



LA COSTA OAKS

COMMUNITY ASSOCIATION

April 11, 2025

Dear Potential Vendor,

We understand that you will be providing service for a homeowner's event living in La Costa Oaks, we need the following information **before** you come on property and for each of your policies for General Liability, Workers Compensation, Directors and Officers and Automobile coverage:

- Name of your insurance carrier
- Policy period
- Policy limits
- Policy number

Along with the above, we must have an endorsement from each of your insurance providers naming Keystone Pacific Property Management as additionally insured along with La Costa Oaks.

Please have the endorsements set up as follows:

La Costa Oaks Community Association
7400 Circulo Sequoia
Carlsbad, CA 92009

AND

Keystone Pacific Property Management
240 Commerce Ste 200
Irvine, CA 92602

A Certificate of General Liability of at least *\$1,000,000.00* CSL (combined single limit) bodily injury and property damage must be on file with La Costa Oaks **before** you provide service for the event. Coverage must also include Owned, Hired and Non-Owned Vehicle Coverage. Certificate must be issued in Business Name (DBA). A Certificate of Insurance for Workers Compensation Coverage must be furnished on all employees.

You can email all this information to LCOMgt@keystonepacific.com and provide the resident's name who you are providing service for. Please place us on an auto renewal list when your next Certificate of Liability Insurance expires so we may keep you active. We can then refer your service to other residents in the community. We appreciate your prompt attention to this matter.

Sincerely,

Sarah Rivas

Sarah Rivas, CMCA, AMS
General Manager

Professionally Managed by:

Keystone Pacific Property Management, LLC