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## RJ COMMUNITY MANAGEMENT NEW SERVICE PROVIDER PROCESS EFFECTIVE AUGUST 1, 2024

Our management office maintains a comprehensive list of Service Providers and ensures that they are fully insured, maintaining the current certificates and W9s for each. We require this information and their billing details to be on file in our software, as a condition for releasing payment for services rendered. We want to do everything we can to ensure we handle this at the onset of an agreement with a new contractor, much earlier in the process than by the time payment is due.

We appreciate the effort of Board Members and Committee Volunteers to identify potential new Service Providers for your community. We are always seeking new relationships with contractors for the best value and value your recommendations. **Please keep in mind it is essential that our office be made aware of the Board's desire to use a new contractor before the agreement is made, scheduled, work is performed, or payment is due.** We will handle the administrative responsibilities when you bring to our attention your desire to hire a new company. We will promptly contact the company, introduce our office and payment procedures, and obtain the necessary insurance and other information.

Furthermore, if you are a volunteer who often meets with contractors, such as a Building & Grounds Chairperson or hands-on Board member, you are encouraged to direct potential new Service Providers to [www.rjcmgt.com/vendorpartners](http://www.rjcmgt.com/vendorpartners) to complete introductory forms and submit their required Certificate of Insurance (COI) and W9. This gives them a head start in the process of starting to work for the Association. Rj Community Management has created a Vendor Payment Procedure, also included on that webpage, that discuss how to submit and invoice, receive downpayments for larger projects, how payments are issues, and the expected timeline regarding payments of completed invoices.

The requirement for providing proof of insurance prior to any work is in place to protect the Association and its members. Rj Community Management appreciate your continued partnership in this matter.