

# HOME OWNERS ASSOCIATION OF POST OAK FOREST, INC.

## BID PROCESS POLICY

STATE OF TEXAS       §  
                                  §  
COUNTY OF BRAZOS   §

KNOWN ALL MEN BY THESE PRESENTS:

WHEREAS, the Home Owners Association of Post Oak Forest, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the Declaration of Covenants, Conditions and Restrictions for Homeowners Association of Post Oak Forest, Inc., filed of record and recorded on April 24, 2009, at Volume 9059, Page 21, *et seq.*, at Instrument No. 01026709 of the Official Public Records, Brazos County, Texas (the "Declaration"), as such may be amended and/or supplemented from time to time; and

WHEREAS, the Association is a "property owners' association" as defined in Section 202.001(2) of the Texas Property Code; and

WHEREAS, the Association is required by Section 209.0052 of the Texas Property Code to establish procedures for soliciting bids or proposals for services that will cost more than \$50,000.00; and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish procedures for soliciting bids or proposals for services that will cost more than \$50,000.00 consistent with Section 209.0052 of the Texas Property Code.

NOW, THEREFORE, IT IS RESOLVED that the Board adopts the following *Bid Process Policy* (the "Policy"):

If the Association proposes to contract for services that will cost more than \$50,000.00, the Association will solicit bids or proposals using the following bid process:

1. A scope of work will be developed for the work to be undertaken.
2. The Board may, in its discretion, form an ad hoc committee to assist with the procurement of bids.
3. The Association will use its best efforts to obtain at least three (3) bids, if reasonably available. In the event of an emergency, the Association may, if the circumstances warrant, hire a contractor to resolve the emergency without following the process set forth herein.
4. Bids from vendors with a prior relationship with either the management company (if any) or any Association member may be accepted upon disclosure of the material facts regarding the relationship or interest with respect to the proposed contract.
5. One of the bids may be from a member of the Board, a Board member's relative or a company affiliated with a Board member or their relative, if the requirements of Section 209.0052(b) of the Texas Property Code are met.



6. To the extent a prospective vendor is a residential delivery company or an in-home service company as defined in Texas Civil Practice & Remedies Code ("CPRC") Section 145.001, the Association must request in writing that the vendor obtain an applicable criminal history background check as described in CPRC Section 145.002.
7. Prospective vendors must carry any appropriate licenses and general liability and worker's compensation insurance and must provide the Association with copies showing such coverage and must provide a completed W-9.
8. Upon the selection of a vendor, the Board will vote on accepting the bid of the vendor and will document such in writing. The contract will be signed by a member of the Board.
9. Insurance obtained by the Association, since it is not a contract for services, is not subject to the above requirements.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of the Board on November 27, 2022, 2022, and has not been modified, rescinded or revoked. This Resolution is to remain in force and effect until revoked, modified or amended.

**HOME OWNERS ASSOCIATION OF  
POST OAK FOREST, INC.**

By: \_\_\_\_\_

Stacy Light  
Stacy Light, President