

# CONTRACTS DOCUMENT

What you need to know before  
entering into a contract

## HIGHLIGHTS OF THE CONTRACTS SEMINARS

Since subdivision associations are a quasi-form of a public governing body, it is prudent that several proposals be solicited from qualified bidders. A request for proposal will establish the scope of the services needed. Attached are several examples that have been successfully used in the past. These define the required services, insurance requirements (be sure to check this out with your insurance agent), duration of proposed contract, a map or plan to show where services are required.

In defining services (what you want done and how it is to be done), explain your expectations. After the services are performed, it is wise to inspect that they were properly and completely provided. If not, first contact your contractor by telephone to calmly and objectively discuss your concerns. Then follow up with a letter documenting your concerns and the discussion along with the expected results. (Sometimes people feel more obligated when there is a piece of paper to deal with than just a verbal commitment.)

When contracting for services, make sure you consult with your insurance agent to determine what coverage your contractor should provide. If someone gets hurt while under your employment, your association could be liable. Proper insurance coverage must be provided from the contractor in case the property is damaged or someone gets hurt.

The duration of service must be clearly stated in the contract. Do not get into an automatically renewing contract, as it may not be the best price or provide the best services, and may be difficult to terminate. Multi-year contracts may be acceptable if the costs are to your advantage.

Provide a map, plan or diagram of where the work is to be performed. This establishes the "Contract limits". Generally, the specifications describe "what", while the drawings show "where".

Any service can be bid out including lawn cutting, weed control, snow removal, insurance services, printing services, clerical services, park repairs/maintenance, etc. Communication is the key to any contract. It is an agreement between two parties to perform a service by one for another. Talk to your potential bidder and contractors; they will be on your team – not your adversary.

# CONTRACTS

## HOW TO GET WHAT YOU WANT

### **What do you want?**

Define it!

- Talk to your constituents and listen.
- Talk to your neighboring associations and listen.
- Talk to your insurance company about what they need.

Reduce it to writing.

- Develop your specifications.
- Drawings and plat maps are an aid.

### **Bid it out!**

Develop a list of bidders.

- Talk to your neighboring associations to see what company they use.
- Talk to the potential bidder to see if they are interested and are available.

### **Analyze it!**

Compare the bids.

- Do an apple-to-apple comparison to determine low bidder.

Check references.

- Did the bidder perform satisfactorily?
- Is the bidder financially capable of performing the service?
- Is the bidder insured and is coverage ample for your needs?

### **Communicate!**

Talk with your bidder.

- Do you both understand what is included and what is not?
- What is his workload and can he handle your work?
- How well is he staffed?
- When will he start and when will he end? (Get this written in the contract.)

Reduce it to writing.

- Have a well-written contract.

### **Check it out!**

After each phase of completion, visually check to see if the work was completed to your satisfaction.

## **Rolling Hills Homeowners Association**

100 Rolling Hills Dr.  
Canton, MI 48188

August 14, 2006

Re: Snow Removal for Winter 2006/2006

Dear Sir or Madame,

The residents of Rolling Hills Homeowners Association invite your firm to submit a proposal to provide snow removal service for our streets for the winter of 2006/2007. Proposals shall be received by September 8, 2006 at the above address.

Proposals shall include the following criteria:

-Removal of snow to be performed after an accumulation of two inches or more from any single snowfall within 24 hours of completion of said storm.

-Provide insurance for property and personal liability for \$300,000. Coverage shall also include statutory limits for worker's compensation. Coverage made to "the residents of Rolling Hills Subdivision" as the insured.

-It will be each resident's responsibility to move vehicles from the street prior to your work. If not so moved, these vehicles may be plowed-in.

-Reasonable accumulation of snow is to be expected at the curb lines. Removal of these reasonable amounts from driveways and mailboxes are not included.

-The contractor and his employees shall be cooperative and courteous to the reasonable demands of the residents.

-Provide a unit cost per "push" for removal of slush and/or drifting conditions. Said "push" shall be as ordered only by authorized members of the Board of Directors, Rolling Hills Homeowners Association.

-Provide a unit cost per intersection for salting operations. Said salting shall be as ordered only by authorized members of the Board of Directors, Rolling Hills Homeowners Association.

