

VENDOR APPLICATION FORM
For Doing Business With Associations Managed By
COMMUNITY MANAGEMENT, INC., AAMC

For CMI Use:

Vendor Number: _____

Acceptance Date: _____

- New Application
- Updated Application
- Revised Application

Date: _____

Federal ID: _____
Or Social Security Number

1. Applicant's Name & Mailing Address

2. Mailing Address for Payments (if different from item 1.

3. Type of Organization

- Individual Partnership Corporation Non Profit Organization

4. State Tax ID Number: _____

5. Federal Tax ID Number: _____

6. Year business was established _____

7. Person to contact for bids or proposals

Name/Title _____

Contact Numbers: Telephone () _____ - _____ Cell: () _____ - _____

Email Address: _____

Website: _____ Fax # () _____ - _____

8. Person authorized as Agent to sign Bids & Contracts:

_____ Title _____

Contact Numbers: Telephone () _____ - _____ Cell: () _____ - _____

Email Address: _____

9. Type of Business _____

10. Oregon/Washington Or Contractor's License Number _____

11. Location of Main Office [] Oregon [] Washington [] _____

12. Name of Officers, Members, or Owners of Concern, Partnership, Etc.:

A. President _____

B. Vice-President _____

C. Owners or Partners _____

13. Member of:

[] CAI (Community Associations Institute)

[] OWCAM (Oregon Washington Community Association Managers)

[] HBA (Home Builder's Association)

[] Other: (please list) _____

14. Attach Completed W-9 form

15. Attach Certificate of Liability Insurance

16. Attach Certificate of Workman's Compensation Insurance

17. Attach copy of Business License/Contractor's License/Landscape License

DISCLOSURES & PROCEDURES:

- Vendor must update insurance information annually or whenever there is a change of carrier or status.
- Vendor understands that CMI is not the contracting party and that all service (labor & materials) rendered by Vendor is provided or delivered to the Contracting Association.
- Contracts or acceptance of proposals will be executed by an authorized member of the Contracting Association.
- Vendor understands that all invoices are to be submitted individually to the Contracting Association via email to _____ communitymgt@payableslockbox.com, or by mail to Contracting Association, c/o CMI, PO Box 60092, Irvine, CA 91716. Please see page 10-12 for more information.
- Invoices submitted by the 5th of each month will be processed in the first accounts payable cycle 10th – 15th of each month.
- Invoices submitted by the 20th of each month will be processed in the second accounts payable cycle 25th – 30th of each month.
- Vendor is responsible for insurance to protect all supplies, materials, product liability, and equipment.
- Vendor represents that all employees who are assigned to work on the property of the Contracting Association have been vetted for legal work status.
- Vendor represents that all employees who are assigned to work on the property of the Contracting Association is covered by workers compensation insurance.
- Vendor understands that the submission of this application does not guarantee that vendor will be awarded work or contracts.

I certify that the information supplied herein (including all pages attached) is correct. I also certify that I have read the Disclosures & Procedures and agree to abide by these terms and conditions.

Signature of person authorized to sign application

Name _____

Title: _____



Community Management, Inc.

CERTIFICATE OF INSURANCE (COI)

FAQ

1. What is a Certificate of Insurance and where do I get this information?
 - (A) The Certificate of Insurance is a form that is filled out by your **Insurance Agent** that provide details of your insurance carrier and the types and amount of insurance coverage you carry.
2. What kind of insurance do I need?
 - ✓ **Basic liability insurance** in the amount that is required for the particular service you provide. Often times there are minimum coverages you must maintain associated with your business license. Specialty Contractors may have a higher standard of insurance coverage. CMI does not mandate the amount of coverage.
 - ✓ **Worker's Compensation Insurance** is required if you have employees. If you are a **Sole Proprietor** WC is not required.
3. Who is CMI?
 - (A) We are COMMUNITY MANAGEMENT, INC., and we provide Management services to Homeowner Associations and Planned Unit Developments in Oregon and Washington.
4. Why are you requesting this information?
 - (A) We are the record keepers for our clients. You are a Vendor that supplies services to one or more of our clients. It is one of our responsibilities to keep track of Vendor credentials who work for our clients.
5. Why do you need our insurance information?
 - (A) Insurance carriers for our clients have the right to conduct audits to verify that Vendors working on the client's properties carries appropriate liability and worker's compensation coverage. If Vendors cannot demonstrate that they have required liability and Worker's Compensation the client can be liable for the costs of this insurance. Insurance carriers can bill the HOA for any lack of insurance coverage. This "back billing" can include penalties and interest that is charged to the HOA.
6. We supplied this information when we filled out the Vendor Application with CMI. Why are you asking for it again?
 - (A) Your insurance information was for your current policy period. The policy period changes each year. CMI must receive a COI each year as you may have changed insurance companies or your worker's compensation requirements may have changed. Other changes may be your mailing address or ownership changes which will be noted in the new COI.

