



Carter Plantation Community Association

P.O. Box 688
Springfield, La 70462

EMERGENCY RESPONSE PLAN

9/20/2023

The following shall serve as the Carter Plantation Community Association Emergency Response Plan. The purpose of this plan is to establish the Emergency Fund and the appropriate use of Emergency Funds following a declared emergency by the Board of Directors.

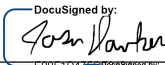
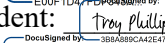

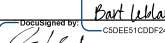

The Plan and the information herein shall be reviewed and recertified by the CPCA Board of Directors in June of each year. The recertification will be accomplished by completing the Emergency Response Plan form below and shall include the signatures of all Board Members.

The Emergency Plan and the use of Emergency Funds can be enacted with a majority vote by the Board of Directors. An emergency can be defined as any event following the loss or destruction of CPCA assets and or community member property following a natural disaster or other large loss event. The intended use of the Emergency Plan and Emergency Funds is to provide additional security, safety and an expeditious return to normal for the community following a declared emergency.

Emergency funds shall be kept separate from other operating funds of Carter Plantation Community Association. Any shortfall between emergency funds on hand and the calculated emergency funds determined in 5.e.i. on the Emergency Response Plan Certification Form shall be reconciled and the account brought to the needed balance within 30 days of recertification.

Dissolution of the Emergency Plan and the CPCA Emergency Fund can be achieved by a majority vote of the Members of Carter Plantation Community Association in attendance during the annual property owner's meeting held in January.

Established and Approved by the CPCA Board of Directors on (Date) 9/20/2023 | 9:32 AM CDT

President:		Date:	<u>9/20/2023 9:32 AM CDT</u>
Vice President:		Date:	<u>9/20/2023 3:31 PM CDT</u>
Treasurer:		Date:	<u>9/20/2023 9:33 AM CDT</u>
Secretary:		Date:	<u>9/20/2023 1:41 PM CDT</u>
Director:		Date:	<u>9/20/2023 9:45 AM CDT</u>

If you have any questions concerning this, please do not hesitate to contact us via email: theplantationpoa@gmail.com

CPCA Board of Directors



EMERGENCY RESPONSE PLAN CERTIFICATION FORM

Annual Certification: Date _____

1. CHAIN OF COMMAND

- a. CPCA Board of Directors (Name, Phone Number, Email)
 - i. President: _____ Signature: _____
 - ii. Vice President: _____ Signature: _____
 - iii. Treasurer: _____ Signature: _____
 - iv. Secretary: _____ Signature: _____
 - v. Director: _____ Signature: _____
- b. Carter Plantation Golf (Name, Phone Number, Email)
 - i. General Manager: _____
 - ii. Other: _____
- c. Livingston Parish Sheriff's Office Security Detail: (Name, Phone Number, Email)
 - i. Officer: _____
 - ii. Officer: _____
- d. Back-Up Security Detail Vendor (Name, Phone Number, Email)
 - i. Main Contact: _____
- e. Carter Developmental District (Name, Phone Number, Email)
 - i. Chairman: _____
 - ii. Board Member: _____
 - iii. Board Member: _____
 - iv. Board Member: _____
 - v. Board Member: _____
- f. Property Manager (Name, Phone Number, Email)
 - i. Main Contact: _____
- g. CPCA Counsel: (Name, Phone Number, Email)
 - i. Main Contact: _____

2. INSURANCE (Line of Business, Policy Number, Deductible, Claim Number)

- a. Insurance Agent (Name, Phone Number, Email):

- b. Property Coverage: _____
- c. General Liability: _____
- d. Directors & Officers: _____
- e. Crime: _____

3. BANKING:

- a. Is the debit card active? YES NO
- b. Sufficient amount of blank checks on hand? YES NO
- c. Sufficient funds in "emergency account" based on calculations below? YES NO

4. COMMUNICATIONS:

- a. Do all board members have access to the following means of communication:
 - i. Facebook Page YES NO
 - ii. Community Email YES NO
 - iii. Community Website YES NO
 - iv. Community Management System YES NO

5. EMERGENCY FUND CALCULATION:

- a. Security vendor cost per hour: _____
- b. Number of security hours needed: _____
- c. Allocation for debris removal: _____
- d. Property coverage deductible: _____
- e. Miscellaneous: _____
 - i. EMERGENCY FUND NEEDED: (A x B) + C + D + E = \$ _____