

Lantana Procedures

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Title: Insurance

Purpose: The intent of this procedure is to define the Insurance Committee (IC) role, insurance policies and best practices for Lantana.

The IC (insurance committee) acts as the primary conduit between the Board and the Insurance Agent; however, it is not involved in all Association issues related to insurance. Their role focuses on the creation and enforcement of policy and procedure, not daily tactical issues. For example the IC does not handle unit water damage issues (see Procedure 2b) or become the primary point of contact for unit owners. The CAM is responsible for day to day issues.

Procedure:

1) Insurance Company

- a. Matters involving the Association's insurance company (other than day to day issues described above) flow thru the IC. This helps develop a level of expertise within the IC and provides a single point of contact to the insurance agent.
- b. The IC performs an annual review with the insurance agent to verify Association coverage is adequate and understand recommended changes for the following year. Communicate and/or present to the Board as appropriate.
- c. The IC obtains competitive insurance quotes every 3 - 5 years, unless there are circumstances that warrant otherwise.
- d. The IC seeks permission from the Board to obtain property appraisal updates every three years.

2) Contractor Insurance

- a. All contractors doing work at Lantana should have Liability insurance and Worker's Compensation insurance (if applicable). The insurance agent can provide guidance on whether Worker's Compensation insurance is required or not.
 - i. Contractors doing work on common property must be properly insured. The CAM receives insurance certificates before the work begins.
 - ii. Coordinating insurance certificates for contractors working on individual units is much more difficult. At a minimum the IC and/or board issues annual communication to unit owners reminding them that contractor insurance is important and required.
 - iii. Insurance certificate copies are kept on the FSR website.
- b. Annually the insurance committee should perform, or ensure someone else performs, an audit that verifies Contractors doing work for the Association are properly insured.

3) Miscellaneous

- a. Consider Association documents when making insurance decisions
- b. The IC should populate, or ensure someone else populates, the FSR website with current and relevant insurance documents, i.e. wind mitigation, contractor insurance, etc...

Glossary of Terms:

CAM	Community Area Manager
IC	Insurance Committee