

# SIENNA EMERGENCY PREPAREDNESS MANUAL

**EFFECTIVE JUNE 1, 2024**



TM

**FOR EMERGENCIES ONLY**

**911**

**Fort Bend County Office of Homeland Security &  
Emergency Management:**

**281-342-6185**

[www.fbcoem.org](http://www.fbcoem.org)

**Centerpoint Energy 24-Hour Emergency Hotline:**

**713-207-2222  
or  
800-332-7143**

**Fort Bend County Sheriff's Office Non-Emergency #:**

**281-341-4665**

**Sienna's Web site: *siennanet.com***

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# SIENNA ASSOCIATIONS

## EMERGENCY PREPAREDNESS MANUAL

### I. INTRODUCTION

The Emergency Preparedness manual has been prepared to assist the Association and residents in the event of an emergency. While numerous types of emergencies may occur in Sienna, those identified as having the greatest probability of occurring include severe weather (including tornados and flooding), a railcar derailment, an airplane crash, an event involving a pipeline, and a hurricane. Therefore, this manual will address these types of emergencies more thoroughly and touch on other potential emergencies for the community such as other weather events, fires in large areas, etc.

The Association's role in an event will be to:

- A. Communicate to the residents and Commercial members
- B. Remind Forest Landing, Parkway Place and Sienna Townhome Association (STHA) Residents of their and association's responsibilities for securing townhome properties
- C. Coordinate with contractors and builders within Sienna to secure their properties
- D. Maintain contact with local Emergency Operations Center(s) as needed
- E. Secure the common areas owned and maintained by the Association

***Each resident will be responsible for securing their own property and keeping themselves, their families and pets safe;*** however some of the information in this manual will assist residents in that regard.

#### **A. Communication with Residents and Commercial Members**

While the Association will do what it can to communicate information to the residents, each resident is responsible for their own property and well-being. This information will remain on our website, [www.siennanet.com](http://www.siennanet.com), and all other Sienna Associations social media outlets (Facebook, Instagram, Sienna app and LEDs); and we will use the LED/marquee signs and email blasts to communicate as long as electricity is available and it is safe to do so.

In the event of a long-term power loss or internet disruption ((multiple-day, i.e. after 48 hours), the Association Staff will communicate information to the residents by posting hard-copy information at the following locations:

- Association Office
- Brushy Lake Fitness Center
- HomeFinder Center
- Sawmill Lake Club and Pool
- Sienna Springs Resort Pool
- Steep Bank Pool
- Tennis Building

If there is a power loss lasting more than 48 hours, information will be posted at least once per day on the front doors of the locations. Posted information will be provided by the Fort Bend County Office of Homeland Security & Emergency Management as well as any informational items specific to Sienna.

Additionally, residents should tune to AM 1670. This is an AM radio station operated by the Fort Bend County Office of Homeland Security & Emergency Management. Information is provided through this radio station in the event of an emergency. This station operates 24 hours a day, 7 days a week and broadcasts NOAA weather radio when not broadcasting emergency information.

#### **B. Remind Forest Landing, Parkway Place and Sienna Townhome Association (STHA) Residents of Their and Association's Responsibilities for Securing Townhome Properties**

Residents living in townhomes will have been sent an annual notice which identifies, per their specific governing document, their responsibilities and the association's responsibilities for securing townhome properties in the event of rain and/or wind storm.

#### **C. Coordination with Contractors and Builders in Sienna**

Builders and Contractors will have been sent written instructions for securing construction sites in the event of rain and/or wind storm. Builders are encouraged to secure items that may obstruct storm water inlets during heavy rainfall events or that could become airborne in a wind storm.

The Sienna Golf Course is responsible for any matters relating to the golf course, including fallen trees, etc. Their phone number is 281-778-4653.

#### **D. Maintain Contact with Local Emergency Operations Center (EOC)**

Sienna falls under the jurisdiction of the Fort Bend County Office of Homeland Security & Emergency Management. (FBC HS&EM). Sienna will rely on direction from the Director of the FBC HS&EM and/or the County Judge for evacuations, instructions, etc. [www.fbcoem.org](http://www.fbcoem.org)

#### **E. Securing the Common Areas**

The Association owns numerous swimming pools, playgrounds, tennis courts, buildings, walls, fences, signs, lighting, etc. and maintains the common area landscaping which, depending on the nature of the emergency, may need securing.

