

**Northwest Village Policy on Owner Insurance  
Mandated by the 6th Amendment to the Declaration -  
Adopted by the Northwest Village Board on May 22, 2013**

The 6th Amendment to the Northwest Village Declaration requires that:

*Each unit owner shall be required to obtain an insurance policy sufficient to provide casualty coverage to their contents and all improvements they or their predecessor may have made to the unit since it was originally constructed, and to provide proof of said insurance to the Association through its Manager on an annual basis.*

In accordance with its duties as set forth in the Northwest Village Owners' Association Bylaws and Declaration, the Northwest Village Board of Directors has established the following policy, effective May 13, 2013, regarding owner failure or refusal to comply with the above-stated requirement of the 6th Amendment to the Declaration to obtain mandated insurance coverage. If an owner fails to provide proof of insurance coverage for their unit to the Association as required by the 6th Amendment, the following actions will apply:

- **REMINDER NOTICE:** If an owner fails to provide proof of insurance to the Association within 30 days of the date of purchase of their unit, or within 30 days of the date of expiration of previous valid insurance coverage, the Association shall provide a written reminder to the owner by email or letter of the requirement to provide said proof of insurance.
- **30-DAY VIOLATION NOTICE:** If the owner fails to provide proof of insurance within 30 days of the date of the written reminder, the Association shall provide formal written notice to the owner that owner is in violation of the requirements of the Amendment, and the owner shall have 30 days from the date of this notice to come into compliance.
- **30-DAY SANCTION NOTICE:** If the owner fails or refuses to come into compliance by providing proof of insurance within 30 days of the date of the formal written notice, the owner shall be considered to be in willful violation of the requirements of the Amendment, and the Association shall then provide an immediate formal written notice to the owner of a special monthly assessment of \$50, effective the date of said formal written notice and due within 10 days of the date of said notice.
- **SPECIAL ASSESSMENT:** The owner shall be assessed \$50 each additional month thereafter for as long as the requirements of the Amendment remain unfulfilled.

The Board of Directors may, in its discretion, adjust or suspend the provisions of this policy to fit special circumstances which it deems to be outside the control of the owner.

In the event that the owner continues to fail to meet the requirements of the Amendment, and also fails or refuses to pay the monthly special assessment, the Association shall reserve the right to impose a lien on the owner's unit for all unpaid assessments.

No owner may be arbitrarily exempted from the requirement to obtain and provide proof of insurance as mandated by the Amendment.