
MARY LOUISE NICHOLSON
COUNTY CLERK

HAMPDEN WOODS PROPERTY OWNERS ASSOCIATION, INC.

BID PROCESS POLICY

STATE OF TEXAS §
COUNTY OF TARRANT §

KNOWN ALL MEN BY THESE PRESENTS:

WHEREAS, the Hampden Woods Property Owners Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the Hampden Woods — Declaration of Restrictions, Covenants, and Conditions which was filed for record on December 15, 1995, and recorded as Instrument Number D195229782 at Volume 12201, Page 208 *et seq.* in the Real Property Records of Tarrant 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 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 JUNE 7, 2022, and has not been modified, rescinded or revoked. This Resolution shall remain in force and effect until revoked, modified or amended.

**HAMPDEN WOODS PROPERTY OWNERS
ASSOCIATION, INC.**

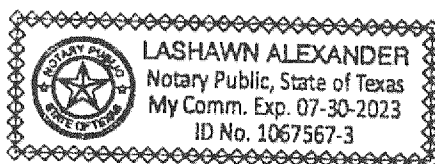
By: _____

Don Illingworth, President

STATE OF TEXAS §
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COUNTY OF Tarrant §

Donald G. Illingworth BEFORE ME, the undersigned authority, a Notary Public in and for said county and state, on this day personally appeared Donald G. Illingworth, President of Hampden Woods Property Owners Association, Inc., a non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed, in the capacity therein stated and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 13th day of June, 2022.



Lashawn Alexander
Notary Public in and for the State of Texas