



# Weston Ridge Cottage Homes POA

*Together, we make a community.*

## **POLICY ON REPORTING VENDOR DAMAGE**

Members are solely responsible for reporting vendor damage to their private property.

Members are responsible for clearing obvious hazards from their private property that the vendor cannot reasonably anticipate.

The following outlines our POA's reporting requirements for damage on private property:

1. Formal notification to the Board in writing via email to [westonridgecottages@gmail.com](mailto:westonridgecottages@gmail.com) within 48 hours of discovery of the incident.
2. Clearly identify your name and property address.
3. Clearly identify the location of the damage.
4. Provide clear photos/videos noting the date and time of the damage and the item that caused the damage.
5. Provide clear and concise details of the incident.

Upon receipt of ALL of the above required information, the Board will report the potential claim to our vendor for their review and comment and suggested remedy if applicable.

Any and all damage not reported within 48 hours will become the sole liability of the member.

Members are to allow ample time for the Board to review the information, consult with the vendor, and provide a factual and informative response to the member on any action that may be taken. There is no set time-frame for this.