

Aldea Mar Contractor of Record

Aldea Mar uses a Contractor of Record to support ongoing maintenance and renovation projects. This outside service works under the direction of the Building and Roads committee head. A work order system is used to track work assigned to the contractor. The management company issues each work order to the contractor. Each invoice from the contractor is matched to a work order and is then reviewed by Aldea Mar's management company and the committee head prior to being paid. To ensure that a fair price is charged, the Contractor of Record position is bid out to various contractors in the area occasionally.

The Contractor of Record is retained to perform routine maintenance and construction projects. The Contractor of Record acts as a general contractor and secures the necessary sub-contractors as required to complete an assignment. They are responsible for procuring materials, obtaining permits, maintaining safety compliance, and ensuring the project is finished on time and within budget. For each subcontractor, the Contractor of Record will be responsible for payment to those subcontractors and the collection of lien waivers. This keeps the workload on the committee down and assures that the tasks will be assigned to a reputable company for completion, as the Contractor of Record still has the overall responsibility and liability of completing the work in a proper manor.

The Association periodically lets contracts to other contractors for projects to protect the assets of Aldea Mar. The association, when needed, will assign the Contractor of Record to act on the association's behalf to manage the completion of those projects. The contractor manages the day-to-day operations of these projects, acting as the primary link between the association and the association's contractors.

The annual Sealant and Painting projects are bid out by the Association and are billed directly to the Association. The Contractor of Record will monitor the daily process and respond if necessary to the painting contractor if a problem arises. Example: The painting contractor discovers a rotten or loose trim board.

Re-roofing projects are bid out by the Association and are billed directly to the Association. The Contractor of Record will monitor the daily process and respond if necessary to the roofing contractor if a problem arises. Example: The roofing contractor has a problem with a gutter or downspout, or if a structural problem is discovered. Roofing contractors are not licensed to make structural repairs. Prior to the re-roofing project, the Contractor of Record will enter the individual units and cover furniture and appliances with plastic to protect from dirt dislodged by the re-roofing. The proper procedure of notifying the owners that the unit will be entered must be followed by the Association.

Other projects like electrical, paving, pavers, plumbing, etc., might require the Contractor of Record's assistance on an as needed basis. Any time the Contractor of Record is enlisted to help another contractor, those items will be issued on a work order by the Association. The work order might need to be issued after the work is completed for timely execution of the work.