The Association staff and contractors have procedures which will be followed for securing common property. The Association is not responsible nor can it assist in preparing or securing private residential property.

## II. TYPES OF EMERGENCIES

### A. TORNADO OR SEVERE WEATHER

Severe weather can happen at any time of the year in Texas (such as the 2021 freeze event), but it happens most often in spring and summer. If severe weather is approaching, residents should monitor TV and radio broadcasts (AM 740) for storm information, as well as NOAA weather radio (AM 1670) for the latest information including any storm watches or warnings.

#### KNOW THE DIFFERENCE:

Tornado Watch – Conditions are favorable for tornados to occur. It means *WATCH* the sky.

Tornado Warning – A tornado is occurring. Seek shelter immediately. A tornado warning usually covers one county or portion of a county and generally lasts for an hour or less.

Residents should look for approaching storms and the following danger signs of a tornado:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train or 1,000 bees buzzing

If you see approaching storms and any of the danger signs, be prepared to seek shelter immediately.

If the Sienna area is under a tornado WARNING, seek shelter immediately!

If you are in:	Then:
A structure (e.g. residence, small building, school)	Go to a pre-designated shelter area such as a safe room, storm cellar, or the lowest building level. If none of these are available, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter.
Outside with no shelter	Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.  Do not get under an overpass or bridge. You are safer in a low, flat location.  Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.  Watch out for flying debris. Flying debris from tornadoes causes

most fatalities and injuries.
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If a tornado strikes areas of Sienna, residents should follow instructions issued by their local emergency response team, (i.e. Fort Bend County Sheriff's Office, Missouri City Police, Fire and Rescue Departments, etc.).

## **B. FLOODING EVENT**

- Severe weather can happen at any time of the year in Texas, but it happens most often in spring and summer. If severe weather is approaching, residents should monitor TV and radio broadcasts (AM 740) for storm information, as well as NOAA weather radio (AM 1670) for the latest information including any flash flood/flood watches, advisories or warnings. Residents should also see [www.siennalid.org](http://www.siennalid.org) for levee-related information. Report any levee issues to Sienna's current **Levee Improvement District (LID)** operator/Levee Manager:

**Jeff Perry**

**281-240-6454**

[j.perry@leveems.com](mailto:j.perry@leveems.com)

What is the difference between a Flood Watch and a Flood Warning issued by the National Weather Service?

- **Flash Flood Warning: Take Action!** A Flash Flood Warning is issued when a flash flood is imminent or occurring. If you are in a flood prone area move immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain.
- **Flood Warning: Take Action!** A Flood Warning is issued when the hazardous weather event is imminent or already happening. A Flood Warning is issued when flooding is imminent or occurring.
- **Flood Watch: Be Prepared:** A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
- **Flood Advisory: Be Aware:** A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

Sometimes floods develop slowly and forecasters can anticipate where a flood will happen days or weeks before it occurs. Oftentimes flash floods can occur within minutes and sometimes without any sign of rain. Being prepared can save your life and give you peace of mind.

**Before a Flood (please see <https://www.weather.gov/safety/flood-before> for more detail on the steps below):**

Create a Communications Plan  
Know Your Risk

Assemble an Emergency Kit  
Sign Up for Notifications

The Advanced Hydrologic Prediction Service provides RSS feeds for observed forecast and alert river conditions to help keep the public informed about local water conditions.

Prepare Your Home

Prepare your Family/Pets

Charge Your Essential Electronics

Leave

During a flood, water levels and the rate the water is flowing can quickly change. Remain aware and monitor local radio and television outlets. Avoid flood waters at all costs and evacuate immediately when water starts to rise. Don't wait until it's too late!

**During a Flood (please see <https://www.weather.gov/safety/flood-during> for more detail on the steps below):**

Stay Informed

Get to Higher Ground

Obey Evacuation Orders

Practice Electrical Safety

Avoid Flood waters

When flood waters recede, the damage left behind can be devastating and present many dangers. Images of flood destruction depict destroyed homes and buildings, damaged possessions, and decimated roadways. However, what you can't see can be just as dangerous. Floodwaters often become contaminated with sewage or chemicals. Gas leaks and live power lines can be deadly, but are not obvious at first glance.

