



Memo

Date: March 4, 2024
To: Parish, school and agency business-facility managers
From: Jordan Harper, assistant claims/risk manager, Catholic Mutual Group
Re: Property claims - remediation/repair

Please promptly report ALL claims.

In case of property loss necessitating external vendor assistance for remediation (e.g., water or fire damage), kindly reach out to me directly on my cell phone at 504-491-3126, especially after hours. This ensures swift action guaranteeing adherence to an agreed-upon fee schedule and selecting vendors with suitable insurance coverage. Your quick notification enables us to secure immediate services and maintain quality standards.

If for any reason you can't reach me, please contact Sherrie Boylan with Belfor at 770-490-2072 or sherrie.boylan@us.belfor.com. Belfor Emergency Hotline: 800-856-3333.

Thank you,

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