

BellaVita Homeowner Association Policy 2010-004

Approved: April 28, 2010

Subject: Incident or accidents action for occurrences on BellaVita common property

Introduction: Incidents or accidents are required to be documented to assist any follow up by BellaVita HOA, AMI, or local authorities.

Applicable document: The standard incident/accident form for BellaVita dated 4/28/2010 is attached.

The policy of the board of director for incidents or accidents occurring on BellaVita HOA property is as follows:

As soon as a BellaVita employee, Board member, committee member, or club member is notified or observes an accident or incident that individual person shall notify the on-site BellaVita employee and assist the staff person to do the following:

- 1) Notify the local authorities if assistance is needed including dialing 911 if necessary.
- 2) Provide assistance within the capability of the staff person.
- 3) Obtain the affected person(s) name and address.
- 4) Notify any person that the affected person requests to be notified of the situation.
- 5) Establish who has witnessed the occurrence and obtain names of those individuals.
- 6) If a camera is available take pictures of the incident area.
- 7) Immediately fill out the standard BellaVita incident report form before leaving the BellaVita property including recording the situation such as raining, adjacent to curbs, slippery floor/walk/patio due to a condition, activity taking place at that time.
- 8) Notify the Club Manager and the Managing Agent, AMI within 24 hours. (Note: managing agent will be responsible for contacting all insurance agencies).
- 9) Send copy of incident report to managing agent ASAP.