

Important notice regarding insurance for:
TERRACE FALLS CONDOMINIUM
OWNERS' ASSOCIATION

Dear Homeowner,

The purpose of this document is to:

1. Inform you regarding Utah law affecting insurance coverage for TERRACE FALLS CONDOMINIUM OWNERS' ASSOCIATION as well as you as an Owner.
2. **If a covered loss causes damage to your home, regardless of fault, you &/or your insurance company are responsible for the first \$25,000. Or, in the event of an earthquake, 2% of the replacement cost of the building. These amounts are in relationship to the current deductibles on the Association's policies. Responsibility for the deductible is mandated by Utah law. See Item 1.3 below.**
3. Provide you with information that will assist you in securing personal insurance. Doing so can lessen the financial impact you will face for damage to your home [See Exhibit 1].
4. Address basic coverage and exclusion provisions common in most insurance contracts.
5. Address claim prevention practices.
6. Provide information to assist you in ordering evidence of insurance for personal or mortgage company use.
7. Provide instructions on claim procedures and protocol.

1. Utah Law 57-8-43 Condominium

- 1.1. Applies to Association and unit owner policies and supersedes anything to the contrary written in the CC&Rs (Covenants Conditions and Restrictions).
- 1.2. The Association's policy includes coverage for: "any fixtures, improvements, or betterments installed by a unit owner, or floor coverings, cabinets, heating and plumbing fixtures, paint, wall coverings, windows, and any item permanently attached to a unit".
- 1.3. When a covered cause of loss occurs the Association's policy of property insurance shall provide **primary coverage**, the **unit owner's insurance policy shall be primary for the portion of the loss equal to the deductible amount on the Association's policy.**
- 1.4. If two or more owners suffer a loss in a single event they are each responsible for payment of a portion of the Association's deductible based on the percentage of loss they each suffered.
- 1.5. If an owner does not pay his/her share of the loss within 30 days after substantial completion, the Association may levy an assessment against the owner and place a lien on the unit.
- 1.6. If the unit owner has no insurance for a covered cause of loss, he/she is personally responsible for the loss to the amount of the Association's policy deductible.

2. **TERRACE FALLS CONDOMINIUM OWNERS' ASSOCIATION** has a property deductible of \$25,000 for each occurrence and an earthquake deductible of 2% of the building replacement value. Payment of the deductible becomes your responsibility when a covered cause of loss affecting your unit occurs. Payment of the deductible should be insured by your personal insurance policy. Consult your personal insurance advisor regarding your coverage.

3. **Personal Insurance:**

Homeowners should maintain personal insurance coverage. We recommend a comprehensive review of your personal insurance with your own licensed insurance advisor. **Exhibit 1** of this document provides a check list of items that should be reviewed at that time.

4. **Basic coverage and exclusion provisions in the Association's Master Insurance policy:**

4.1 The Association's policy includes "special form" property coverage for perils such as fire, lightning, windstorm, hail, explosion, riot, aircraft and vehicle damage, smoke, vandalism, falling objects, weight of ice and snow, collapse, sudden and accidental discharge of water or overflow from plumbing or appliances, and frozen pipes inside a unit.

4.2 Common **exclusions:** Many insurance companies will not cover water damage resulting from a frozen pipe if adequate heating is not maintained in the unit. Therefore it is imperative that heat be maintained or that pipes are drained when a unit is unoccupied for an extended period of time.

4.2.1 No coverage is provided for wear and tear, deterioration, and flood, (flood is often defined as water penetrating the building envelope from an outside source). Damage by insects or animals, mold/fungus, settling or cracking of foundations, walls or pipes. There is no coverage for damage caused by continuous or repeated seepage or leakage of water occurring over a period of time, often defined as 14 days. This includes appliances, plumbing and leaking around shower, bathtub, toilet, sink or windows. The insurance contract contains full details on coverage, limitations and exclusions.

5. **Loss Prevention:**

To reduce the likelihood of damage to your home and possible damage to a neighbor's home the following are a few "loss prevention" measures that should be followed:

When your home will be **unoccupied** for more than a few days:

- ✓ Turn off the water to the inside of your home and drain the lines by opening faucets
- ✓ Turn off your hot water heater or turn it to the "vacation" setting
- ✓ Leave heat on in the winter to avoid freezing or air-conditioning on in the summer to avoid melting, warping, etc.

Daily considerations:

- ✓ Washing machine water supply should be turned off after each use.
- ✓ Have clothes dryer vents checked and cleaned on an annual basis. Always remove lint from filter after each use.
- ✓ Keep smoke alarms in good working condition.
- ✓ Watch for sprinkler heads or water lines in the landscape area that are broken or not functioning properly. Repair or correction should immediately be brought to the attention of the board.
- ✓ Consult with a professional when unable to remedy unusual persistent odor, or when events occur that seem to suggest appliances or other home equipment are near the end of their life span.
- ✓ Have a trusted neighbor or family member periodically check your home while you are away, surveying both the inside and the outside of the home for any problems.

