



# BULLIS INSURANCE AGENCY LLC

09/15/2025

Windsong Cottages Association

## Insurance Requirements

Bullis Insurance Agency provides your Association's master insurance policy written through Westfield Insurance Company effective 9/15/2025 – 9/15/2026.

This letter is to clarify your personal insurance requirements in conjunction with the Association's master-building insurance policy. It is important that you share this document with your personal insurance agent or carrier who provides your personal homeowners or "HO-6" policy.

All unit owners should have a personal homeowners or HO-6 policy that covers their Personal Property and Personal Liability but must also include a limit of at least \$10,000 for Building coverage, which provides a coverage limit of \$10,000 for the structural elements of the building, also known as "Real Property". The master policy provides coverage for the items outlined on the attached schedule. Each unit owner is responsible for insuring improvements to their unit that exceed in quality, cost, and scope from what was originally provided within each unit at the time of construction.

**The Association's master policy contains a separate 1 percent of the building insurance limit per occurrence deductible for damage or loss caused by wind and/or hail.** All other damage is subject to a flat per occurrence deductible of \$10,000 for anything other than wind and/or hail. This means that it is each unit owner's responsibility to insure the per building deductible for wind or hail damage and \$10,000 per occurrence for any other damage or loss to the buildings. Any damage less than the deductible(s) will not be covered by the Association's policy. The deductible could be divided and assessed equally between unit owners per building or between all unit owners, depending on the Association Declarations.

In addition, unit owners are responsible for any assessment of this deductible and should amend your personal HO-6 policy to include a **minimum of \$25,000 for Loss Assessment coverage and \$25,000 for Deductible Assessment coverage.** Damage or loss that affects an entire building may result in the unit owners of that building being assessed an equal share of the Association's deductible or could include all unit owners. Be sure to ask if your HO-6 policy will cover the deductible in the Association's policy that could be assessed to you for damage or loss. The Association's larger deductible will then be offset by any collectible coverage from a unit owner's personal HO-6 policy subject to that individual policy's deductible. **If your personal HO-6 insurance policy does not provide this coverage, the responsibility is transferred to and assumed by each unit owner. You may be responsible to pay all or part of the deductible amount should your home or your building suffer a loss.**

Please feel free to have your personal agent contact us directly with any questions they may have on the Association's insurance policy.

If at all you need to contact me about obtaining a Certificate of Liability or Evidence of Property for the Association's master policy, please call or email me directly: **(309)335-5525** [kelli@bullisinsurance.com](mailto:kelli@bullisinsurance.com). Your Mortgage Company, Bank or other financial institution may need to see the updated Association insurance information as required by your personal mortgage loan. If you suffer damage or loss to your unit/building, please immediately contact Windsong Cottages Association and your own personal insurance agent or agency.

We look forward to serving your association and sincerely appreciate your business.

Thank you!

Kelli Losey  
(309)335-5525  
[kelli@bullisinsurance.com](mailto:kelli@bullisinsurance.com)

### Who should insure what?

Coverage is provided as outlined in the Association's Declaration or By-Laws – Not in the insurance contract. The Association's policy covers all items that your association's Declaration or By-Laws define.

	Association Coverage	Personal Unit Owner
Furnace	X	
Water heater	X	
Removable Personal Property		X
Furnishings & Furniture		X
Draperies & Window Treatment		X
Appliances not built in		X
Appliances built in	X	X
Windows & Doors	X	
Building Additions	X	
Interior Wall Studs	X	
Interior Separating Walls	X	
Insulation	X	
Interior Wall Sheetrock	X	
Interior wall paint/wallcovering	X	
Interior Trim	X	
Interior Ceiling	X	
Permanent Floor Coverings	X	
Built in Cabinetry & Shelving	X	
Lighting & Electrical Fixtures	X	
Plumbing Fixtures	X	
Decks / Patios	X	
Other structural features Added by Unit Owner		X

This is a list of features found in a typical condominium / townhome unit. It is not all inclusive and is to be used as a tool for estimating personal coverage needs. Care should be taken to adjust for each individual unit's particular requirements.

**Bullis Insurance Agency LLC**