



10/04/2016

Re: **Hurricane Matthew**

Dear FLCMAA Member:

As the National Weather service has indicated there is an eminent threat by Hurricane Matthew to the state of Florida. In previous correspondences we have shared with you some information regarding our partner in Disaster Recovery, Agility Recovery Services. Once again we would like to take this opportunity to inform you that this service is **still available** to you as a FLCMAA member.

Attached you will find a Pooled Membership Application which outlines the shared risk, costs, and limitations of the services available to you at this time. Given the design of this program, preference is given to the existing customers. Once existing Customers have been serviced in connection with a disaster declaration that occurs between October 4, 2016 and October 10, 2016, Agility will make all commercially reasonable efforts to recover new Customers. "New Customers" are defined as any company that executes a ReadySuite Services Agreement after October 2, 2016.

Please note, after October 10, 2016, the foregoing limitation shall not apply to any subsequent disaster declaration. All terms and conditions of the ReadySuite Services Agreement's shall be in full force.

As your FLCMAA Diamond Partner, we continue to do the one thing that is crucial in this business and that is anticipate. This is one more service we have brought to you to address the many uncontrollable elements which may affect your Club at any given time. Our job is to present you with the tools to adequately prepare and protect you.

Please complete the enclosed application and email it back to **both** email addresses below:  
[MMair@CBIZWC.com](mailto:MMair@CBIZWC.com) and [Kevin.Binder@agilityrecovery.com](mailto:Kevin.Binder@agilityrecovery.com). Payments should be mailed to:

**CBIZ Weekes & Callaway**  
**3945 W. Atlantic Ave**  
**Delray Beach FL 33445**  
**Attn: Disaster Recovery Division**

We are hoping for the best but please stay safe!

Sincerely,

J. Michael Callaway  
President, CBIZ Property & Casualty of Florida  
3945 W. Atlantic Ave  
Delray Beach, FL33445



## CBIZ Weekes & Callaway Business Continuity Program Recommended by FLCMAA Pooled Membership Application

### Congratulations on your new business continuity coverage.

Agility Recovery will make available a group introduction session and orientation on myAgility, your secure online planning portal. Should you experience an interruption, Agility Recovery will provide any or all of the below resources necessary to rescue your business:

<b>SPACE</b>	Office space with desks and chairs for up to 48 people
<b>POWER</b>	Emergency generator for your office
<b>COMMUNICATION</b>	Telephone and Internet access
<b>COMPUTER SYSTEM</b>	Up to 48 computers, 5 Intel servers, tape drives, printers and fax

To declare a disaster or alert, call our partner Agility Recovery's 24-hour recovery hotline: 877-364-9393

**Shared Risk:** Coverage is provided via CBIZ Weekes & Callaway's Agreement with Agility Recovery, which provides an initial maximum of 6 simultaneous recoveries for all Members in this pool. Pooling risk in this way greatly reduces membership fees, and CBIZ Weekes & Callaway is able to monitor and manage the risk for all Pool Members.

**Costs:** \$1,440 annual membership payable to CBIZ Weekes & Callaway. For a recovery or test, Member is responsible for all actual recovery or event expenses. Agility will provide Member with estimated costs for Member's approval prior to any expenses being incurred. If the recovery is ongoing after 60 (sixty) days, the Member shall be billed a daily fee for the assets deployed, which will not exceed \$295 per day. This fee is meant to ensure that all equipment will be returned to Agility when no longer needed for recovery.

**Damages:** Until Agility retakes possession of equipment, Member is responsible for any loss and/or damage to equipment while in its possession. The Member acknowledges that the availability of services and equipment shall be on a first-come, first-serve basis.

**Limitations:** There are no exclusions to what constitutes a disaster eligible for recovery under this program. Member is responsible for notifying Agility who is authorized to declare a disaster on behalf of Member. CBIZ Weekes & Callaway is the Pool manager and is solely responsible for deciding which Member(s) can recover at any given time. If Agility is prevented from performing because of circumstances beyond its reasonable control, Agility is required and expected to use commercially-reasonable efforts to provide contracted services as it is feasible after an event has impacted Agility's ability to service the Member.

Given the design of this program, preference is given to the existing customers. Once existing Customers have been serviced in connection with a disaster declaration that occurs between October 4, 2016 and October 10, 2016, Agility will make all commercially reasonable efforts to recover new Customers. "New Customers" are defined as any company that executes a ReadySuite Services Agreement after October 2, 2016.

Please note, after October 10, 2016, the foregoing limitation shall not apply to any subsequent disaster declaration. All terms and conditions of the ReadySuite Services Agreement's shall be in full force.

\*\*\*Email complete application to [MMair@CBIZWC.com](mailto:MMair@CBIZWC.com) and [Kevin.Binder@agilityrecovery.com](mailto:Kevin.Binder@agilityrecovery.com)\*\*\*

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Member

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Contact/Title

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Billing Address

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City/State/ZIP

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E-mail Address

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Signature

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Date Signed

CBIZ Weekes & Callaway



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Contact/Title

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Signature

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Accepted and Approved By

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Date Signed