6. Information to assist you ordering evidence of insurance:

6.1 Certificates of insurance may be requested by calling (801) 225-5000. Our receptionists handle all such requests, or you can email or send a fax: 801.277.3511 eo@sentrywest.com.

7. Claim protocol:

7.1 Claims for a covered cause of loss, within the following amounts, should be handled as follows:

7.2. **\$0 to \$25,000 is the unit owner's sole responsibility.** Cost of cleanup and repair would be paid out of pocket or from personal insurance coverage. Claims under \$25,000 will not be filed against the Association policy unless circumstance dictates otherwise.

7.3 Claims over \$25,000 should be submitted to the Association's policy.

7.4 When a loss Occurs:

1. Take action to prevent further damage to your home. For example, it may be necessary to call an emergency restoration company to start water extraction if water damage has occurred inside your home. The next step contact:
2. Contact your own insurance company and report the damage to your home.
3. Contact a Board member regarding the damage.
4. If individuals above are not available contact a member of our staff 801-225-5000. Please note that we will only submit claims to the insurance company after approval from the Board has been received. Only in rare situations will we do otherwise.

A loss that involves your personal property, extra living expenses, personal liability, loss assessment etc. should be submitted to your personal insurance carrier. Neither the Association nor the Association's insurer is responsible for these items. Likewise damage to your home that is not covered by the associations insurance is your responsibility.

Payment for claims made on the Association's Insurance policy will be payable to the Association not to an individual home owner.

Please note that the coverage and procedures outlined in this letter apply to your current insurance program, prepared by SentryWest Insurance. If the association changes agents we recommended that these procedures be reevaluated.

We recommend that you take time to review this information and audit your own insurance coverage for compliance. We **strongly** suggest reviewing these documents with your personal insurance representative to facilitate securing the appropriate insurance coverage for your specific situation.

If you feel your current insurance coverage needs to be reviewed you may contact our office and ask for a member of our personal insurance team to assist you.

When corresponding with us, please reference **TERRACE FALLS CONDOMINIUM OWNERS' ASSOCIATION** as the community you live in.

Exhibit 1. – Personal insurance checklist

1.	Policy type - HO-6. Commonly referred to as a condominium owner's policy. Not an "HO-3 homeowner" nor an "HO-4 renters" policy. A Landlord policy will be referenced differently. We recommend "Special Form" policies or its equivalent. Policies written on a "Named Peril" or "Broad Form" basis may cost less, but the coverage is also less. This is an important topic to discuss with your insurance advisor.
2.	Coverage A (Dwelling coverage) should NOT be less than \$25,000. Because an HO6 policy may contain coverage for things such as asbestos testing and removal, repair of pipes and other items that are generally excluded by a commercial property policy an amount over \$25,000 should be considered. Consult with your insurance advisor.
3.	Personal Property Coverage - Consult with your personal insurance advisor.
4.	Personal Liability - Consult with your personal insurance advisor. You may want to inquire regarding umbrella liability coverage.
5.	Loss of Use Coverage & Additional Living Expenses (If your unit is uninhabitable due to a covered loss).
6.	Loss Assessment – Consider a minimum of \$25,000 or higher.
7.	Loss of Rents – Is your unit a rental? If so this coverage should be purchased. Note that form numbers will change, ie: DP-6 rather than HO-6. Form # and name varies by company.
8.	Any other riders such as Valuable Articles i.e.: jewelry, art, collectibles, etc. Consult your personal insurance advisor.
9.	Sewer or drain backup coverage – Recommended amount \$25,000
10.	Other Endorsements your personal insurance advisor may recommend.
11.	Earthquake coverage for your contents, loss of use, loss assessment, your portion of the 2% EQ deductible. Consult your personal insurance advisor.
12.	Flood Insurance to cover against outside water penetrating the building envelope. FLOOD INSURANCE HAS NOT BEEN OBTAINED BY THE ASSOCIATION. Ask your insurance advisor about "Inland Flood" coverage. Many companies offer this coverage as an option to the HO6 policy.
13.	Inventory – When a loss occurs, you are responsible to prove your loss. For example, if you have a television destroyed in a fire, you will need to show documentation proving the kind and quality. You won't get a 60" inch big screen unless you have evidence the TV was 60" not 26". The same applies with the types of finishes in your home. You won't be given granite if the home was originally built with laminate countertops and you have no proof of an upgrade. Consult with your personal insurance advisor for recommendations on handling this based on your personal situation.

We strongly advise the deductible amount on your policy to be low enough that you can comfortably pay this should a covered loss occur. Deductible amounts for an HO6 policy can be as low as \$250 or as high as \$10,000, the most common being \$500 or \$1,000. A higher deductible will slightly lower your insurance cost but increases your out-of-pocket expense when a claim occurs. Take time on annually to review your Insurance with a trusted insurance advisor. He/she will be able to provide counsel concerning what insurance coverage and deductible amounts are right for you.