**After a Flood (please see <https://www.weather.gov/safety/flood-after> for more detail on the steps below):**

Stay Informed

Avoid Flood Waters

Avoid Disaster Areas

Heed Road Closed and Cautionary Signs

Wait for the "All Clear"

Contact Your Family and Loved Ones

### **Turn Around Don't Drown®**

Each year, more deaths occur due to flooding than from any other thunderstorm related hazard. The Centers for Disease Control and Prevention report that over half of all flood-related drownings occur when a vehicle is driven into hazardous flood water. The next highest percentage of flood-related deaths is due to walking into or near flood waters. People underestimate the force and power of water. Many of the deaths occur in automobiles as they are swept downstream. Of these drownings, many are preventable, but too many people continue to drive around the barriers that warn you the road is flooded. A mere **6 inches** of fast-moving flood water can knock over an adult. It takes just **12 inches** of rushing water to carry away a small car, while **2 feet** of rushing water can carry away most vehicles. It is NEVER safe to drive or walk into flood waters.

## **C. TRAIN CAR DERAILMENT**

The railroad is owned and operated by Burlington Northern & Santa Fe (BNSF). Their emergency phone number is as follows:



**1-800-832-5452 (select option “1” for emergencies)** (this is also their main office phone number)

In the event of a rail car derailment, the Missouri City Fire Department will be in charge, with the railroad in a secondary role. Sienna will not be the “lead” in this type of an emergency; however, the nature of the emergency may impact residents and common areas.

If your house is near the derailment, residents should follow instructions issued by their local emergency response team, (i.e. Fort Bend County Sheriff’s Office, Missouri City Police, Fire and Rescue Departments, etc.) including any evacuation or shelter in place orders.

Sienna will provide as much information as they can via the LED/marquee signs, e-mail communications, Village Representatives, on local news and radio stations, etc. during and after the event.

#### **D. AIRPLANE CRASH**

The Houston Southwest Airport is owned and operated by James Griffith, Jr. This airport is in close proximity to, and has flight patterns over, Sienna. The emergency contact numbers to call are:

**911 (call this first)**

**1-866-835-5322 (FAA)**

The main contact information is as follows:

Manager, Houston Southwest Airport – 281-431-2581 ([manager@houstonairport.com](mailto:manager@houstonairport.com))

If your house is near the crash, residents should follow instructions issued by their local emergency response team, (i.e. Fort Bend County Sheriff’s Office, Missouri City Police, Fire and Rescue Departments, etc.) including any evacuation or shelter in place orders.

Sienna will provide as much information as they can via the LED/marquee signs, e-mail communications, Village Representatives, on local news and radio stations, etc. during and after the event.

#### **E. PIPELINE INCIDENT**

There are three pipelines running throughout Sienna. Typical contents include natural gas, propane and liquefied petroleum.

Dow Pipeline Company operates the natural gas pipeline; NuStar operates the liquefied petroleum pipeline; Enterprise Products operates the propane pipeline and their emergency contact information is as follows:

**ALWAYS REMEMBER TO CALL 911 IN THE EVENT OF A SUSPECTED GAS LEAK.**

**Dow Pipeline Company – 1-800-223-4412 or (281) 679-7265 (local emergency #)**

**Enterprise Products – 1-888-883-6308**

**NuStar – 1-800-481-0038**

On a routine basis the pipeline company has the lines inspected including ground inspections as well as inspections from airplanes as frequently as once per month.

In the event of a pipeline emergency, residents should follow instructions issued by their local emergency response team, (i.e. Fort Bend County Sheriff's Office, Missouri City Police, Fire and Rescue Departments, etc.) including any evacuation or shelter in place orders.

## **F. HURRICANE**

Unlike the previous emergencies listed above, it is possible to prepare for a hurricane. The section immediately following addresses hurricane-related terms; as well as what is suggested and/or required for getting ready for the hurricane, during the hurricane and after the hurricane for residents.

### **KNOW THE DIFFERENCE:**

#### **Tropical Storm Warning:**

Tropical storm force winds are expected within 24 hours. Wind speeds will be less than 74 mph.

#### **Hurricane Watch:**

Hurricane is possible within 36 hours. (Hurricane shutters may be installed)

#### **Hurricane Warning:**

Hurricane is expected within 24 hours.

#### **Voluntary Evacuation:**

Evacuation is recommended, but not required.

#### **Mandatory Evacuation:**

Fort Bend County Judge orders the evacuation.

