

JACKSON COURT HOMEOWNERS ASSOCIATION, INC.

Insurance Claims Policy

Effective as of November 22, 2013

WHEREAS, the Jackson Court Homeowners Association, Inc. (the Association) is the named insured on the policies for the Association, and

WHEREAS, the board is charged with the duty to decide if and when an insurance claim should be made,

BE IT RESOLVED that the Association shall establish the following policy and procedure to identify, submit, and oversee an insurance claim against the Association's insurance policies.

1. In the event an occurrence is made known to an Owner which results in damages or injury to an Owner or others within the Association, the Owner(s) shall promptly notify his/her/their carrier(s) of the damage and follow the procedures set out in the Owner's policy describing the insured's duties in the event of an occurrence, claim, or suit.
2. In the event that the damage the Owner has sustained may come within the coverage required of the Association under Paragraph 8.1 of the Declaration, the Owner shall notify the Association within 24 hours of discovery of the damage by providing written notice to the managing agent setting forth the following:
 - a) Owner's home address and phone number; and
 - b) The time, place and circumstances of the event, including a description of the damage; and
 - c) The names and addresses of the injured and of available witnesses.
3. The Association's property manager will investigate the damage. If it appears to be damage covered by the Association's insurance, the manager will secure the property from further damage, and document the peril. Homeowners shall provide immediate access to the Association's Board members and/or property manager.
4. The Board shall then make a determination as to whether the occurrence or claim consists of damages for which the Owner is responsible for insuring under Paragraph 8.1 of the Declaration. In such event, the Association shall so notify the Owner.
5. If the Board determines the Association is responsible for insuring the damage, the Board, as the insured, shall determine whether the Board should act to submit a claim under its policies by balancing the benefits conferred to the Association under the policy with the costs associated with the claim to the Association. The Board may choose to restore the damage as a Common Expense without submitting a claim to its insurance carrier.

6. If the damage is covered by the Association's insurance, Owners shall work with the Association's property manager to obtain a minimum of two bids for repairs, including supporting photos of damage. The bids must separate potential Association coverage from Owner covered items (e.g., dry wall repairs (Association) vs. paint, molding, etc. (Owner). For a specific list of coverage responsibility, consult the Association's Maintenance and Insurance Chart ("M&I Chart").

7. All repairs must be made to the level of present building codes, and licensed contractors must be used for all electrical and plumbing work. Licensed contractors must submit to the Association's property manager proof of liability and workers compensation coverage naming the Association as an additional insured.

8. Responsibility for payment of any deductible amounts is set forth in the Association's Maintenance and Insurance Chart.

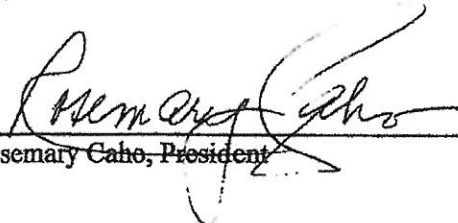
9. Insurance proceed checks shall be made payable to the Association and held in the Association's reserve account until the damage is repaired and the claim settled.

**PRESIDENT'S
CERTIFICATION:**

The undersigned, being the President of the Jackson Court Condominium Association, Inc., a Colorado non-profit corporation, certifies that the foregoing policy and procedure was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on October 24, 2013, and in witness thereof, the undersigned has subscribed her name.

JACKSON COURT HOMEOWNERS ASSOCIATION, Inc.,
A Colorado non-profit corporation

By:



Rosemary Caho, President