



Understanding Your Association Insurance Coverage Including Your Personal Insurance Putnam Village Condominium

With the potential for various claims that can occur within the community, ADP Barlow and the Board of Managers for Putnam Village COA. want to be sure that all of the homeowners within your Community receive the information below so that you can arrange to obtain appropriate insurance coverage for your own unit and property, to coincide with the Association Insurance Policy. We strongly recommend that you review these documents with your personal insurance agent.

It is recommended that all homeowners should purchase a HO-6 policy, Combo Dwelling Policy or other policy that is appropriate for your type of ownership. See attached “An Explanation of your Association Insurance Protection” and the accompanying explanation of these three types of policies.

Over the years, many homeowner’s insurance carriers have taken a position that the deductible on the Association’s policy is NOT part of the claim made to the personal insurance carrier (HO-6). It is extremely important as a homeowner you recognize this and seek clarification from your HO-6 Carrier or Agent for this coverage. Your Association’s deductible is \$5,000 for all perils except; Ice damming which is \$5,000 per unit. (These deductibles are only reflective of what the Association’s policy will pay for a covered cause of loss and do not include damage to any individual upgrades to your unit and/or your personal contents, which should be insured through your personal insurance policy).

Association Master Insurance Policy:

The Master Policy of the Association provides for Building Coverage as well as General Liability. This coverage is subject to the terms, conditions, restrictions and/or exclusions of those policies.

The Building Coverage is limited under the Association’s Master Policy. It includes building components such as flooring, cabinets, drywall and other components within the individual units that were initially installed by the builder prior to the original sale of the unit, However, all Betterments and Improvements completed after the original sale of the unit are NOT covered under the Master Policy of the Association – it is important that you confirm with your own agent that you have insurance coverage for these items.

The Master Policy will not offer remuneration, even under a covered cause of loss scenario, until the damage exceeds the deductible(s).

Claim Reporting Procedure:

If you have a claim, please review the procedures outlined below to help ensure timely processing of the claim:

1. Report the Claim to your Association Manager as soon as possible. You will need to provide management with a date of loss and the cause of the loss. Management will report the loss to our agency, however, if it is felt the claim is less than the deductible (see above) management or your Board could choose not to file the claim on the Master Policy.
2. Immediately Report the Claim to your Personal Lines (HO-6) Insurance Carrier and/or Agent
3. In the event that your unit suffers damage, such as water or fire damage, initial "Clean Up" will be authorized by the Manager/Board of Managers as well as any required action to secure the Property
4. The Association's Master Policy as well as your Personal (HO-6) Insurance Policy will assign an Adjustor to review the damage and determine the proposed amount of reimbursement allocated per policy.
5. The Master Policy is Primary, which means it will respond first, rather than your personal insurance, to a covered claim; however, if a deductible is not met then no reimbursement will be received under the Master Policy from the Association Carrier even though the damage resulted from a covered cause of loss. Your personal insurance policy may then respond to pay the resulting damage.
6. Once the Adjustor for the Association Master Policy provides a "Proof of Loss", which will need to be approved by the Board, (a similar document will most likely be done by your personal insurance adjustor) work may begin on restoring the unit (s).
7. Management and/or the Board is only responsible for coordinating contractors on behalf of the Master Policy portion of the claim, you will need to be sure you coordinate with the Association established contractors to complete the portion of the claim which falls under your personal insurance or responsibility.

Request for Certificate of Insurance:

In an effort to provide an immediate response to our Association clients, ADP Barlow has contracted with a company to provide delivery of your (or your mortgage lenders) request for a Certificate of Insurance showing proof of coverage by the Association Master Insurance Policies. This is done through ICerts which provides 24/7/365 day on demand certificate requests for annual renewals, refinance or new mortgages. Please be aware there is a cost, which should be paid by the Lender, for any refinance or new mortgage request. Annual certificates on existing mortgages can be obtained at no charge by the Unit Owner. Certificate request of any type should be made on our website at www.ADPBarlow.com.

