MontRidge
Insurance Services

HOA INSURANCE CHECKLIST

A Practical Self-Assessment for Homeowners Associations, Board Members & Community Managers

Developed by Montridge Insurance Services
Estimated Completion Time: Approximately 5 Minutes

This checklist was developed by Montridge Insurance Services to help homeowners associations (HOAs), board members, and community managers identify common insurance and risk management topics that may deserve additional review before they become costly claims, property losses, or legal disputes.

Whether your association manages condominiums, townhomes, planned communities, or common interest developments, this checklist provides a practical starting point for reviewing your insurance and risk management program.

HOW TO USE THIS CHECKLIST

- Simply check Yes, No, or Not Sure for each statement below.
- There are no right or wrong answers.
- If you answer "No" or "Not Sure" to several questions, it may be a good time to review your insurance program, governing documents, or risk management procedures with your insurance advisor.

SECTION 1 – COMMUNITY OPERATIONS

Our insurance program reflects the community we manage today.	☐ Yes	☐ No	☐ Not Sure
We review our insurance program whenever new amenities or buildings are added.	☐ Yes	☐ No	☐ Not Sure
The Board reviews insurance coverage at least annually.	☐ Yes	☐ No	☐ Not Sure
We understand the association's primary areas of responsibility.	☐ Yes	☐ No	☐ Not Sure

SECTION 2 – VENDORS & CONTRACTS

We review insurance requirements before hiring contractors or vendors.	☐ Yes	☐ No	☐ Not Sure
We collect current Certificates of Insurance from vendors working in the community.	☐ Yes	☐ No	☐ Not Sure
We understand the insurance requirements contained in our vendor agreements.	☐ Yes	☐ No	☐ Not Sure
Vendor insurance is reviewed periodically to help ensure it remains current.	☐ Yes	☐ No	☐ Not Sure

SECTION 3 – BOARD & COMMUNITY RISK

We understand the difference between the association's insurance responsibilities and those of individual homeowners.	☐ Yes	☐ No	☐ Not Sure
We regularly inspect common areas to identify maintenance or liability concerns.	☐ Yes	☐ No	☐ Not Sure
We review property values and major improvements with our insurance advisor.	☐ Yes	☐ No	☐ Not Sure
We understand how Board decisions may impact the association's insurance program.	☐ Yes	☐ No	☐ Not Sure

SECTION 4 – CLAIMS & LOSS PREVENTION

Board members and management know how to report property or liability claims promptly.	☐ Yes	☐ No	☐ Not Sure
We investigate recurring maintenance issues to reduce future losses.	☐ Yes	☐ No	☐ Not Sure
We maintain written emergency procedures for the community.	☐ Yes	☐ No	☐ Not Sure
Risk management is discussed as part of regular Board or management meetings.	☐ Yes	☐ No	☐ Not Sure

NEXT STEPS

This checklist is intended to help identify topics that may deserve additional review.

There is no score and no passing grade.

If you answered "No" or "Not Sure" to several questions, consider reviewing your insurance program, governing documents, and community risk management practices with your insurance advisor.

Every homeowners association is unique. Insurance needs vary based on the size of the community, common areas, amenities, governing documents, and operational responsibilities. Regular reviews can help identify potential gaps before they result in costly claims or disputes.

WOULD YOU LIKE TO SPEAK WITH A COMMERCIAL RISK ADVISOR?

If you would like assistance reviewing your insurance program or discussing any of the topics covered in this checklist, please complete the information below.

Please select one:

- ☐ I would like to schedule a Complimentary Commercial Risk Assessment.
- ☐ I would like a representative from Montridge Insurance Services to contact me.
- ☐ Please send me future Commercial Risk Management resources, checklists, and educational updates.

CONTACT INFORMATION

Name

Association

Title

Email Address

Phone Number

Preferred Contact Method

☐ Phone ☐ Email ☐ Either

Additional Comments

IMPORTANT DISCLOSURE

This checklist is provided by Montridge Insurance Services for general educational purposes only.

It is not an insurance policy, insurance application, legal opinion, engineering report, or guarantee of insurance coverage. Completing this checklist does not create insurance coverage or identify every potential exposure your association may face.

Insurance coverage depends on many factors, including policy terms and conditions, endorsements, exclusions, contractual obligations, applicable laws, governing documents, and the specific facts of each claim.

This checklist should not be relied upon as legal, insurance, tax, or risk management advice. We encourage you to consult with your insurance advisor and legal counsel regarding your association's specific insurance, contractual, and operational needs.