

**AT A
GLANCE:**

CONDOMINIUM ASSOCIATION BIDDING & CONTRACTING: FAILING TO FOLLOW THE RULES IS NOT AN OPTION

Condominium associations must ensure that contracts they enter into are fair and reasonable.

Generally, contracts for services must be in writing.

The monetary value of a contract may determine whether state law requires associations to obtain competitive bids.

Contracts with professionals such as lawyers and property managers may not require competitive bidding.

Condominium association board members have a legal responsibility to enter into fair and reasonable contracts for the operation, maintenance, and management of their communities. Moreover, board members must take care to avoid conflicts of interest when executing their duties.

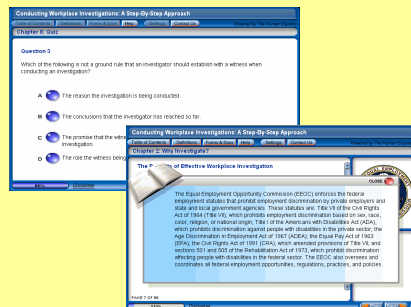
Florida law includes a number of provisions that board members must adhere to when entering into contracts on behalf of their association, including these:

- In general, an association contract whose terms will not be fully met within one year after it has been made must be in writing.
- All contracts for services that associations enter into, regardless of their length, must be in writing.
- Associations are required to obtain competitive bids for many contracts requiring a payment exceeding five percent of their total annual budget. However, Florida law does not compel associations to accept the lowest bid.
- Florida law exempts the services of certain professionals, such as attorneys, accountants, and community association managers, from competitive bidding requirements.
- Many contracts entered into by condominium associations must specify precisely which services will be performed, how often the services will be performed, and how much the services will cost.

These are only a few of the many statutory requirements under which associations must conduct business. And each community's bylaws may further restrict the association's bidding and contracting authority.

Not only does The Human Equation's Bidding and Contracting course clearly explain relevant provisions of Florida's Condominium Act, but it also instructs learners on such essential tasks as selecting contractors, acquiring the right insurance coverage, and overseeing the management of the property.

Condominium associations cannot afford mistakes when bidding and contracting for goods and services on behalf of their communities; quite simply, the economic and legal costs are too high. That's why both board members and residents would be wise to learn the rules of the bidding and contracting "game" and "play" by them at all times.



COURSE FEATURES INCLUDE:

- Self-paced learning
- Clear, concise explanations of the rules on bidding and contracting that condominium associations must follow
- Links to definitions, questions and answers, case law, and documents
- Appealing graphics

