



Weston Ridge Cottage Homes POA

Together, we make a community.

POLICY ON REPORTING VENDOR DAMAGE

This policy outlines the rules and steps for property owners (members) to report property damage caused by a vendor.

Core Requirements

- **Reporting Deadline:** You must formally report the damage **within 48 hours of discovery**. If you miss this window, you assume **sole liability** for the damage.
- **Member Responsibility:** You are responsible for clearing obvious hazards from your property ahead of time.

How to Report Damage

To file a report, you must send an email to **westonridgecottages@gmail.com**. Your email must include **all five** of the following pieces of information:

1. **Your contact info:** Your full name and property address.
2. **The damage location:** Exactly where the damage occurred on your property.
3. **Visual evidence:** Clear photos or videos showing the damage, the item that caused it, and the date and time.
4. **Incident details:** A clear and concise description of what happened.
5. **Written notice:** The email itself serves as the formal written notification to the Board.

What Happens Next?

Once the Board receives **all** the required details, they will submit the claim to the vendor for review. There is **no set timeframe** for a resolution, as the Board must be given enough time to investigate with the vendor and provide a factual response.