

**Lincoln Hancock Restoration
Emergency Response Agreement – Inspection Checklist**

Name of Community: Commodore Building



Address: 2 Village North Hilton Head, SC 29928

Management Company: Association Services Incorporated

Community Manager: Jarod Lien

On-site manager:

Inspected by: Sean Fee

Date: July 11, 2013

**Lincoln Hancock Restoration
Emergency Response Agreement – Inspection Checklist**

Site Inspection

The following items need to be inspected and documented.

1. Is the community gated (if yes – code): No
2. What is the location of relevant keys and/or needed security codes: Management
3. Identify two staging areas on property – 1) landscaping debris 2) construction debris
Parking Lot
4. Identify location of primary electrical panel: Main level
5. Are electrical lines above or below ground: Below
6. If applicable, identify location of generator: Unknown
7. Last date of service on generator: N/A
8. Identify location of generator fuel storage: N/A
9. Identify shut off valve locations: Unknown
10. If applicable, identify locations of fire pumps: Main Level
11. If applicable, identify location of domestic water pumps: N/A
12. If applicable, identify location of HVAC systems controls: Main level/per unit
13. Identify location of pool systems: Yes, shared with Village North
14. Is this property exposed to a tidal surge (if yes, ocean front or canal?): Yes, bay
15. Are the living/office structures raised: No
16. Are there lift stations? No
17. Are there elevators? Yes
18. Location of elevator controls/power: Main Level
19. How many stories are the buildings: 5
20. Is there underground parking: No

**Lincoln Hancock Restoration
Emergency Response Agreement – Inspection Checklist**

21. What type of roof system(s): Sloped Tile



22. Condition and age of roof: 10+ Years

23. Do storm shutters exist on all windows/doors: No

24. What type of exterior covering siding is on buildings: Stucco

25. Will tree fall be a likely issue that blocks access to the property or damages buildings:
Moderate

26. Is there a marina: Yes

27. General notes and concerns: None

Lincoln Hancock Restoration
Emergency Response Agreement – Inspection Checklist

Emergency Response Agreement - Documentation Request

Thank you for selecting Lincoln Hancock Restoration to serve your community. The documentation we request is a key component of our pre-inspection preparation and will directly impact our post disaster response capabilities. The following documents are needed to complete our pre-inspection checklist. **Note, Items 1-4 are required before our site visit, the remaining items can be provided after.**

1. *Site map and/or site plan (interior and exterior if applicable)*
2. *How many units are there?*
3. *Description of community common areas and layout (horizontal or vertical)*
4. *Site employee list – name, title and cell phone numbers, including Community Manager*
5. Property Insurance Policy – with agents name and number
6. Do they have flood insurance, if yes, copy of policy
7. Declaration of Covenants/CC&R's
8. Owner list – with phone numbers or email, if possible
9. Emergency resolution – authorizing board member or management to make repair decisions, if applicable
10. Is there a hurricane/disaster committee (if yes, contact info)
11. Board member name and contact information
12. If applicable, provide a copy of the community hurricane plan
13. List of all vendors with name and contact number (especial importance – electrician, utility companies, plumber, HVAC, gate operator, elevator, security, landscaping, pool and any other relevant vendors)
14. In the event of evacuation, is there a security plan to protect against looting
15. Description of the owner demographics
16. Approximately what percentage live on site year round
17. Has the community established a line of credit or allocated reserve funds for disaster response