

PROPERTY OWNERS ASSOCIATION OF LAKE RIDGE, INC.

BID SOLICITATION POLICY (2023)

WHEREAS, the Board of Directors (“Board”) of the Property Owners Association of Lake Ridge, Inc. (“Association”), in accordance the requirements of Section 209.0052 of the Texas Property Code, desires to adopt a bid solicitation policy for all proposed service contracts that are anticipated to exceed \$5,000 in cost, exclusive of taxes and government fees (hereinafter “Policy”); and

NOW, THEREFORE, IT IS RESOLVED that in accordance with the authority established through Section 209.0052 of the Texas Property Code, the following Policy is hereby established by the Board:

1. For service contracts anticipated to be in excess of \$5,000 in cost, the Association’s Board of Directors will solicit a minimum of three (3) bids for the proposed services subject to the following exemptions:
 - a. The Association, through reasonable efforts, is unable to readily identify sufficient vendors qualified or deemed by the Board to be capable of providing the requested type of services.
 - b. If for any specific services, the Board of Directors determines in its discretion that:
 - i. the additional services are substantially the same, similar and/or a natural extension of an existing contractor’s services through an unexpired contract; and
 - ii. hiring a separate contractor to provide the proposed services could risk interfering with the existing contractual relationship, cost of services, warranties, the existing contractual services themselves, and/or could otherwise cause confusion related to scope of work and responsibilities of each contractor.
 - c. The Board reasonably believes that the time necessary to solicit bids for the proposed services would create an unreasonable delay and risk related to an emergency situation or imminent threat involving health and safety and/or property damage.
2. The bid submission requirements for each service solicited will be established by the Board, including but not limited to, required documentation, insurance,

qualification/experience references, contractual required conditions and terms, and deadline for submission of bids. Failure by bidders to comply with the established requirements for bid proposals can be grounds for rejection of the bid and the Association will not be required to solicit other bids due to any such rejection.

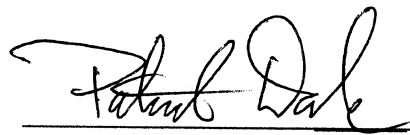
3. To avoid the perception of a conflict of interest, any clubhouse tenant of the Association is excluded and disqualified from bidding on any service contract.
4. This Policy is intended as a guide to be for the bid solicitation process stated herein, however, it is not intended to address each and every potential scenario or unique situation that may or may not require solicitation of bids.
5. The Board will have the exclusive right to determine if this Policy requires solicitation of the required bid proposals and the discretion and authority to consider and award service contracts subject to this Policy. The Board can consider various factors other than cost, including but not limited to, history of prior relationship with vendor, knowledge of the community, expertise or reputation, special needs, staffing considerations, and other matters deemed by the Board to be reasonably appropriate and of importance in the contract award decision making process.
6. The Board and Association are not obligated to disclose the specific bid information of any bidder to other bidders or third parties unless authorized by the bidder, a court order, or other statutory authority.

This Policy shall supersede and render null and void any and all previously adopted bid solicitation policies or guidelines of the Association.

IT IS FURTHER RESOLVED that the foregoing is effective upon recordation in the Official Public Records of Dallas and Ellis Counties, and shall remain in force and effect until revoked, modified or amended by the Board.

This is to certify that the foregoing Policy was adopted by the Board of Directors via electronic mail on the 25th day of June, 2023, and shall remain in full force and effect until modified, rescinded or revoked by the Board of Directors.

DATE: 6/25/2023



Board President / Patrick Dale