

<b>Date of Incident</b>	10-15-2020
<b>Prepared By</b>	Alison Snyder
<b>Property</b>	Park at Westminster
<b>Time of Incident</b>	01:00:00
<b>Location of Incident</b>	C Bldg Parking lot near playground

<b>Description of Incident</b>
We received a report from a resident that a large branch fell onto a car. John went to inspect. A large branch fell onto a Chevy Malibu, damaging the back window and sun roof. It was determined that the car belonged to Britney Leonardo in C37. Akira notified her of the incident. Maintenance cleaned up the tree branch.
<b>Corrective action taken at the time of the incident</b>
John cleaned up branch. Resident notified. Inspected tree-Branch was dead, however tree is not.
<b>What we have done related to Customer Service and helping the resident, if anything?</b>
Advised resident of incident. Expressed our apologies. Advised her to contact her car insurance company for repair and to let us know if she needed any other help to notify us.
<b>Witnesses names and phone number</b>
John Labar 215-669-8798
<b>Is criminal activity involved</b>
No