DISCLAIMER: THIS INFORMATION IS PROVIDED AS A GUIDE TO BE USED BY YOU TO PURCHASE YOUR PERSONAL INSURANCE COVERAGES AND DOES NOT INCLUDE OR ENCOMPASS ALL THE COVERAGE YOU MAY NEED. PLEASE PROVIDE THIS DOCUMENT TO YOUR PERSONAL INSURANCE AGENT TO DISCUSS YOUR PERSONAL SITUATION AND COVERAGE OPTIONS. NOTHING INCLUDED IN THIS MAILING BY US SHALL CHANGE THE ACTUAL COVERAGES IN PLACE AS DESCRIBED IN THE ASSOCIATION MASTER INSURANCE POLICIES.



What does the Association cover? What does your personal insurance cover? How much coverage do you need?

A common misconception when purchasing a personal homeowners policy is that the Association covers the building, thus minimizing your personal risk. While this may be true in some instances, it is not always the case-and it's important to understand all of this before you purchase your coverage. Following are four main areas to look at when securing the proper Homeowners Policy: Building Coverage, Personal Property Coverage, Liability and what the Association (Master Insurance Policy) covers.

Dwelling (Building) Coverage: While most Condominium Associations insure the main structure of the building and grounds, the Dwelling portion of coverage can vary based upon individual Association Governing Documents. We always recommend familiarizing yourself with your individual Association's Master Deed or Declaration, particularly the section that addresses the portion the Association is obligated to insure versus the portion you as a unit owner are responsible for. You will want to make sure you are carrying adequate building coverage to ensure you are able to rebuild the portion of the building you own (based upon the Association's Documents and Master Insurance Policy). In a condominium, this could include paint, cabinets, flooring, and fixtures as well as any improvements or betterments you might have done to the unit. Not having enough coverage could be further devastating in the event of a major loss.

Personal Property Coverage: This protects all of your personal belongings within the unit. There are two main variations of personal property coverage, and knowing the difference and what you have is important. First is Actual Cash Value (ACV) coverage, which will give you the value of any lost items based on their current depreciated value. The other option is Replacement Cost (RC) coverage, which will give the value of your lost property based upon today's values. For example, suppose your 10-year-old couch burns in a fire. With ACV coverage, you would only receive a fraction of the cost it would take to replace it. However, with RC coverage, you would be reimbursed for whatever it costs to replace that couch with today's like, kind, and quality item. We always recommend carry RC coverage.

Liability Coverage: The personal liability coverage within your homeowners policy provides coverage for bodily injury and property damage sustained by others for which you or your family members are legally responsible. For example, someone falls down your stairs, or your child accidentally throws a ball through a neighbor's window, breaking an expensive Chinese vase - you may be held responsible for the damages caused. Under personal liability coverage, the insurance company defends you if you are sued, and pays damages to the injured person up to the limit of liability.

Most homeowners policies provide a minimum of \$100,000 in personal liability coverage, meaning the insurance company will pay up to the amount in total to injured persons per accident. If you feel you need more protection, you can increase this amount up to \$500,000. You can also purchase a personal liability umbrella policy if you think you need more than \$500,000 in liability coverage.

Association Master Policy: There are two main areas to focus on. First, like all insurance policies, your Association's Master Policy will contain a deductible (which varies depending on the Association). When a loss occurs, the association can pass that deductible along to the impacted unit owner(s) on an individual basis - generally through an insurance deductible resolution adopted by your board or as part of your documents. An example of this would be a water heater burst and the resulting water damages a number of units. Some personal unit owner Condominium policies (HO6) will cover the Association's deductible, some will not, and others offer the coverage as an additional endorsement. Please use the information enclosed to be sure you have proper coverage.

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Below and enclosed you will find a list of policy types and a brief description of each. For a brief explanation of the coverage your Association Master Insurance Policy carries see the Explanation of Coverages – Attached

Specific Details are Attached on the coverages listed below or you may contact us directly to discuss your specific situation:

- As a Condominium Unit Owner with building coverage being maintained by your Association, you will be required to purchase a HO6 policy ...
For More Details - Refer to the Attached Information
- If you rent your Condominium Unit to others, you may wish to purchase a Combo Dwelling policy ...
For More Details - Refer to the Attached Information
- If you are a Tenant and rent your unit from others you may purchase a HO4 policy...
For More Details - Refer to the Attached Information

Another coverage which is important to consider when living in an Association is called *Loss Assessments*. *Loss Assessments* provide coverage against any special assessment levied against the unit owners either for a loss that the Association's insurance does not cover or one in which the association's policy is not adequate to cover totally. Many unit owner policies carry a base Loss Assessment coverage of \$1,000 but offer higher coverage options for a nominal premium. An example would be a significant liability claim that exceeded the association's master coverage. Any additional claim payments could be assessed to each unit owner on an even-share basis.

