

## **THIRD PARTY AGREEMENTS**

The District Manager shall coordinate the third party agreement policy.

A third party agreement is defined as an agreement, whereby a third party, primarily a community association, requests that the CDD perform duties for the particular third party for a particular time period.

The conceptual agreement must be approved by the CDD board prior to the CDD staff developing the agreement details

The scope of the agreement must be within the normal functions of the CDD staff.

The agreement shall be signed by the CDD chairman and the appropriate third party representative.

It will be required that any cost associated with the agreement be kept separate from the normal CDD budgeting and finances.

The agreement shall be coordinated by the District Manager and approved by the District legal representative.

All cost for the up front planning and approval shall be billed to the third party.

The upfront cost shall be paid in full upon the signing of the agreement and prior to the beginning of the services provided.

The third party shall pay in advance an agreed upon amount of money that shall be used for expenses in case the third party defaults on the agreement to cover expenses until the services are cancelled.

The Operating cost for the services shall be estimated and a payment program to the CDD shall be agreed.

Reconciliation of the annual payments will be made at the end of the year to assure finances provided and expenses paid net out to a zero balance.