



# The Community Association of Bernardo Heights

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Dear Potential Vendor,

The Community Association of Bernardo Heights has over 3,000 residents. Many of which are families with kids. CABH has had numerous request for preferred vendors to provide services for their events that are held on our property. As we are in the process of updating our files, we need the following information from you for each of your policies for General Liability, Workers Compensation, Directors and Officers and Automobile coverage to place you in our preferred vendor list to our residents:

- 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 Professional Community Management (PCM) as additionally insured along with CABH.

Please have the endorsements set up as follows:

**Community Association of Bernardo Heights (CABH)**  
16150 Bernardo Heights Parkway  
San Diego, CA 92128

**AND**

**Professional Community Management of  
California, Inc.**  
27051 Town Centre Drive Suite 200  
Foothill Ranch, CA 92610

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 Bernardo Heights Community Center. Coverage must also include: Owned, Hired and Non-Owned Vehicle Coverage. Certificate must be issued in Business Name (DBA). The Association must be named as an Additional Named Insured.

A Certificate of Insurance for Workers Compensation Coverage must be furnished on all employees.

We thank you for your past service and look forward in working with you in the future. Please place us on an auto renewal list when your next Certificate of Liability Insurance expires so we may keep you active. We appreciate your prompt attention to this matter.

Sincerely,

Byron Mettler, CMCA, AMS, PCAM  
General Manager