Although there are many other coverage options, enhancements and endorsements available, these are a few major coverage areas we generally see overlooked. It is a good idea to sit down with an insurance agent to review your current coverage and ensure you have adequate protection in the event of a loss.

Attachments:

Explanation of Coverage
HO6 Coverage
Dwelling Combo Coverage
H04 Coverage



An Explanation of Your Association Insurance Protection

The Association provides protection for the interest of the Association, Owner Members, Trustees and Mortgagees.

I. PROPERTY COVERAGE:

- A. **“Risk of Direct Physical Loss” coverage** (subject to policy limitations) The Association is protected by Comprehensive Property coverage, subject to the standard exclusions such as, but not limited to, flood, water seepage, war, pollution, normal wear and tear and vermin.
- B. **Replacement Cost** restores Association Insured Property to the builder’s original grade in the event of a covered loss.
- C. **A deductible applies to all property losses.** Putnam Village Association’s deductible is \$5,000 for all perils except; Ice damming which is \$5,000 per unit.
- D. **The Association’s insurance policy covers the homes with the builder’s standard grade basic features.** This includes such items as bathroom fixtures, kitchen cabinets, built-in appliances, basic carpeting, partitioned walls, repairing sheetrock and a sealant coat of paint. You are responsible to insure any decorations, additions, alterations, upgrades or options (such as wallpaper, lighting, painting and finished basements) that are made by you, or a prior owner.

II. LIABILITY COVERAGE:

This coverage protects the Association against bodily injury or property damage to others for which the Association becomes legally liable. It is recommended that homeowners purchase insurance to protect themselves from personal liability, as well as for the interior of their home.

III. ADDITIONAL ASSOCIATION COVERAGES:

The Association may also be protected for Fidelity, Workers Compensation and Directors and Officers Liability. For more information concerning these coverages, please feel free to contact our office for details.

For More Information Contact:

*Your Management Company
Representative*

or

*Jessica Due
908-382-6625 X110
Jessica.Due@adpbarlow.com*

IV. CLAIMS:

Any and all claims against the insurance policies held by the Association **must first be reported to the Property Manager and/or Board of Trustees.**

V. HOMEOWNER’S NEED FOR PERSONAL INSURANCE:

In order to complete your insurance protection, you, as a Resident Homeowner, **will need to purchase coverage for your personal contents, loss of use, personal liability, loss assessment, and additions and alterations** (including decorating, upgrades or options made by you or a prior owner.) This policy is commonly known as a **Condominium Homeowners or HO-6 policy.**

As an Owner-Nonresident, insurance is still necessary. The policy that is needed is a Combination Dwelling Policy. The coverages listed above, as well as “loss of rents” should be included.

Please review your policy with your individual insurance agent.

This brief general description applies only to policies insured through ADP Barlow Insurances . It does not extend, modify, or explain all the clauses and conditions of the policies and only reflects coverage in place at the time of printing.



HO 6 – Condominium Owners Policy Overview

Definition: HO-6 provides coverage for the homeowner for building and personal property. However, the dwelling coverage is less extensive due to the Association purchasing insurance to cover the building.

Policy Highlights:

Coverage A: Dwelling Coverage: While the Association maintains building coverage for the Association termed “single entity”. The homeowners policy needs to include this coverage and incorporate the additions and alterations, improvements and betterment’s made by the unit owner or previous unit owner. In the event of a covered loss the Association’s policy and homeowner’s policy merge to make the homeowner whole. (Such as sheet rock damage below the Association’s deductible).

Coverage B: Other Structures: Covers other structures on the residence premises, set apart from the dwelling by clear space (e.g. tool shed, detached garage). This also includes structures connected to the dwelling by only a fence, utility fence or similar connection.

Coverage C: Personal Property: Coverage is defined as and should include such items as the couch, jewelry, clothes, dishes, etc. (All those things you would take with you when you move).*

Coverage D: Loss of Use: If a covered loss makes the unit uninhabitable, the policy covers the living expense that results.

