

**Property Owners Association of Hilltop Lakes, Inc.**  
**BID SOLICITATION POLICY FOR CONTRACTS EXCEEDING \$50,000**  
under §209.0052, Texas Property Code

A. Application.

For contracts anticipated to exceed \$50,000 ("Large Contracts"), the Association will employ the bid solicitation process set out in this policy.

B. Three Bids.

The Association will attempt to obtain three (3) bids for Large Contracts from eligible contractors or vendors.

C. Eligible Contractors or Vendors.

The Association will select contractors or vendors which the Board believes are qualified and capable of completing the project in a reasonable time and for a reasonable price. If possible, the Board will require bidders to provide evidence that they have experience with the scope of work anticipated and have the resources to finish the work on time.

D. Core Requirements.

Contractors or vendors will be required to be fully licensed and insured in amounts consistent with the size of the project.

E. Less Than Three Bidders.

If after a diligent search, the Association is unable to locate three qualified bidders within 30 days, the Board may select from among two qualified bidders. If only one qualified bidder can be located within another 15 days, the Association may select that bidder if it is otherwise qualified.

F. Emergencies.

In the event of an actual emergency, the Board may hire a qualified contractor without requiring more than one bidder to the extent necessary to deal with the emergency.

G. Selection of Winning Bid.

The Board will select the winning bid from among the bidders based on a combination of price, experience and expertise. However, the Board will not be required to select a contractor or vendor based solely on being the lowest bidder.

**CERTIFICATION**

I certify that a majority of the Board of the Association adopted the foregoing policy, at a duly called and convened meeting of the Board.

Date: 11-3-21

Property Owners Association of Hilltop Lakes, Inc.

Annette Craig  
Annette Craig, President

STATE OF TEXAS           §  
  §  
COUNTY OF LEON       §

Before me, the undersigned authority, on this day personally appeared Annette Craig, President of the Property Owners Association of Hilltop Lakes, Inc., a Texas nonprofit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 3rd day of November, 2021.



Kathy L. Aleman  
Notary Public, State of Texas

Return to: Barsalou & Associates, PLLC  
4635 Southwest Freeway, Ste 580  
Houston, TX 77027  
713-652-5044



70 2021 00446870

Leon County  
Christie Wakefield  
Leon County Clerk  
Centerville, Texas 75833

Instrument Number: 2021- 00446870

As

Recorded On: November 08, 2021

Recordings

Parties: PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKE

To

TO THE PUBLIC

Billable Pages: 2

Recorded By: POA OF HILLTOP LAKES

Num Of Pages: 3

Comment: NOTICE

**\*\* Examined and Charged as Follows: \*\***

Recordings	20.00
Recording Charge:	20.00

**\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\***

I hereby certify that the within and foregoing was recorded in the Clerk's Office For: Leon County, TX

**File Information:**

**Record and Return To:**

Document Number: 2021- 00446870	POA OF HILLTOP LAKES
Receipt Number: 168549	HAND DELIVER 11-8-21
Recorded Date/Time: November 08, 2021 01:35:20P	CENTERVILLE TX 75833
Book-Vol/Pg: Bk-OR VI-1854 Pg-716	