

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

Name of Community: Plaza at Belfair- Commercial Properties

Address: 2,4,25 Clarks Summer Drive SC 29909

Management Company: Association Services Incorporated

Community Manager: Laphanie Banks

On-site manager:

Inspected by: Sean Fee

Date: July 11, 2013

Site Inspection

The following items need to be inspected and documented.

1. Is the community gated (if yes – code):
2. What is the location of relevant keys and/or needed security codes:
3. Identify two staging areas on property – 1) landscaping debris 2) construction debris

Parking lots

4. Identify location of primary electrical panel:
5. Are electrical lines above or below ground:
6. If applicable, identify location of generator:
7. Last date of service on generator:
8. Identify location of generator fuel storage:
9. Identify shut off valve locations:
10. If applicable, identify locations of fire pumps:
11. If applicable, identify location of domestic water pumps:
12. If applicable, identify location of HVAC systems controls:
13. Identify location of pool systems:

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14. Is this property exposed to a tidal surge (if yes, ocean front or canal?):

Potential- canal

15. Are the living/office structures raised:

16. Are there lift stations?

17. Are there elevators?

18. Location of elevator controls/power:

19. How many stories are the buildings:

20. Is there underground parking:

21. What type of roof system(s):

Standing seam

22. Condition and age of roof:

10 years

23. Do storm shutters exist on all windows/doors:

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

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

26. Is there a marina:

27. General notes and concerns:

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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