

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

Name of Community: **Ocean Point**



Address: 1 Ocean Point 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

Site Inspection

The following items need to be inspected and documented.

General notes and concerns: All single family homes. Tree fall will limit access. Ocean front lots subject to tidal surge.

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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