

## RESOURCE LIST POLICY

**WHEREAS**, Board of Directors believes it is in the Association's best interests to have a policy regarding contractors.

**THEREFORE**, be it resolved that the following criteria must be met in order for a contractor/vendor to be included on the Association's Resource List:

1. Certificate of liability and automobile insurance with a minimum of \$1M in coverage
2. Certificate of workers' compensation insurance. If the vendor is a sole proprietor, he/she must provide notarized documentation that he/she does not have employees.
3. Better Business Bureau rating of B or higher
4. Certificate of good standing from the Colorado Secretary of State
5. A minimum of three (3) references

Vendors/contractors who meet the criteria above will be included on the Association's resource list. The list will be reviewed annually by HOA staff to ensure that all vendors/contractors remain in good standing.

This list will be provided to Owners as a resource, but not a guarantee of work. Any concerns or performance with the vendor/contractor, including but not limited to poor workmanship, are solely the responsibility of the Owner to work out with the vendor/contractor. If the Association receives three (3) complaints regarding a vendor/contractor within a six-month period, the vendor/contractor will be removed from the resource list. The vendor/contractor will be notified after two complaints have been received. The Association assumes no liability for any issues, including but not limited to workmanship or financial, between the two parties. The Association also recommends contacting the Better Business Bureau and applicable government agencies with concerns or complaints.

*Adopted by the Board of Directors on November 21, 2016*