**THANK YOU FOR YOUR COOPERATION
COMMUNITY MANAGEMENT, INC., AAMC**



Community Management, Inc.

March 13, 2023

Dear Vendor:

CMI has partnered with AVIDXChange since 2016 to process payments to vendors. We have just undertaken a major software conversion that includes some changes to AVID, which is now referred to as STRONGROOM. Same company, different branding.

When you opt to become a CMI-approved Vendor, you are also entering into an agreement with STRONGROOM (AVID). This letter authorizes STRONGROOM to contact you to obtain information that is required to participate in this electronic invoice and/or bill paying program.

Here is what you can expect:

- You will be contacted for information.
- STRONGROOM will have the authority to undertake the following actions:
 - Request & receive electronic (PDF) invoices rather than paper invoices.
 - Request information on your accounts receivable process, including payment delivery preferences, i.e. the ability to accept electronic payments or if you prefer a paper check.
 - Authorize modifications to Community Management, Inc. "Bill to" address.
PLEASE NOTE THAT ALL INVOICES SHALL BE ADDRESSED TO THE NAME OF THE HOMEOWNER ASSOCIATION, AND NOT CMI.
 - ✓ For paper invoice submissions, authorize a change of billing address.
 - ✓ For electronic invoice submission, authorize correct email address for receipt.
 - STRONGROOM shall also have the authority to correct billing errors, receive and issue payment of refunds or issue credits and perform other similar services.

Please do not hesitate to contact the undersigned if you have any questions.

Yours truly,
COMMUNITY MANAGEMENT, INC, AAMC

Denise Bower, President

We wanted to let you know that we've partnered with AvidXchange to automate our accounts payable and payment process. We're reaching out today to let you know what that means for you.

Who Is AvidXchange and What Do They Do?

AvidXchange helps businesses like ours speed up the way we review and approve invoices. This means you can get paid on time for the work you've already done. In fact, AvidXchange processes more than \$145 billion in transactions annually across their AvidPay Network of more than 700,000 suppliers.

Your Action is Required.

AvidXchange needs 2 things from you to ensure a seamless transition to this new payment process.

1. Update how you submit invoices

Starting today, please send invoices for Community Management, Inc. to AvidXchange using one of these two options:

Email your invoice to: communitymgt@payableslockbox.com	Mail your invoice to: PO Box 62229 Irvine, CA 92602
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Note: When emailing invoices, attachments can be sent as PDF (preferred), Word, Excel, JPEG, TIFF, or an email with no attachment (the email itself would be used as the invoice). Only one invoice can be included per attachment, but an email can contain multiple attachments.

- For postal invoices you must include the Dept. number on the address. If you do not include the department on the address your invoice will not get processed.
- Place the company address above on all invoices themselves and not just the envelopes. This will ensure your invoice gets routed to the proper location.

2. Choose your preferred method of payment

As part of the AvidPay Network, you'll have access to a dedicated team at AvidXchange who is 100% focused on facilitating payments. With thousands of payments being processed every day, you can rest assured knowing that your funds will be delivered as quickly and seamlessly as possible.

AvidXchange offers a variety of payment delivery options tailored to fit your specific business needs. Whether it's speed, security or seamless transactions that matter most to you, AvidXchange helps you take control of how you get paid.

 MASTERCARD Mastercard is our most popular, fastest and secure e-payment method. <ul style="list-style-type: none">✓ Get payments by email within one business day after payment approval✓ Transactions monitored 24/7 by AvidXchange✓ Receive a one-time use, virtual Mastercard through a variety of delivery options <p>Fees from your merchant account may apply.</p>	 AVIDPAY DIRECT AvidPay Direct is our enhanced Direct Deposit option. <ul style="list-style-type: none">✓ Get payments within three business days after payment approval✓ Transactions monitored 24/7 by AvidXchange✓ Funds deposited directly to your bank account <p>Variable transaction fees will apply.</p>	 CHECK Paper checks are delivered by First Class USPS. <ul style="list-style-type: none">✓ Get payments within 7-10 business days after payment approval
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What's Next?

You'll need to let AvidXchange know how you'd like to receive payments from us. If your company hasn't selected your preferred payment method yet, you can do so by visiting www.avidxchange.com/new-supplier and completing the online form.

If you have any questions about AvidXchange or this new process, you can chat with their team live by visiting www.avidxchange.com and clicking on the chat feature on the bottom right-hand corner of your screen. Or you can drop them a note by visiting www.avidxchange.com/supplier-care/ and selecting 'General Support' when prompted.

And as always, if you have any questions for us at Community Management, Inc., you can contact cmi@communitymgt.com or call 503-233-0300. On behalf of Community Management, Inc. and AvidXchange, welcome to the AvidPay Network!