

POLICY MANUAL
Wind Meadows Corporation, Racine, WI

Subject:	Revision Date:	May 1, 2018
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INSURANCE CLAIMS	Page No.	Policy No.
	1 of 1	POL.006

From time to time there will be insurance claims that must be filed with the insurance carrier. Since claims may effect future rates and at the same time to properly service members who have a loss, it is desirable to have a consistent policy.

- I. The Site Manager will follow up promptly with the unit owner who reports a loss to determine if a claim should be filed. If a claim is indicated the Site Manager will obtain a complete description of the loss, including the exact time of the loss and the probable cause.
- II. The Site Manager will contact the insurance carrier and report the loss and seek their advice on possible coverage by Wind Meadows master policy.
- III. If it appears that a claim should be filed and the estimated loss exceeds \$5,000 the Site Manager will request approval by a majority of the Board of Directors.
- IV. The cost of the \$5,000 deductible shall be paid by the owner sustaining the loss. However, when the loss is due to circumstances beyond the owner's control, the owner may appeal to the Board of Directors for waiver of responsibility for the deductible amount to the extent not covered by the owner's individual insurance policy.
- V. The Site Manager and the President will act as the facilitator in the negotiations between the owner and the insurance carrier on claims filed.
- VI. Any damage caused by the unit owner's negligence shall be the responsibility of the unit owner and will not be referred to the Wind Meadows insurance carrier.

REFERENCES

Corporate Insurance Policy (POL.005)
Wind Meadows Insurance Committee Meeting Minute File
WMC Board of Directors Meeting Minutes 2/25/87, 10/28/08, 3/25/17, 6/27/17 and 8/22/17