

# OCTAGON *Tribune*



Volume 5 Issue 6

A Monthly Newsletter for the Residents of the Octagon Towers Condominium

July 2019

## OCTAGON TOWERS CONDOMINIUM

1881 Washington Avenue  
Miami Beach, Florida 33139

### ASSOCIATION OFFICERS

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Steven Velozo  
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### PROPERTY STAFF

**Manager** ..... Jose Barbosa, LCAM  
*Manager@octagoncondo.com*  
**Maintenance Sup.** ... Jaime Orozco  
**Maintenance** ..... Pedro Alvarez

### IMPORTANT NUMBERS

**Main** ..... 305-673-6580  
**Fax** ..... 305-673-9169  
**Valet** ..... 305-673-4563  
**After Hours Emergency**  
..... 954-458-5557

### OFFICE HOURS

**Monday-Friday** ..... 8 am - 4 pm



## High Rise Board Notice to Residents

June 1, 2019

RE: OCTAGON TOWERS CONDO. ASSN.,  
INC. – Hurricane Procedures



Dear Resident:

As hurricane season is upon us once again and will last through November 30<sup>th</sup>, the coast of South Florida can be threatened at anytime during this season. The information contained in this report will help you prepare for a hurricane emergency and understand how the Association will also prepare your building. This report has also been written to help you take precautions to protect your family and property. Please take a moment to read this very important information.

Association Specialty Group (“ASG”) and your Association would like to ensure that all unit owners receive as much information as possible to aid in the preparation for an upcoming storm. During these months special precautions need to be taken by everyone in the community.

**The following links will aid you in those preparations:**

<http://www.nhc.noaa.gov> • <http://www.fema.gov> • <http://www.floridadisaster.org/>

*(S. Florida television station websites also include hurricane preparedness links. Your supermarket also has guides to hurricane safety.)*

**ASG has a responsibility and a protocol to safeguard the residents, the employees and the mechanical equipment during a storm based on our knowledge and experience.**

### WHAT YOU CAN DO TO SAFEGUARD YOUR BELONGINGS & THOSE OF THE ASSOCIATION

1. Implement as many precautions as practical in advance, such as removing and securing all outside items that might become missiles during the storm, closing hurricane shutters and placing towels on window sills and on the bottom of your front doors.
2. Please note that all Hurricane Shutters **must be removed no later than 10 days after a hurricane** unless there is an imminent hurricane threat behind it. *Check your association’s Rules and Regulations, as the time allotted for removal may differ.*

*Continued on page 2*

**Hurricane (cont from page 1)**

3. Please make arrangements in advance as to where you will stay during an evacuation. Remember that pets are not allowed in all evacuation centers. Contact your assigned evacuation center in advance so you can make plans for you and your pets.
4. **Leaving town for any length of time during hurricane season? BEFORE YOU GO: Remove plants, loose objects and assign a nearby relative or friend to close the shutters.** In the event of a storm, do not rely on the association’s staff to make preparations for you. Their time will be dedicated to securing the community’s mechanical operations and common areas.
5. **Plan to Evacuate:** When an evacuation order is issued, **EVERYONE** must evacuate the community and go to your community’s assigned shelter (if available). An evacuation area is no place to be during a hurricane. Employees and residents are **ALL** expected to evacuate. There will be no emergency services during a storm, and authorities will not be available to help you.
6. At the time a call for evacuation has been issued, the Association employees will conclude the procedures to prepare the community’s common areas for the storm and leave. Once an evacuation order is given, you should be packed and prepared to leave.
7. Your city officials advise the elderly or handicapped residents not to wait for the official evacuation order... Please leave early.

**PROTECTING YOUR EQUIPMENT AND ELECTRICAL WHILE SAFEGUARDING THE RESIDENTS & STAFF**

1. **The protocol for safeguarding the mechanical equipment** is set into motion at the time when a hurricane warning is issued to your geographical area and starts with the least necessary equipment leaving the most indispensable equipment for last.
2. **At the time of a Hurricane Watch** – a hurricane may threaten the area within 36 hours – we begin securing the building. The specific details for your property can be found in the “On Site Hurricane Preparation Manual” which is site specific to your building and which has been approved by the Board of Directors.
3. **When a Hurricane Warning** – hurricane force winds are expected to make landfall within 24 hours – has been issued and after all preparations have been completed, non-essential personnel, under the direction of the manager, will leave at the end of their shifts. Typically, a mandatory evacuation order is also announced at this time in all coastal areas. This mandatory evacuation cre-

*Continued on page 3*



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## **Hurricane** (cont from page 2)

ates a critical time frame in which the staff must execute the final mechanical protocols before the storm actually reaches your building.

**4. The essential personnel** – manager, engineer, and office staff – will remain at your property maintaining building services and assisting residents as they follow the mandatory evacuation order. When sustained winds reach 45 mph and the hurricane continues to be an imminent threat, the essential personnel, in agreement with the Board of directors, will begin to shut down the property's four main mechanical systems- **elevators, HVAC equipment, domestic water pumps and pool equipment.** This helps to assure that your systems will not be damaged as a result of operating during the storm and will be operational after conditions return to normal and power has been restored. After the shut down has been completed, our essential personnel will follow the mandatory evacuation order issued by the appropriate governmental agency and leave the property.

