

Checklist for Unit Owners

It is always a good idea to do your own check up on your unit as well as making sure your Unit Owner's Policy (HO6) is adequately written. Below are a few suggestions regarding your unit and your policy. Remember, the time to check is now, not when a claim happens.

- **Smoke Detectors** – Select an annual date to test alarms and change out all batteries.
- **Fire Extinguishers** – each unit should be equipped with at least one fire extinguisher that is clearly visible. Check each extinguisher annually and re-charge or replace when needed.
- **Frozen Pipe Protection** - always leave heat on in unit (set thermostat to at 55 degrees) even if you will be away for some time, OR, completely turn off water and drain lines in the unit.
- **Water Leaks** – the most frequent source of condominium losses. Check for operation and clearly mark water valve shut-off for each unit to facilitate turning off water in the event of plumbing leak. Inspect ALL visible plumbing fittings, fixtures and appliances annually for signs of leakage or deterioration, especially washing machine hoses, hot water heaters, ice maker lines, under sinks, air conditioner condensate lines, and around toilets and tubs.
- **Be sure your Unit Owners policy is up to date.** A condominium unit owner's policy also known as the HO-6 policy is the policy written for the individual condominium unit owner. Check if the policy includes coverage for Wind Driven Rain as this coverage has a high deductible on the Association's insurance policy. Wind Driven Rain is damage to the interior of the unit when there is no damage to the exterior of the unit. An example is the wind blows so hard that it forces the water underneath doors and around the seams of windows and damages floors, carpeting, and walls, etc. Be sure that the Building Additions & Alterations coverage has an adequate limit to cover this type of damage. This policy also may include coverage for Personal Property, Loss Assessment, Personal or Premises Liability, and Loss of Use or Rents. This coverage is not provided by the Association's policies.

This report gives a general description of the coverage that is now provided for *Pine Knoll Townes Association II*. While every effort has been made to make the brief description of policies and coverage outlined in this summary as accurate as possible, it cannot contain a full restatement of terms and conditions of the contracts. If any conflict or omission should arise between this outline and the policies, the terms of the policies shall govern in all cases. (060917dmg)

Summary of Condominium Association Insurance Coverage

for

Pine Knoll Townes Association II

2017 – 2018

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PROPERTY COVERAGE

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Commercial Property Policy

Certain Underwriters at Lloyds, London – non-admitted

Insured Amount..... Blanket limit \$6,637,600

Deductible per occurrence \$5,000

Except 2% of the building values in respect to Named Windstorm and Wind Driven Rain, All Other Wind \$10,000, Flood \$25,000 and Earthquake \$25,000, Water Damage \$10,000

Ordinance or Law: Coverage A Undamaged Portion of Building Included in Limit

Coverage B Demolition \$250,000

Coverage C Increased Cost of Compliance \$250,000

Debris Removal \$500,000

Sewer Back Up \$25,000

Risks of direct physical loss or damage including Windstorm, Flood and Earthquake unless the loss is excluded or limited. Including but not limited to Replacement Cost and “All In” endorsements. Excluding but not limited to terrorism.

Wind and Hail Deductible Buy Back Policy

Certain Underwriters at Lloyds, London – non-admitted

Insured Amount: per occurrence \$132,752

Deductible per occurrence \$10,000

This policy buys down the deductible from the primary Wind and Hail coverage to \$10,000. Excluding but not limited to Wind Driven Rain or Ordinance or Law.

Employee Dishonesty Policy

Liberty Insurance Underwriters, Inc.

Insured Amount..... \$150,000

Deductible per occurrence \$ 250

Provides coverage for fraudulent and dishonest acts on the part of Association employees, board members and property manager.

SCHEDULE OF PROPERTY

Description	Limit of Coverage
Location: 277 Salter Path Road; Pine Knoll Shores, NC 28512 – Carteret County	
Condominium Units 47-58	\$1,536,200
Decking for Units 47-58	\$ 52,400
Condominium Units 59-69	\$1,408,200
Decking for Units 59-69	\$ 48,200
Condominium Units 70-80	\$1,408,200
Decking for Units 70-80	\$ 48,200
Condominium Units 81-92	\$1,536,200
Decking for Units 81-92	\$ 52,400
Swimming Pool	\$ 87,500
Sewage Treatment Facility	\$ 415,700
Decking at Pool	\$ 7,000
Fence at Sewage Treatment Facility	\$ 28,900
Fence at Pool	\$ 5,600
Storage Building.....	\$ 2,900
Total Value.....	\$6,637,600

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LIABILITY COVERAGE

General Liability

Owners Insurance Company

Insured Amount..... Occurrence \$1,000,000

Annual Aggregate..... \$2,000,000

General Liability for the common areas of the premises only and for liability claims arising out of operations of the Association as an entity.

Hired & Non-Owned Auto Liability

Owners Insurance Company

Insured Amount..... \$1,000,000

Liability coverage for autos hired and non-owned by the Association.

Directors and Officers Liability

Liberty Insurance Underwriters, Inc.

Insured Amount:..... \$1,000,000

Deductible \$1,000

Coverage for the Board of Directors individually and collectively for wrongful acts on the part of the Board of Directors. Defense cost are outside the limit of liability and unlimited.

Commercial Excess Liability/Umbrella Liability

National Surety Corporation

Insured Amount..... \$5,000,000

Excess Liability over the primary General Liability, Hired and Non-Owned Auto Liability, Employers Liability, and Directors and Officers Liability.

Worker's Compensation

Pennsylvania Manufacturers Association Insurance Company

Insured Amount..... each Accident \$500,000

Statutory limits per the NC Compensation Act for injuries on the job or in the course of employment. Volunteers included for coverage if project approved by board.