

**Pine Hollow Homeowners Association Policy**

**Title:** Contractor Bids

**Revision:** 1

**Purpose:**

To expedite the selection of a contractor and to better respond to the needs of the community, the Board of Directors recognizes that obtaining competitive bids is a timely process and consumes limited resources. Furthermore, the board has also recognized the need to restrict the bidding process to bidders who do not reside in the Pine Hollow neighborhood in order to avoid any hint of favoritism or collusion.

**Contractor Bids:**

Prior to entering into any contract, the Association may request and receive three (3) bids for its review. However, under the following circumstances, the Board may waive the three (3) bid requirement and execute a sole source contract with a proven contractor as determined in the absolute discretion of the Board: (1) if the contracted work to be performed is of such a repetitive nature that the Board of Directors has previously reviewed such bids, chosen a contractor, and has been fully satisfied with the contractor's performance; (2) in an emergency as the Board may determine in its absolute discretion; or, (3) if the overall cost is less than \$15,000.

Bids from companies or entities whose proprietor or executive management or a substantial portion of employees reside within the Pine Hollow subdivision shall be excluded from consideration.

The Pine Hollow HOA Board of Directors reserves the right to modify this policy at their discretion at any time as long as the rationale for the change is documented in the revised policy.

**PRESIDENT'S  
AND  
SECRETARY'S**

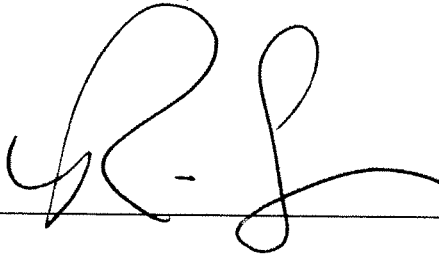
**CERTIFICATION:** The undersigned, respectively being the President of the Pine Hollow Homeowners Association, a Texas nonprofit corporation, certifies that the foregoing policy was approved and adopted by the Board of Directors of the *Association*, at a duly called and held meeting of the Board of Directors of the *Association* on this

17<sup>th</sup> day of April (month), 2010

and in witness thereof, the undersigned has subscribed his/her name.

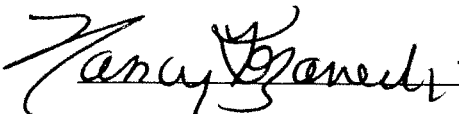
**PINE HOLLOW HOMEOWNERS ASSOCIATION**  
a Texas non-profit corporation,

By:



\_\_\_\_\_, President

Attested:

, Secretary