vendor mobilization, and immediate next steps.

## 8. Confirm documentation procedures are in place

Verify that management has a process for photos, incident logs, damage tracking, vendor records, and insurance-related documentation to support claims and recovery decisions.

## 9. Review financial and approval thresholds in advance

Clarify who can authorize emergency spending, contract work, resident notices, and recovery actions if quick decisions are required while conditions are changing.

## 10. Plan for resident expectations after the storm

Make sure the community is ready to communicate what is known, what is not yet known, what has been prioritized first, and when residents should expect the next update.

### Board reminder:

The board's job is to confirm readiness, authority, and communication discipline - not to become the operational response team during the event.

*CCMC has been specializing in community management of large-scale, master-planned communities for over 50 years. Access additional resources at [ccmcnet.com/resources](http://ccmcnet.com/resources).*

