



Contract Signature Policy

OPERATIONS

OPERATIONS

VERSION

1.0

EFFECTIVE

March 2026

REVIEWED

March 2026

POLICY

All contracts for goods or services are entered into directly between the Association and the vendor. Contracts are not executed in the name of Barkan. It is preferable and strongly recommended that a member of the Association's Board of Directors sign all contracts on behalf of the Association. If the Board of Directors provides explicit written approval, the Manager may sign the contract as the Association's managing agent. In such cases, the Manager must use the designated approval stamp, sign with the tag line "As Agent," and include all pertinent dates of execution.

Procedure

1. Contract Responsibility
 - a. Contracts are agreements solely between the Association and the vendor.
 - b. All contracts should state the name of the Association followed by "C/O" or "care of" Barkan.
 - c. Barkan's role is limited to administrative assistance and execution when authorized.
2. Preferred Signatory
 - a. A member of the Board of Directors should sign all contracts.
3. Manager Signature Authority
 - a. The Manager may only sign on behalf of the Association if:
 - b. Written approval is granted by the Board of Directors, and
 - c. The approved stamp is affixed to the contract, and
 - d. "As Agent," is clearly stated before the manager's signature
 - e. All pertinent dates are clearly recorded.
4. Recordkeeping
 - a. A copy of the fully executed contract must be retained in the Association's records and filed according to company procedures.
 - b. All contract dates should be recorded in the Association's Contract Analysis Report for future reference.