

COAKLEY BAY CONDO HOME OWNERS ASSOCIATION (HOA)

HOMEOWNER INFORMATION SHEET

The following information is requested from all Home Owners of Coakley Bay for use in our emergency preparedness system. Providing this information is voluntary. It will be used to help the General Manager and the Board during and after an emergency situation.

Please complete this information and return as soon as possible to the HOA office.

Information may be scanned and sent to: officemanager@coakleybay.org

OwnerName(s): _____

Owner Unit Number: _____

Owner Phone Number(s): _____

Owner(s) Email Address: _____

Owner on site Vehicle(s) Make: _____

Vehicle Model: _____

Vehicle Color: _____

Last known location: _____

License Tag
Number: _____

Does the office have a key? (if we do not have a key and the vehicle has to be moved we will use a tow service which will be billed to the owner). _____

Please provide your residency status plan for hurricane season (June1-November30th)

Name of person and contact information of person(s) who always know(s) your whereabouts:

Name and phone number of person locally who is authorized to check your Unit:

Name, address and phone number of your condo insurance carrier:

Please list any medical information you may want the office to be aware of regarding you or your family (note: this is confidential information that may include special needs, medication storage/refrigeration, etc.):

Please provide the name and phone number(s) of anyone you have asked and authorized to close your shutters when the Board places the Disaster Plan into action (this information will be used to verify that your shutters are closed; if shutters are NOT closed, the Coakley staff will close the shutters and the owner will be charged a fee as stated in our by-laws):

Please provide any additional information you want your HOA Board and management staff to know that will assist them in helping you:

Signature _____ Date _____

Print Name _____