PROFESSIONAL
Asset Strategies, LLC
A Registered Investment Advisor

Norman M. Berk, CPA/PFS, CFP®, J.D.
Sandra M. Cleveland, CFP®, CCPS
Harold Sasnowitz, MBA

Disaster Recovery Plan

Since the terrorist activities of 9/11/2001 and aftermath of Katrina, all financial advisory firms have established written disaster recovery and business continuity plans for their businesses. This will allow advisers to meet their responsibilities to clients as a fiduciary in managing client assets under certain circumstances. It also allows a firm to meet its regulatory requirements in the event of any kind of an emergency or disaster, such as a bombing, fire, flood, earthquake, power failure or any other event that may disable the firm or prevent access to our office.

We want our clients to be aware of our Disaster Recovery Plan on the chance that a calamity was to arise. The following is a guideline of our plan with instructions on what to do in case of a disaster to the city of Birmingham or more specifically our office.

Upon such a disaster event, all clients will be contacted of the situation and advised of the status of the plan that has been enacted. We will also post mission critical information on the website, www.proassetsllc.com for the benefit of all involved.

In disaster situations the home of Norman Berk will be used as the temporary office. The address is as follows:

Norman Berk
3935 Westminster Lane
Birmingham, AL 35243-5130

All employees will report to his home where there will be access to all critical information so daily and regulatory business can continue without any interruptions.

All office phone numbers will be forwarded to the phone number of the temporary office. If all landlines are down then all office numbers will be forwarded to the cell phones of Norman Berk (205)586-6132 and Sandra Cleveland (205) 902-7110. We have also implemented an alternative email system proassetsllc@hotmail.com to use if our email service goes down.

If you have any questions concerning this policy please contact our Chief Compliance Officer, Norman Berk.

As always, we appreciate your confidence in us and are constantly seeking ways to serve you better.

Very truly yours,
Professional Asset Strategies, LLC
Norman, Sandra and Harold