

VII MAINTENANCE AND CONSTRUCTION PROJECT PROCEDURES

7.01 CONTRACTING

All new construction or major maintenance projects with a value of over \$100,000 will be done in accordance with one of the following options:

1. By engagement of a Construction Manager, an Architect, and a Construction Contractor.
2. By engagement of a design build firm (all in one service).
3. By engagement of an Architect and a Construction Contractor.
4. By engagement of an Owners Representative.

Regardless of which option is chosen, it shall be presented to the current developer or its successor prior to contracting for construction in conformance with the requirements in Article XV of the "1984 Agreement".

7.02 BOARD STANDARDS

The Board shall provide the following:

1. Provide funds for legal advice, insurance, and the engagement of design professionals.
2. The Board will communicate the project's progress with CA members at various milestones of each project.
3. The Board will hold appropriate CA membership meetings or referendums, if required, to secure membership approvals and support.
4. The Board will handle all public relations and press releases.
5. The Board shall provide the scope, criteria and budget for each proposed project.
6. Recommend one of the construction contracting options for pursuing the work.
7. Review all design submittals.

7.03 BIDDING DOCUMENTS

All bidding documents for major construction and significant maintenance projects above \$100,000 will be written and submitted by professional services and reviewed by the Board. Bids for lesser amounts will be reviewed upon request by the Board.

7.04 PAYMENTS FOR CONTRACTED SERVICES

The Treasurer of the CA Board shall insure that there are separate accounting records for each project and shall make payment to contractors and design professionals, after billings have been reviewed and approved for payment by the CA Manager.

7.05 PROJECT PLANNING (Replacement Reserve Items Only)

With Board input, planning for all projects will be done in advance by the CA Manager. The Facilities Plan will be developed and updated, and projects will be identified and prioritized for upcoming five year periods and updated as necessary, subject to Board approval and available funds.

7.06 FUNDING FOR NEW CONSTRUCTION

With respect to all contracts for new construction or major contracted maintenance of existing facilities, invitations to bid, including general conditions, specifications, scope of work, and drawings (if required), will be submitted to three or more licensed and reputable contractors, if possible. All bids will go to the CA Board to be available for comparison to the recommended bid.

7.07 FUNDING FOR DESIGN SERVICES AND MAINTENANCE PROJECTS

The Board shall insure there are funds on hand to permit the engagement of services of design professionals for facilities planning, physical facility surveys, or other required services, and maintain other funds for scheduled new or maintenance projects.

It shall be the policy of the CA that if, in the future, it appears that a project will run over budget and some compromises must be made, there will be no compromise in the quality of the work/materials. Instead, the quantity of the work will be reduced to meet the budget or the Board may authorize an increase in the Budget.

7.08 CONTRACTS

All contracts for major construction and significant maintenance projects will be provided by professional services and meet all AIA Contract criteria in accordance with all Florida Construction Laws.

7.09 COMPLETION

- a) Payments will be made per the schedule in the negotiated contract.
- b) Completion is to be considered when:
 - 1) The agreed upon as-built drawings and sepia have been received.
 - 2) All discrepancies have been corrected and a final walk through has been made by the general contractor, the CA, and/or the architect/engineer.
 - 3) Written waiver of liens has been received from general contractor, sub-contractors and suppliers.
 - 4) The CA Manager or the CA's representative shall interface regularly with all vendors and contractors and is responsible for updates to the Board.
 - 5) All change orders must be reviewed by the CA Manager and the Board of Directors.
 - 6) General contractor and sub-contractors shall be licensed and bondable. The contractor shall comply with all local and OSHA regulations.
 - 7) The CA will be given a complete set of as-built drawings.