
MAKENA SURF AOA

CLAIMS REPORTING PROCEDURES

The objective of this reference sheet is to aid you in reporting various types of insurance claims. A quick claim reporting is the key to proactive claims management and an integral component in mitigating any losses.

All claims should be promptly reported to the property manager. In turn, the claim should be reported to the agent and the respective insurers. For unit owners you should notify your personal lines carrier as well as the Resident Manager/Property Manager. Do not hold up a claim report if all of the information is not available.

The following steps should be taken to report a claim or an incident that may lead to a claim:

1. Determine type of claim, date time, what happened, and who is involved.
2. Collect all readily available information such as extent of damage, inventory of damage, etc.
3. Notify your agent so they can complete a claim report.
4. Call or fax report to respective agent or insurer
5. Keep copy for your record
6. Take action to prevent further damage to your unit.

PROPERTY INSURANCE FOR AOA

Insurer: DB Insurance Company

1440 Kapiolani Blvd., Suite 950
Honolulu, HI 96814
Policy Number: DPP1500163

- **Contact Atlas Insurance Agency**
- Della Nakamoto, Maui office at 808-244-5561 ext. 208 Email: dnakamoto@atlasinsurance.com
- Or Ron Tsukamaki Honolulu office at 808-533-8705. Email: rtsukamaki@atlasinsurance.com

GENERAL LIABILITY FOR AOA

Insurer: DB Insurance Company

1440 Kapiolani Blvd., Suite 950
Honolulu, HI 96814
Policy Number: DPP1500163

- **Contact Atlas Insurance Agency**
- Della Nakamoto, Maui Office at 808-244-5561 ext. 208
- Or Ron Tsukamaki Honolulu office at 808-533-8705

DIRECTORS' & OFFICERS' OR OTHER TYPE OF CLAIM

Agent: Atlas Insurance Agency

Account Executive Della Nakamoto
Mailing Address 285 W. Ka'ahumanu Ave
Suite 215
Kahului, HI 96732
Phone Number (808) 244-5561 ext. 208
Fax Number (808) 242-1853
Email: dnakamoto@atlasinsurance.com

Reporting:

If an oral or written demand or report or lawsuit is received, please send it to Atlas for review and forwarding to the appropriate insurer for handling.

IN THE EVENT OF A SERIOUS OR CATASTROPHIC CLAIM

Agent: Atlas Insurance Agency

Claims Administrator Keane Muranaka
Mailing Address 1132 Bishop Street
Suite 1600
Honolulu, HI 96813
Phone Number (808) 533-8768
Fax Number (808) 550-1064
Email kmuranaka@atlasinsurance.com

Reporting:

Please contact Atlas' Claims Consultant Keane Muranaka at (808) 533-8768, who will be able to provide you with information on how to proceed with your claim.

IN THE EVENT AN EVENT OTHER THAN PREVIOUSLY NOTED

Agent: Atlas Insurance Agency

Claims Administrator Keane Muranaka
Mailing Address 1132 Bishop Street
Suite 1600
Honolulu, HI 96813
Phone Number (808) 533-8768
Fax Number (808) 550-1064

Reporting:

If a lawsuit is received, please send it to Atlas for review and forwarding to the appropriate insurer for handling

