PRG **HOA MANAGEMENT**

HOA Insurance Renewal: Board Checklist

Questions to organize before comparing premiums, limits, deductibles, and exclusions.

Insurance decisions are not just about price. The board should compare what is covered, what changed, who is insured, the deductibles the association could actually absorb, and whether the policy matches the property and governing documents. Coverage advice should come from a qualified insurance professional.

RENEWAL REVIEW

- ☐ **Start early.** Begin renewal review well before expiration so the board has time to answer underwriting questions and compare alternatives.
- ☐ **Confirm the insured property.** Building values, structures, common elements, equipment, improvements, and addresses should be accurate.
- ☐ **Review replacement-cost assumptions.** Ask how values were developed and whether coinsurance, valuation, inflation, or ordinance/law provisions could affect a claim.
- ☐ **Compare deductibles carefully.** Wind/hail, water, sewer backup, equipment, crime, and other deductibles may differ significantly.
- ☐ **Review property exclusions and sublimits.** Pay special attention to water, roof, masonry, flood, earth movement, sewer backup, mold, ordinance/law, and equipment-related limitations as relevant.
- ☐ **Confirm liability coverage.** Understand premises/general liability limits and material exclusions.
- ☐ **Confirm Directors & Officers coverage.** Ask who is insured, defense treatment, exclusions, and whether employment or discrimination-related claims are addressed or excluded.
- ☐ **Confirm fidelity/crime coverage.** Compare employee dishonesty, funds transfer, social engineering, computer fraud, and required limits with your broker and governing/lender requirements.
- ☐ **Review umbrella/excess coverage.** Understand which underlying policies are covered and any gaps.
- ☐ **Ask about cyber coverage.** Boards hold owner contact, banking, payment, and other data; determine whether cyber/privacy coverage is appropriate.
- ☐ **Review claims history.** Make sure the loss runs are accurate and understand how prior claims affect pricing or terms.
- ☐ **Compare carrier strength and service.** Review financial-strength ratings, claims handling, and broker experience with community associations.
- ☐ **Match governing documents.** Have qualified professionals confirm that coverage structure aligns with the declaration/bylaws and applicable requirements.
- ☐ **Document the decision.** Keep proposals, comparison notes, board approval, binders, policies, certificates, and renewal calendar together.

QUESTIONS TO ASK THE BROKER

- ☐ What changed from last year besides the premium?
- ☐ What are the three biggest uncovered or underinsured risks you see?
- ☐ Which deductibles would the association actually pay after a typical water, roof, or liability claim?
- ☐ Are there new exclusions or sublimits in this proposal?
- ☐ Are all buildings, addresses, values, and association entities correctly listed?
- ☐ What alternatives did you market, and why do you recommend this carrier?
- ☐ What should individual owners be told to carry on their HO-6 policies to coordinate with the association policy?

BROKER FOLLOW-UP

Have one issue your board wants to sort out? Bring it to PRG in a free 30-minute Board Problem-Solving Session.