-The contractor shall comply with all local, state and federal authorities in the performance of their duties. The contractor and his employees shall be licensed as required by law and ordinance.

- The bidder/contractor shall have visited the subdivision and by submitting a proposal, represents that he is familiar with all conditions. No claim for additional compensation will be accepted after submission of proposal. A map has been included for your use.

The Association's Board of Directors will review all proposals and make a recommendation for award of contract to the General Membership at the October 2006 Board meeting. The bidder is encouraged to submit alternate proposals for additional consideration. A contract shall be prepared by the awarded contractor and shall include this request for proposal as the basis of the contract. Should there be any questions please contact the writer at the above address or by telephone at 734-397-0001.

Sincerely,

Taylor Doose  
President  
Rolling Hills Homeowners Association

Encl:

Plat map of subdivision

# ROLLING OAKS SUB. No. 1

PART OF THE SW 1/4 & SE 1/4 OF SECTION 20 T.1S.,R.8E., AND  
PART OF THE N.E. 1/4 OF SECTION 29 T.1S.,R.8E.,  
PLYMOUTH TOWNSHIP, WAYNE COUNTY, MICHIGAN

### CURVE DATA

CURVE	RADIUS	ARC	CENTRAL ANGLE	CHORD LENGTH	CHORD BEARING	CURVE	RADIUS	ARC	CENTRAL ANGLE	CHORD LENGTH	CHORD BEARING
1	50.00	37.82	43°20'30"	36.93	S 10°43'14" W	15	60.00	279.27	266°43'00"	87.27	S 80°44'28" W
2	60.00	279.27	266°43'00"	87.27	N 79°00'58" E	17	330.00	44.49	07°43'29"	44.46	S 07°07'10" E
3	50.00	37.82	43°20'30"	36.93	N 32°29'16" W	18	270.00	94.50	20°03'10"	94.02	N 68°59'24" E
4	330.00	97.93	10°03'19"	57.84	N 73°09'19" E	19	330.00	115.50	20°03'10"	114.93	N 68°59'24" E
5	270.00	103.93	22°03'19"	103.29	N 79°09'19" E	20	330.00	49.79	08°38'42"	49.74	N 01°03'49" E
6	330.00	127.03	22°03'19"	126.25	N 79°09'19" E	21	50.00	37.82	43°20'30"	36.93	N 18°24'43" E
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8	50.00	37.82	43°20'30"	36.93	N 08°43'00" E	23	50.00	37.82	43°20'30"	36.93	S 24°59'47" E
9	60.00	279.27	266°43'00"	87.27	N 77°02'45" W	24	270.00	40.74	08°38'42"	40.70	S 01°03'49" W
10	50.00	37.82	43°20'30"	36.93	N 34°37'30" E	25	330.00	39.75	03°25'45"	39.75	S 88°37'20" W
11	330.00	46.56	08°06'05"	46.53	S 16°59'47" E	26	330.00	60.00	10°25'55"	60.00	N 84°38'50" W
12	270.00	47.38	10°03'19"	47.32	S 73°59'19" W	27	330.00	248.50	43°08'45"	242.67	N 57°29'31" W
13	270.00	39.40	07°43'29"	39.37	N 07°07'10" E	28	330.00	60.00	10°25'55"	60.00	N 31°02'11" W
14	50.00	37.82	43°20'30"	36.93	N 18°24'43" E	29	330.00	137.45	23°51'54"	136.46	N 13°53'17" W
15	270.00	94.50	20°03'10"	94.02	N 68°59'24" E	30	270.00	430.24	91°18'12"	386.16	S 47°38'26" E

\*M-14 FREEWAY (LIMITED ACCESS) NO ACCESS TO OR FROM THE FREEWAY IS PERMITTED FROM LOTS 49,50,57,58,65 & 66.

CENTER OF SECTION 20 T.1S.,R.8E. (L.25558, P.534 R.C.# 1028)

M-14 418 WD.