### **5. ASG STAFF:**

- a. ASG will not require or encourage any employee to remain on the property in violation of an evacuation order.
- b. Any employee remaining at the property, at the request of the Board, after this shut down, is required to accept the terms of and sign a waiver form provided by ASG. Board signature is also required on the waiver.
- c. Essential employees will return to your property as soon as physically possible *after sustained winds have dropped below 45 mph and an all clear has been issued.*
- d. All other employees are required to report back to your property at daybreak and when sustained winds have dropped below 35 mph.
- e. Employees will have the option of using any available sick time to be compensated for any time missed due to a mandatory evacuation.

**6. MECHANICAL BUILDING COMPONENTS** (that affect the entire building and should be protected are the elevators, HVAC equipment, domestic water pumps, and the pool equipment.)

### **ELEVATORS**

The elevators should be parked on the upper floors of the building with the doors closed. (The highest possible floor is recommended by the elevator companies).

Pull disconnect switch in the machine room in the off position before power fails.

Close up all vents and openings at the top of the hoist way to prevent water from getting into the elevator shaft and secure door to elevator room so that it does not fly open.

*WHY: In the event of a coastal surge, flooding will damage the elevators and fill the pits. In addition to flooding, water damage caused by wind driven rain most likely will enter the shaft and ruin the electrical equipment on top of the cars. This kind of damage will render a building immobile for a long period of time while the elevator company repairs the equipment.*

*If the elevators are running and the power is interrupted, residents may be stuck inside the cabs for long periods of time. Evidence has shown that many people suffer anxiety or heart attacks in these situations. Emergency crews may not be able to respond to 911 calls under hurricane conditions.*

### **HVAC EQUIPMENT**

Turn off power to the pump motors by turning off all breakers on panel to the circulating pumps.

*WHY: The pump motors may burn up due to lack of water circulation. Water circulation stops due to low water pressure from the city, which occurs frequently during hurricanes.*

*Loss of electrical power will cause pumping stations to lose pressure. Electrical surges during the storm may also damage the pumps.*

*Most HVAC systems in recently built buildings use PVC pipes. These pipes are located on the roof and can break in the event a wind driven object hits or falls on the pipes. Once the pipes break and water is lost out of the system, the motors can burn out.*

*Continued on page 4*



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**Hurricane (cont from page 3)**

Condenser water pump motors are expensive and must be ordered by the HVAC contractor once they fail. Depending on availability one to several weeks of down time can be expected for repairs. The Board may wish to purchase extra motors to be used for quicker replacement should they decide to leave the equipment running.

**DOMESTIC WATER PUMPS**

Staff will turn off power to the domestic water pumps. (Buildings that are equipped with staged water pumps may consider leaving one pump on manual override if the pressure is sufficient for the upper floors.)

WHY: Loss of electrical power will cause pumping stations to lose pressure. If not, enough water reaches the pumps, they may burn out.

**POOL EQUIPMENT**

Staff will turn off power to the pool equipment and lower the water level in the pool.

WHY: Loss of electrical power will cause pumps to lose pressure. If not, enough water reaches the pumps, they may burn out. The chemical feeders will also shut down, causing chemical imbalances in the pool. Debris will be driven in the pool, clogging filters.

There are other sections of the building that must be secured but do not create as much dispute as the A/C, water, and the elevators, such as lobby doors which should be left in unlocked position and other items in a check list that is available to all managers to follow as a guideline so that all aspects of the building are inspected prior to the impact of the hurricane. NOTE: We DO NOT ever shut off electricity to the building.


**AFTER THE HURRICANE**

All essential personnel will return to your property as soon as physically possible after sustained winds have dropped below 45 MPH and an all clear has been issued.

If you have any questions, please contact the management office at: (305) 673-6580 / Emergency Phone: (954) 458-5557.

**REMINDER**

ALL vehicles parked within the designated valet area MUST leave their keys with the Valet Staff at the front desk. **FAILURE TO DO SO MAY RESULT IN TOWING AT OWNERS EXPENSE (YOUR COST).**





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# Thunderstorm Safety

Along with summer’s warm days come thunderstorms. Lightning is one of nature’s most powerful and unpredictable killers. Golfing, swimming, boating, biking riding, mowing the lawn – almost any outdoor activity – can be dangerous if there’s lightning around. So when you hear that rumble in the sky, heed these tips from the National Weather Service:



- If you can hear thunder, you’re close enough to the storm to be struck by lightning.
- Listen to weather reports before you go outside for extended periods. Cancel picnics and such if thunderstorms are likely, or move the picnic indoors.
- If you’re caught unexpectedly, move to a sturdy building or car (keep the windows up). Avoid small sheds, isolated trees, or convertible automobiles.
- If there’s no shelter nearby, find a low spot away from trees, fences, and poles. In the woods, stay by the shorter trees.
- If you feel your skin tingle or your hair stand up, squat low to the ground on the balls of your feet. Put your hands on your knees and your head between them. Do not lie flat on the ground. Make yourself the smallest target possible.
- Move to higher ground if a flash flood or any flood seems likely. Abandon cars once a flood begins. Do not attempt to drive to safety. Most flashflood deaths happen in cars.



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Miami-Dade Commissioner

# Eileen Higgins

District 5



Our office is here to serve you. For assistance, please feel free to reach out:

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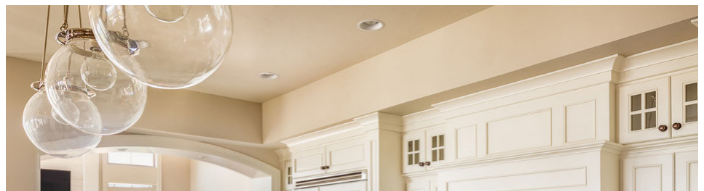
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