

INSURANCE CLAIM ADMINISTRATION

WHEREAS, effective and efficient handling of insurance claims is needed to insure prompt settlement, and

WHEREAS, the Board of Directors of Brittany Landing Bay (hereinafter Association) has the responsibility to obtain and maintain an adequate property/liability insurance program as outlined in the Bylaws, Article 3.3.1 and 3.3.2, and

WHEREAS, the Board of Directors has appointed Community of Harbor Bay Isle Owners' Association (hereinafter CHBIOA) as its Agents in administering the property insurance program

NOW, THEREFORE BE IT RESOLVED that the following guidelines and policies will apply in the management of the Insurance Claims:

FIRST: CHBIOA will serve as a clearinghouse for all potential property/liability insurance claims under this program. The insurance broker or carrier will process no claims until direction has been given by CHBIOA.

SECOND: CHBIOA will promptly report possible losses reported by any owner to the insurance broker.

THIRD: Any homeowner with a potential claim must immediately notify the Association of the loss and allow a representative of the Association or the insurance company, if requested, an opportunity to view the damage prior to any repairs being performed.

FOURTH: Exterior damage repairs, where it is within the responsibility of the Association to maintain, will be authorized and ordered by CHBIOA.

FIFTH: Interior damage repairs, after notice of claim to CHBIOA will be the homeowner's responsibility in conjunction with the insurance company adjuster.

SIXTH: The Association shall be responsible for the deductible for all items which are covered under the Association's policy, except when it can be demonstrated that the owner or its guests or vendors caused the damage, in which case the owner shall be responsible for the entire deductible.