S.W. CORNER SECTION 20 T.1S.,R.8E. (L.25558, P.534 R.C.# 1028)  
SOUTH 1/4 COR. SECTION 20 T.1S.,R.8E. (L.22706, P.614, R.C.# 856)  
N.W. CORNER SECTION 29 T.1S.,R.8E. (L.25558, P.534 R.C.# 1028)  
NORTH 1/4 COR. SECTION 29 T.1S.,R.8E. (L.22706 P.614, R.C.# 856)



THADDEUS A. WOZNIAK

**LEGEND**  
ALL DIMENSIONS ARE IN FEET. ALL DIMENSIONS ON THE CURVE ARE MEASURED ALONG THE ARC.  
(R) DENOTES RADIAL LOT LINE  
(NR) DENOTES NON RADIAL LOT LINE  
ALL LOT MARKERS ARE 1/2" STEEL RODS AND ARE 16" LONG. THE SYMBOL (O) INDICATES A CONCRETE MONUMENT. ALL MONUMENTS USED ARE MADE OF SOLID STEEL BARS 1/2" IN DIAMETER AND 36" LONG AND COMPLETELY ENCASED IN CONCRETE 4" IN DIAMETER. NO I.D. CAPS USED.  
ALL BEARINGS ARE IN RELATION TO "HILL ESTATES" AS RECORDED IN LIBER 67 OF PLATS, PAGE 22, WAYNE COUNTY RECORDS.

# ROLLING HILLS HOMEOWNERS ASSOCIATION

100 Rolling Hills Dr.  
Canton Mi 48188

September 8, 2006

Re: Lawn Mowing for Summer 2007

Dear Sir or Madame,

The Board of Directors of the Rolling Hills Homeowners Association invites your firm to submit a proposal to provide lawn mowing services for the common area of our subdivision as shown on the enclosed drawing. Proposals shall be received at the above address no later than September 20, 2007.

Proposals shall include the following criteria:

- Provide complete cutting (clipping removal not included) per the following schedule:

May-	Three cuttings
June-	Three cuttings
July-	Two cuttings
August-	Two cuttings
September-	Two cuttings
October-	Two cuttings

- Line trim around all play equipment, fence lines, single trees, shrub and tree beds.
- Power edge along pavement edges including walks, bike paths and curbs.
- Power blow or hand broom clippings from all walks and bike paths.
- Provide a unit cost for additional cutting on a per cut basis. Only authorized members of the Board of Directors, Rolling Hills Homeowners Association, shall authorize said cut.
- The contractor shall comply with all local, state and federal laws and ordinances. The contractor shall be licensed as required by law and/or ordinance.

- The contractor and its employees shall be cooperative and courteous to the reasonable demands and request of the residents.
- Provide insurance for property and personal injury liability for \$300,000.00. Coverage shall also include statutory limits for worker's compensation. Coverage shall be made to "Rolling Hills Homeowners Association" as the insured.
- The contract year shall run from May 1, 2006 to October 31, 2007.
- The bidder/contractor shall have visited the site areas and by submitting a proposal represents that he is familiar with all conditions. No claim for additional compensation will be accepted after submission of proposal.

The Association's Board of Directors will review all proposals and make recommendations to the General Membership at its October, 2006 meeting. The bidder is encouraged to submit alternate proposals for additional consideration. If you have any further questions please contact me at the above address or by telephone at 394-0001.

Sincerely,

Taylor Doose  
President  
Rolling Hills Homeowners Association

Encl: Plat map of subdivision



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**ROLLING HILLS HOMEOWNERS ASSOCIATION**

100 Rolling Hills Dr.  
Canton, MI 48188

August 14, 2006

Re: Invitation to Bid

Dear Sir/Madame,

Your firm is invited to offer a proposal to replace the bike path in the Rolling Hills Subdivision Park per the enclosed drawings and attached instructions to Bidder's Packet. All proposals are to be submitted on the enclosed Proposal Form and be submitted not later than 6 p.m. local time on Friday, September 8, 2006. Proposals will be opened privately.

The association has a limited budget. Base Bid Proposals are required but Voluntary Alternates for replacements of the path will be considered.

Should there be any questions, please contact the writer by mail at the above address or leave a message at 734-394-0001.

Thank you for your participation.

Sincerely,

Taylor Doose  
President  
Rolling Hills Homeowners Association

Encl: Drawings  
Proposal forms  
Insurance Requirements