

Hay Lake Town Homes Association Risk Assessment

Risk Assessment Plan

The association board of directors is committed to ensuring a safe and risk free environment for all residents. The association Property Manager is responsible to the board of directors to perform regular property inspections to identify potential risk exposures. Likewise, all residents are responsible to report any unsafe, unhealthy or other risk conditions promptly to the Property Manager. The board of directors will review the risk plan and safety/loss avoidance regulations and stipulations annually.

Safety/Loss Avoidance Regulations and Stipulations

- 10 mph speed limit signs are posted and speed bumps located along property driveways.
- Snow is removed promptly from all driveways, pathways and building steps. Sand and salt is applied when needed.
- Playground equipment is anchored to the ground and inspected annually. Signs are posted listing safety rules.
- Exercise equipment is inspected regularly for safe operation.
- Vehicle parking is restricted to designated areas.
- Bikes, skateboards and skates are prohibited on the tennis court.
- Beach swimming area is posted listing no diving and no lifeguard is on duty.
- Outdoor fires are permitted only within the designated fire rings located near the lakeshore and away from all buildings. Fires must be attended and extinguished.
- No animals except up to two dogs or cats are allowed in any unit. Breeding or other commercial use of pets is not allowed. Dogs must be leashed or attended when on the grounds.
- Storage of flammable or dangerous substances is not allowed inside residential units.
- Disposal of hazardous materials is not allowed in the association trash bin. They must be taken to a designated hazardous waste disposal facility.
- No weapons of any kind may be discharged on association property.
- The board has published guidelines for home property protection during the winter months and has strongly recommended that all home owners install a proactive freeze alert device on their phone line during the winter.
- Any residential modification plan requests must be reviewed and approved by the board. Plans must then be approved by and permits obtained from the county building and safety department.
- All vendors must carry one million dollars in liability insurance coverage.
- Short-term rental of association units is not allowed after October 1, 2008.
- All checks over \$500 must be pre-approved by at least one other member of the board prior to being written by the association treasurer.
- The board monthly reviews association expense, income and banking summaries.
- The board has created and maintains a finance committee to create and oversee the annual expense budget and the long-term capital projections and to coordinate the association insurance coverage and financial audits.

David Z. Sippel 7/1/08
Dave Sippel, President date

Mary Scarborough 7/2/08
Mary Scarborough, Secretary date