



HOA (Home Owners Association) Outreach Committee Input Requested

The Home Owners Association (HOA) Outreach Committee focuses on outreach to HOA communities to advance disaster preparedness. Typically, we start with someone we know who lives there. Some Board Members or other contacts have started efforts and they could use support. HOA communities vary across Menlo Park from single-family homes to condos or townhomes. Some HOAs are lapsed. For most HOAs, we know little or nothing about the HOA's current state of disaster preparedness.

Initial Charge:

- Hold a kick-off meeting, select a Chair and Vice Chair, and decide on a regular meeting schedule. Discuss status of HOA communities that we know something about, such as: Felton Gables, Burgess Classics, Suburban Park, Marquis, Sharon Oaks, Sand Hill Circle, Sharon Drive, and Park Forest. Include any known hazard-related concerns, such as fires or train horn blowing. Review background materials. Discuss what current contacts would like and/or need. Compile ideas for the Committee's use. Discuss next steps and divide up the work. Confirm next meeting.
- Prepare a list of HOAs across Menlo Park, starting with 2007 document. Add names of people HOA Outreach Committee and Board members know. Once initial list is developed, it could be shown to other contacts such as Fire Board or Council members who support disaster preparedness. They might help us add names & contact information.
- Prepare general outreach materials. Items to consider:
 - Open-ended questions for the initial meeting with the Board. Flyer with short menu of possibilities for next steps.
 - Email elevator pitch (to request a preliminary discussion with the HOA president or a 15-minute slot at the next Board meeting.)
 - Basic brochure or flyer: Prepared HOA communities & their benefits
 - Emergency Plan examples (could be added to the MPC Ready website)
 - Playbook for HOA disaster prep (compiles ideas without being proscriptive)
 - Consider a "leave behind" packet (following a pitch to the Board)
 - Prepare sample HOA event flyers (designed to

Future Possible Actions

Outreach to more HOAs, based on knowing someone living there. Discuss type of "ASKS" might work with people who might not have thought about disaster preparedness.