



## HOA Supplemental

Club Name: \_\_\_\_\_

Association Name: \_\_\_\_\_

1. Type of Association:  
 Condominium       Townhouse       Single Homes       Master
2. Number of Units Developed: \_\_\_\_\_
3. Projected total number of units: \_\_\_\_\_
4. Planned Completion Date: \_\_\_\_\_
5. Has Management changed in the last three years?       Yes       No
6. Is Developer involved on the Association's Board?       Yes       No
7. Exposures (check all that apply): **Separate Applications Required When Indicated by \***  
 Swimming Pools (each) \_\_\_\_\_       Beach \*       Streets/Roads (# miles) \_\_\_\_\_  
 Spa \*       Playground       Fitness Center  
 Sewer/Water Treatment Facility  
 Irrigation Systems (Includes underground sprinkler systems and drainage ditches)  
 Other (theater, ball fields, dog park, etc. - please provide detail in Comments)

Comments: \_\_\_\_\_

8. Is there a lake/pond?       Yes       No  
 If so, who owns/is responsible for maintaining the lake? \_\_\_\_\_  
 Are any of the following permitted? (check all that apply)  
 Swimming     Fishing       Boating  
 Are any signs posted?       Yes       No  
 If so, please describe: \_\_\_\_\_

**Maintenance**

9. Are common areas maintained by an outside insured contractor?       Yes       No  
 Is there a formal contract in place?       Yes       No
10. Is Pool maintenance contracted to a 3<sup>rd</sup> party?       Yes       No
11. Is Landscaping contracted to a 3<sup>rd</sup> party?       Yes       No  
 Association is responsible for landscaping to the following: (check all that apply)  
 Common Areas       Individual Homes
12. Are association streets/roads:     Public       Private  
 If private, who is responsible for maintenance? \_\_\_\_\_
13. Is the HOA responsible for any maintenance of the homes?       Yes       No

**Homeowner Services**

14. Check all that apply

- Security while owner is away
- Concierge Services
- Exterior Home Maintenance/Roofing
- Transportation/Shuttle Services
- Housekeeping/Cleaning
- Home Rental Management

Comments: \_\_\_\_\_

**Security**

- 15. Is this a gated community?  Yes  No  
If yes, how is access granted to non-members? \_\_\_\_\_
- 16. Are security guards provided?  Yes  No  
If yes, are they armed?  Yes  No  
Are they employees of the association or 3<sup>rd</sup> party? \_\_\_\_\_  
If 3<sup>rd</sup> party, do they provide COI and name club as AI?  Yes  No  
What limits are carried? \_\_\_\_\_

**Risk Transfer**

- 17. Confirm all vendors/contractors provide the following:
  - Certificate of Insurance
  - Written contract
  - Hold Harmless in favor of our insured
  - Additional Insured Status
- 18. Minimum Insurance Requirements: \_\_\_\_\_
- 19. Are all contracts reviewed by legal counsel prior to signing?  Yes  No

**Umbrella**

- 20. Is D&O Coverage desired?  Yes  No  
Are the club and HOA separate entities/boards?  Yes  No  
If Yes, are board members the same for both HOA and Club?  Yes  No

**Master Association**

- 21. Are there individual HOA communities within?  Yes  No  
If Yes, do they provide their own insurance?  Yes  No  
What limits are carried? \_\_\_\_\_  
Is there a contract between Master HOA and individual communities detailing specific responsibilities?  
 Yes  No

**Covenants, Conditions and Restrictions as well as By Laws must be submitted in full for review**

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**Signature**

**Date**