

HOAMCO – *Best Practices*



Contracting

Whenever a community association enters into a contract, whether it is for standard service, a specific repair, or preventive maintenance, it is binding itself both legally and financially. Therefore, as a community association manager, you must assist your community in entering contracts as carefully as possible—seeking legal or technical advice whenever necessary.

The contracting process consists of many steps, some of which, if not handled correctly, may result in negative consequences. *HOAMCO - Best Practices* will address *contracting* in many of its communications. **Below are HOAMCO standards that must be adhered to:**

- All bids must be addressed to the association, **not** HOAMCO.
- Contracts must be approved by the association board, with action documented in the minutes.
- All agreements must be between the subcontractor and the association, **not** HOAMCO.
- A contract must be signed by the association board liaison, **not** a HOAMCO representative.
- All statements must be submitted to the association, addressed to the HOAMCO office address. HOAMCO's name should not appear on the statement.