

# Project Management/Owner Representation Services

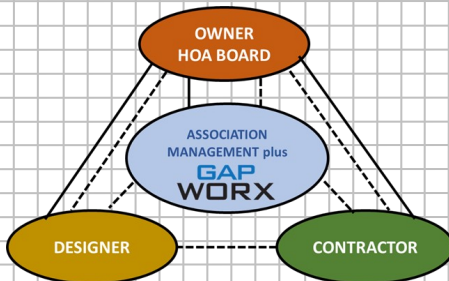
- *Most HOA projects are routine. We help when they are more complex or management resources are unavailable.*
- *All HOA projects are unique. We customize our services to optimize project value.*
- *Project management best practices may differ based upon a project's scale and complexity.*

## Project Delivery and Contracts

Our services are modeled after AIA's project delivery system—**Construction Manager as Advisor**. This provides flexibility to our clients in a wide variety of HOA project types and sizes. A negotiated set of project oversight authority and responsibilities are assigned to the Advisor in this model.

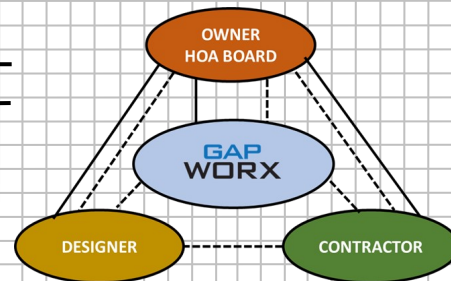
- ◆ We can "quarterback" comprehensively ... or only provide a selected set of services. We keep it simple and based upon your need.
- ◆ Our fees are not based on a percentage of the project's value. Rather, they are based upon the scope of services provided.
- ◆ We are hired by the (1) **HOA Board** [Owner], or (2) the **Owner's Agent** (community association management firm).
- ◆ When hired by the Owner's Agent, we are a subcontractor of the Agent's project team, reporting to the Agent's point-of-contact.
- ◆ When hired by the Owner, we report directly to a designated Board member.
- ◆ The contractual arrangement with GAPWORX cannot be exclusive and must be transparent to all parties.
- ◆ GAPWORX does not provide services as a General Contractor.

### Community Association Management Contracts GAPWORX



Contract Relationship ———  
Communication Lines - - - - -

### HOA Board Contracts GAPWORX



Contracts with GAPWORX are either:

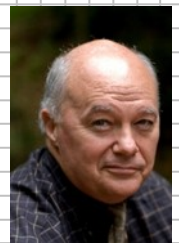
- ◆ **Project Based.** Supporting a single defined HOA project.
- ◆ **Retainer Based.** Defined by a specific start and end date, and a Block of Hours.

Assigned project management responsibilities and authority are negotiable, reflecting the Owner's or Owner Agent's contract preferences and relationships with architects, engineers, and contractors, and the Owner's need for greater efficiency in the execution of the project's technical requirements, budget, and schedule. We work with established vendor preferences or help to engage the services of other potential vendors.

### GAPWORX Pledges to:

- LEAD WITH RESPECT FOR OTHERS, INTEGRITY, AND PROFESSIONALISM.
- INSIST ON TRANSPARENCY AND ACCOUNTABILITY, FROM MYSELF AND OTHERS.
- INSIST ON A CLEAN JOB SITE AND PROFESSIONAL BEHAVIORS.
- BE A TEAM PLAYER, BUILDING PROFESSIONAL RELATIONSHIPS WITH ALL PARTIES.
- OBSERVE, SEEK INPUT, LISTEN WELL, AND MAKE INFORMED DECISIONS.
- CLEARLY COMMUNICATE AT ALL TIMES TO ALL PARTIES.
- DOCUMENT AND SOLVE PROBLEMS QUICKLY.
- CAREFULLY MANAGE SOW, BUDGETS, AND SCHEDULES.
- OPTIMIZE PROJECT VALUE AND EXPECTED SERVICE LIFE.
- PRIORITIZE CUSTOMER NEEDS FIRST.

**ABIDE BY ALL COMMUNITY COVID-19 HEALTH SAFETY REQUIREMENTS.**



Mark E. Spiers  
CEO & Founder



Preventing "FIX the FIX" Projects | ON-CALL PROJECT MANAGEMENT SERVICES in HOAs



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GAPWORX.COM

mark@gapworx.com

612-805-2357