

CONTRACTS

A part of what you pay your property manager for is to help you make sure you are conducting business in a fair, lawful manner. Obtaining pricing and obtaining a proper contract is one of the things we do best. We make sure the contract is written in the favor of the Association and that all insurances are in place for the Association. Here are some guidelines that we use:

- The Board of Directors and each member of the Board is legally responsible for contracts.
- All owners and members of the Board expect the entire Board to be transparent and following proper business procedures in obtaining the best contracts available.
- All contracts must be in writing
- We recommend that you avoid signing a contractor's contract. If you decide to do this, we can provide you with additional precautions.
- For large contracts it might be in the interest of your Association attorney to review the contract.
- Assure that the specifications are specific.
- We suggest at least 3 apples-to-apples bids.
- Approving a contract requires a board motion, second, and a board vote reflected in the minutes.
- Execution of the contract requires correct names.
- CMOC ensures that all elements of a good contract are included.
- CMOC ensures that the contractor is properly insured and the Association is a "named insured" on the policy, providing additional protection to the Association.
- CMOC ensures that a contractor with employees, has Workers Compensation insurance.
- CMOC assures that the contractor is truly an independent contractor with proper credentials.

We want to make sure all Board members understand the ramifications of contracting,