## **1. GETTING READY FOR THE HURRICANE**

### **a. What To Do Before Hurricane Season:**

- Prepare an Evacuation Plan.
- Be certain you have adequate insurance on your home and its contents. Residents should consider Flood Insurance from the federal government through your home insurance carrier. Flood Insurance has a 30-day implementation delay.
- Trim back dead wood from trees before hurricane season.
- Check for loose rain gutters and downspouts.
- **Prepare a Disaster Supply Kit**
  - **Ensure you have food, clothing, medication and other supplies available for a week or more.** Do not assume that the local, State, Federal Governments, or the Association will be able to provide for your needs. You must take steps to be self-sufficient. During an emergency or recovery operation, public agencies will be flooded with requests for assistance. Resources will be and should be directed to the most vulnerable and needy members of the greater community.
  - Include a copy of your property tax bill for proof of ownership if you are a resident and do not have a TX driver's license with a Sienna address.
  - For further information and assistance in developing your Disaster Supply Kit and Plan, check these websites:

[www.redcross.org](http://www.redcross.org)

[www.texasready.gov](http://www.texasready.gov)

[www.fema.gov](http://www.fema.gov)

[www.readyhouston.tx.gov](http://www.readyhouston.tx.gov)

**b. When A Hurricane Watch Is Issued:**

- Keep tuned to a local radio (see list at the end of this section) or television station for the latest National Weather Service advisories, as well as special instructions from local government.
- Check battery-powered equipment. Your battery-operated radio could be your only source of information and flashlights will be needed if utility services are interrupted. Buy extra batteries.
- Keep your car fueled should evacuation become necessary. Also, service stations may be inoperable after the storm strikes.
- Store drinking water in clean bathtubs, jugs, and bottles as the water system may be contaminated or damaged by the storm.
- Obtain extra prescription medications and medical supplies.
- Consider protecting windows by placing boards over them or installing storm shutters.
  - Windows are broken mainly from wind-driven debris. Wind pressure may break large windows, garage doors, and double entry doors. The taping of windows does not keep the glass from breaking; it merely keeps broken glass in a more confined area.
  - If desired, install hurricane shutters/window boards on all unprotected windows. This may prevent tree limbs or debris from breaking windows.
  - Currently the Residential Review Committee (RRC) has approved WindStorm Solutions shutters. The company phone numbers are: 832-659-9304 or 281-846-8364. Their e-mail address is: [windstormsolutions@comcast.net](mailto:windstormsolutions@comcast.net) or [windstormsolutions@gmail.com](mailto:windstormsolutions@gmail.com). The RRC has approved this brand of shutter with the following contingencies with which owners must comply: paint the crown screw the color of the brick on the house and use a beige/tan cap for the bolt.
- Secure outdoor objects that might become flying debris. Garbage cans, garden tools, toys, signs, pool and porch furniture, and a number of other harmless items become deadly missiles in hurricane winds.
- Leave early. If a voluntary evacuation is recommended for the area, leave Sienna quickly with a specific plan and a set destination. For the evacuation plan, see Section 5, Evacuation, of this plan.
- Be alert for tornado watches and warnings as tornadoes are often spawned by hurricanes. See Section II.A. for more information.
- Listen for weather updates and local information on:
  - 1670 AM (Fort Bend County)
  - 1690 AM (Missouri City)
  - 740 AM KTRH
  - 950 AM KPRC

**c. When A Hurricane Warning Is Issued:**

- Make any last minute preparations and prepare to shelter in place in your home.
- Remember, if you stay, government officials, emergency responders, and aid agencies cannot and will not do everything for you. You must take responsibility for yourself, your family, your loved ones, pets, friends, and neighbors by being properly prepared ahead of time, acting responsibly and promptly, and following instructions.

- Store drinking water in clean containers and fill bathtubs with water should the Sienna water supply be contaminated.
- Park extra vehicle(s) in garage.

## 2. DURING THE HURRICANE

### Take Cover

- Remain indoors during the hurricane in the center of the house at the lowest level of the house. Blowing debris can injure and kill.
- Travel is extremely dangerous and should be avoided.
- Be especially aware of the "eye" of the hurricane. If the storm center passes directly overhead, there will be a lull in the wind lasting for a few minutes to a half hour or more. At the other side of the "eye", the winds will increase rapidly to hurricane force and will come from the opposite direction.

