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		AWPP020
Adopted: 11/10/15	Version: 1.0	

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Property Damage:

In the event that a Resident, Contractor, or Guest damages Association property, the Ambassador on duty has a responsibility to contact HPD and file an official report.

The Ambassador is required to submit a detailed report, including photos, to Management. Please provide them and police with as much information as you can about how the event took place.

Responsibility:

Should you be involved in an incident resulting in damage, you should contact your insurance company. The Home Owner is responsible for any repair costs (including both Association and personal property) and possible additional fees. Total costs will be communicated to the Owner via formal letter from the Property Management Company.