

Arbor Chase
Home Owners' Association
Property Damage Report Form

Purpose

The purpose of this procedure is to provide a mechanism for all homeowners in Arbor Chase to report damage to all common areas, entrance ways, streets, lighting, playground, trails, and pond areas. Additionally, this procedure provides homeowners in the Village with a mechanism for reporting property damage resulting from yard work completed by the lawn maintenance company, under contract to the HOA.

Coverage

Types of damages covered by this procedure include, but are not limited to:

- Damage to property owned by the Home Owners' Association, including ponds, entrance ways, common areas, pavilion and playground areas, trails and walking paths.
- Damage to homes in the Village caused by HOA contracted lawn crews.
- Acts of nature (high winds, hail, etc.).
- Acts of vandalism (graffiti, destruction of property, etc.).
- Damage caused by rodents in the common area around the ponds and in the pavilion and playground areas.
- Normal wear and tear, and neglect to HOA property.

What Is Not Covered

This procedure is not intended to be used to report damages caused by contractors hired by individual homeowners, or for reporting issues other than included in the intended purpose. Acts of nature and vandalism against individual homes are not included and should be reported to the homeowner's insurance company and/or the West Lafayette Police Department.

Village Lawn Maintenance

With regard to lawn maintenance in the Village, it is important to note that homeowners should take proper measures to protect their property. Not following these guidelines may result in unnecessary delays or an invalid claim. Specifically, care should be taken to alert lawn maintenance crews, as follows:

- All new/young trees should be staked and clearly marked.
- Small shrubs, flowers and other plantings should have a small stake next to the plant and clearly marked.
- Flower beds should be clearly identified, with the addition of mulch or other non-obtrusive measures.
- To avoid/reduce damage to spouting, place a splash guard at the base of each spout.
- Be sure to remove hoses, toys, dog ropes and other obstacles from your yard on mowing day.

Reporting

It is important to note that all claims must be made in a timely fashion. Waiting for a prolonged period will diminish the HOA Board's ability to provide a resolution. Consequently, it is recommended that everyone remain vigilant in watching for damages and reporting them to the HOA Board. Further, Village homeowners should inspect their property after every visit from the lawn maintenance crews. Damage must be reported within two weeks of occurrence in order for the HOA Board to provide resolution.

When reporting a claim, it is important to completely fill out the Damage Report Form. It is absolutely imperative that a date of the damage, or a range of dates, be provided. Be as specific as possible when describing the damage. Make sure to include the exact location and document the damage with photos. After completing the Damage Report Form, mail it, or email it to the HOA Board, or give it to a Board member. When emailing, be sure to attach your photos.

Arbor Chase
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Damage Report Form

Person Reporting the Damage

Name: _____

Street Address: _____

Telephone Number: _____

Email Address: _____

Date Damage Occurred

Date Damage Was Noticed

Type of Damage

- | | |
|--|---|
| <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Normal Wear and Tear |
| <input type="checkbox"/> Acts of Nature | <input type="checkbox"/> Neglect |
| <input type="checkbox"/> Acts of Vandalism | <input type="checkbox"/> Other |

Location of Damage

Be specific. Include the address, if there is one, and any other information and/or directions that will aid in finding the damage being reported.

Description of Damage

Be specific. Include a complete description of the damage and if you took pictures.

Please sign below:

Name

Date

Please mail or email the completed form to the HOA Board of Directors, or give the form to a Board member.
Please keep a copy of the form for your records. If emailing the form, include your pictures.