### Floods

- The floods and flash floods brought by the torrential rains of a hurricane are dangerous killers. Even though hurricanes weaken rapidly as they move inland, the remnants of the storm can bring 6 to 12 inches of rainfall to the area it crosses. The resulting floods have caused great damage and loss of life. For more information on flooding, please see section B under "Types of Emergencies".
- Report any levee issues to Sienna's current **Levee Improvement District (LID)** operator/Levee Manager:  
**Jeff Perry**  
**281-240-6454**  
**j.perry@leveems.com**

### Winds

- The winds of a hurricane (74 miles per hour or more) can be very dangerous. For some structures, wind force is sufficient to cause destruction. Mobile homes are particularly vulnerable to hurricane winds that can spawn tornadoes, which contribute to incredible destruction. The greatest threat from hurricane winds is their cargo of debris—a deadly barrage of flying missiles such as lawn furniture, signs, roofing, trees, siding, etc.

If a hurricane hits, don't expect recovery to be quick or easy. Be prepared to live without utilities for several days.

## 3. AFTER THE HURRICANE

- Be patient! It will take time for relief assistance to start, for all utilities to be turned on, and for life to return to normal.
- Be prepared to be without power, phone and water for several days or even weeks. *The Association has no control or influence on power restoration.*
- If electrical power is lost, the main breaker and all breakers in the electrical panel should be turned off. This prevents a power surge from affecting the house or equipment. Once power is restored, turn on the main breaker first. Turn the remaining breakers on one at a time.
- Government officials, emergency responders, The Association and other aid agencies cannot and will not be able to do everything for you. You must take

responsibility for yourself, your family, your loved ones, pets, friends, and neighbors by being properly prepared ahead of time, acting responsibly and promptly and following instructions.

- All the important information you will need prior to and during a hurricane will be available from radio, television, and weather alert monitors. Do not call 911 for information.
- After a storm, be wary of strangers who want to sell you something or do work on your property. Hurricanes bring out con artists and crooks. Follow the recommendations of your insurance company.
- If you have an ID with your Sienna property address, , carry it with you or have it readily available on the Sienna phone app.

To obtain current information and instructions, you may call:

- Fort Bend County Office of Homeland Security & Emergency Management (FBC HS&EM)**  
**Number: 281-342-6185**  
*They will have separate instructions which should be followed regarding debris removal, road access, etc.*
- Centerpoint Energy 24-Hour Emergency Hotline: 713-207-2222 or 800-332-7143**
- MUD Operator (SiEnvironmental) Water Emergency #: 832-490-1601**
- LID Operator (LMS) Water Emergency #: 281-240-6454;**  
**www.siennialid.org**
- Sienna's Web site: siennanet.com**

See “Communication with Residents” section A. of this plan for additional informational resources.

#### **4. GENERAL GUIDELINES FOR SAFETY AND CLEAN UP FOLLOWING RETURN TO YOUR HOMES**

##### **a. DISASTER AFTERMATH**

Returning home can be both physically and mentally challenging. Disasters can be dangerous even after they are over. Take the time to be cautious with food, sanitation, and especially electricity. Use a battery-powered flashlight to inspect a damaged home. (The flashlight should be turned on outside before entering — the battery may produce a spark that could ignite leaking gas, if present.)

##### **Clean Up**

- Take pictures of exterior damage to structure and trees.
- Begin clean up of your property as soon as possible.
- Contact your insurance companies.

##### **b. GENERAL SAFETY**

- Wear rubber gloves when cleaning after floodwaters to avoid infection from sewage and other contaminants.

- Wear thick-soled shoes or sneakers at all times to avoid injury or possible infections from floodwaters.
- Do not smoke or light matches outdoors until you determine that there are no gas leaks in the area.

**If you smell gas:**

**Immediately open windows and doors.**

**Turn off the main gas valve.**

**Leave the house.**

**Report gas leaks to 911.**

**DO NOT start your car.**

- Be careful when walking around outdoors, and watch out for downed power lines, debris, animals, snakes, and insects.
- Check any structure before entering. If you are not sure that it's safe, DON'T go in.

**c. DEBRIS DISPOSAL**

- a. The Fort Bend County Office of Homeland Security & Emergency Management will issue instructions on debris staging for pickup.
- b. Different types of debris will be required to be separated and stacked at the curb.
- c. DO NOT stack debris where it blocks or covers fire hydrants or water meters. Residents are responsible for moving all debris on their property to the curb.
- d. The Association and Fort Bend County cannot enter private property to remove debris.

