

**CLAREMONT TOWNHOME ASSOCIATION**  
**RESOLUTION OF THE BOARD OF DIRECTORS**  
**COMPETITIVE BIDDING POLICY 2016**

At a regular meeting of the Board of Directors (“Board”) of the Claremont Townhome Association (“Association”), held on May 09, 2016, at the address of 15800 Country Club Dr. Portland, OR 97229, at the time of 5:22 P.M, the Board resolved as follows:

WHEREAS, a meeting of the Board was convened at the time, date, and location set out above; and

WHEREAS, the Vice President, by signing below, attests that Board members received notice of the meeting (or by their attendance waived notice), and that a quorum of Board members was present either in person or by telephone conference; and

WHEREAS, the Association is organized and empowered to exercise all of the powers and privileges conferred to it by the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for the Claremont Townhome Association (the “Declaration”), the Association’s Bylaws, its Articles of Incorporation, and the Oregon Planned Community Act (ORS 94.550 to 94.785 *et seq.*, “HOA Act”) to administer, manage, and operate the Association for the benefit of its members; and

WHEREAS, the Board wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

WHEREAS, the Board recognizes the importance of seeking qualified and competent vendors to supply goods and services to the Association, while also seeking to attain the best value for its membership; and

WHEREAS, obtaining competitive bids is not without cost to the Association, as it can require significant time and resources of the Board and other volunteer members of the community; and

WHEREAS, the Board has determined it is in the best interest of the Association and the Association’s member to adopt a *Competitive Bidding Policy*.

**NOW, THEREFORE, BE IT RESOLVED** that for goods or services estimated to cost \$3,500 or greater, the Board will seek competitive bids whenever practical. In instances that the Board determines obtaining competitive bids is practical and in the best interest of the Association, the Board will seek to obtain a minimum of 2 bids and a maximum of 4 bids for goods and services necessary to fulfill the Association’s repairs and maintenance obligations.

**BE IT FURTHER RESOLVED**, the Association will bid projects on a case-by-case basis, depending on: 1) cost; 2) availability of contractors; 3) familiarity and experience with the proposed contractor; 4) the contractor’s familiarity with the Association, buildings and/or project; and 5) and whether the contractor provides day to day for the Association.

BE IT FURTHER RESOLVED that this policy shall be mailed to all Owners to their unit addresses unless another address has been provided to the Board in writing, in which case it shall be mailed to the designated address, by May 16, 2016.

DATED this 9th day of May 2016.

**CLAREMONT TOWNHOME ASSOCIATION**

By: James Nelson, its President  
James Nelson

ATTEST: The above resolution was properly adopted.

By: Joanne Douglass, its Vice President  
Joanne Douglass