Coverage E: Liability: Protects the insured should a claim be made or suit be brought for damages because of bodily injury or property damages caused by an occurrence for personal liability within the home. The policy will provide defense and pay damages up to the limit of liability for which the insured is legally liable.

Coverage F: Medical Payments To Others: Will pay the necessary medical expenses incurred or medically ascertained within 3 years from the date of the accident causing the bodily injury within the home.

Loss Assessments is defined as a charge by the Association to each homeowner collectively for their share when such an assessment is made necessary by a loss to the Association. Please be sure that the Association deductible is part of your loss assessment coverage.

Important Points:

Homeowners to verify with their agent coverage for water damage, sewer backup and specific Association deductibles.

- *In many policies Coverage C will combine personal property and **additions/alterations** (improvements/betterments) as one limit. Therefore, this coverage limit must represent the full value of your improvements as well as your personal property.*



Combo Dwelling – Investor Owner Overview

Definition: *Combo Dwelling* policy provides coverage similar to the HO-3 but the insured has the flexibility to exclude personal contents. This coverage applies to owners who rent out their unit.

Policy Highlights:

Coverage A: Dwelling Coverage: While the Association maintains building coverage for the Association termed “single entity”. The homeowners policy needs to include this coverage and incorporate the additions and alterations, improvements and betterments made by the unit owner or previous unit owner. In the event of a covered loss the Association’s policy and the homeowner’s policy merge to make the homeowner whole. (Such as sheetrock damage below the Association’s deductible).

Coverage B: Other Structures: Covers other structures on the residence premises, set apart from the dwelling by clear space (e.g. tool shed, detached garage). This also includes structures connected to the dwelling by only a fence, utility fence or similar connection.

Coverage C: Personal Property: Coverage is defined as and should include such items as the couch, jewelry, clothes, dishes, etc. (All those things you would take with you when you move). *

Coverage D: Loss of Use: If a covered loss makes the unit uninhabitable, the policy covers the living expense that results.

Coverage E: Liability: Protects the insured should a claim be made or suit be brought for damages because of bodily injury or property damages caused by an occurrence for personal liability within the home. The policy will provide defense and pay damages up to the limit of liability for which the insured is legally liable.

Coverage F: Medical Payments to Others: Will pay the necessary medical expenses incurred or medically ascertained within 3 years from the date of the accident causing the bodily injury within the home.

Loss Assessments is defined as a charge by the Association to each homeowner collection for their share when such an assessment is made necessary by a loss to the Association. Please make sure the Association Deductible is part of your loss assessment coverage.

Additional Living Expense: The necessary increase in living expense incurred by you so that your household can maintain its normal standard of living. For example, this would include the increased cost to live in a motel, eat all meals at restaurants and increased costs to do laundry.

Important Points:

Loss of Rents/Fair Rental Value, if the loss makes the unit rented to others or held for rent by you not fit to live in, you will be reimbursed the fair market rental value less any expenses that do not continue while the premises are not fit to live in.

* In many policies Coverage C will combine personal property and **additions/alterations** (improvements/betterments) as one limit. Therefore, this coverage limit must represent the full value of your improvements as well as your personal property. However, on a Combo Dwelling Policy, this coverage usually represents appliances or built-in upgrades.



HO-4 Tenant Policy Overview

Definition: *HO-4 Tenant policy is designed to cover the belongings and exposures of a tenant. There is no need for Coverage A dwelling or Coverage B other structures. Contents are all the items the individual brings with them to the unit and belong to them.*

Policy Highlights:

Coverage C: *Personal Property:* *Coverage is defined as and should include such items as the couch, jewelry, clothes, dishes, etc. (All those things you would take with you when you move).*

Coverage D: *Loss of Use:* *If a covered loss makes the unit uninhabitable, the policy covers the living expense that results.*

Coverage E: *Liability:* *Protects the insured should a claim be made or suit be brought for damages because of bodily injury or property damages caused by an occurrence for personal liability within the home. The policy will provide defense and pay damages up to the limit of liability for which the insured is legally liable.*

Coverage F: *Medical Payments to Others:* *Will pay the necessary medical expenses incurred or medically ascertained within 3 years from the date of the accident causing the bodily injury within the home.*