**5. EVACUATION**

State Highway 6 is designated as a hurricane evacuation route. If an evacuation is ordered for any portion of the Sienna Community:

- Residents may exit to Highway 6 via
  - Sienna Parkway to the Fort Bend Toll Road east
  - Steep Bank Trace east to McKeever Road
  - Sienna Springs Boulevard west to Sienna Ranch Road
  - McKeever Road
  - Watts Plantation Road
  - Trammell Fresno Road
  - McKeever Road to Knight Road, north

In the event that Sienna Parkway, south of Steep Bank Trace, is blocked and the bridge over the railroad tracks is not passable, residents residing south of the rail lines can exit to Highway 6 via travelling north on FM 521/Alameda Road using the following routes:

- Sienna Parkway south directly to FM 521 (Sienna Parkway veers to the east eventually)
- Mount Logan east to Waters Lake Boulevard, then south to Sienna Parkway
- Waters Lake Boulevard (east, past Ridge Point High School) to Sienna Parkway
- Scanlan Trace Boulevard (east of Sienna Parkway) to Waters Lake Boulevard; (east, past Ridge Point High School) to Sienna Parkway

For information on routes beyond Sienna, please go to the following link:  
<https://missouricityready.com/165/Preparedness>

**a. WHAT DO I DO WITH MY HOUSEHOLD PETS?**

- Contact the Fort Bend County Animal Services at 281-342-1512 for information on caring for your pets during hurricanes or see the websites listed previously in this plan. This should be done in preparation for hurricane season.
- Do not leave any pet outside or tied up if you choose to leave during a hurricane.

**b. WHILE YOU'RE GONE**

It is Sienna's intention that, after a disaster, our website, social media pages and e-news/blasts will serve as the primary communication tools. You can gain access to the Internet and the Web site by utilizing the public computers at local libraries in the location to which you have evacuated. Our website address is: ***siennanet.com***.

**6. PLANS FOR ARCHITECTURAL REVIEW BOARD GUIDELINES**

In case of a major disaster, the Residential Review Committee (RRC) and the Modifications Sub-Committee (MSC) have adopted procedures to expedite project review and approval, thus facilitating tree removals, repairs, and rebuilding while maintaining our general standards and guidelines. As always, the RRC, MSC, and staff intend to work closely and cooperatively with each Owner to restore our living environment.

**a. RECOVERY PLAN**

- No approval is required to remove trees that are uprooted, trees that have fallen across structures, or trees that have fallen on the ground.
- Upon receipt of a written application stating "No Changes", Staff will issue a permit to repair damage to a structure that restores it to the previously existing condition. Please complete the appropriate form, which will be available on our website, or come to the Association Office for forms and instructions. No fee is required, however, Owner must contact Association Staff once repairs are made so they may inspect to confirm no changes were made. Association Staff will then issue a letter accordingly for the Owner.
- MSC approval is required for changes or modifications from previously existing conditions (changes to material on roofs, landscaping, color or exterior materials, fencing, replacements of playforts, pools, etc.) Submit plans to the Association Office.
- ARC approval is required for rebuilding with proposed exterior changes and/or additions or changes required by current applicable building codes, ordinances, rules, regulations, or guidelines. All applicable ARC review procedures apply. Examples include roof form change, door and window changes, architectural changes, site changes and/or complete renovation.
- RRC & MSC meetings schedule: Depending on damages sustained, the Committees will increase the normal meeting schedule for a period of time to be specified on [www.siennanet.com](http://www.siennanet.com).
- If you have house plans, it is recommended that you bring a hard copy of the plans with you during an evacuation or render the plans to a CD ROM so they can be easily transported and protected from the weather.

- All rebuilding approvals will be subject to the Association's architectural guidelines and to Missouri City's permitting process.

**b. TEMPORARY HOUSING GUIDELINES**


Sienna wants to expedite the repair and reconstruction of damaged housing caused by a disaster. Residents are urged to acquaint themselves with the temporary housing market in the area. Review your insurance to ensure you have adequate coverage for alternate living expenses.

**III. CONCLUSION:**

This manual has been prepared to assist Association residents and is in no way as comprehensive as information provided by agencies who handle emergencies. The Fort Bend County Office of Homeland Security & Emergency Management will be the primary lead in an emergency impacting Sienna and our staff will be working closely with all agencies.

If you have any questions, please contact the Association Office at 281-778-0778 or through the website, [siennanet.com](http://siennanet.com).

Adopted by the SCA and SRA Board of Directors on the 15<sup>th</sup> day and the 14<sup>th</sup> days (respectively) of May 2024.



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Sandra K. Denton, General Manager