

Policy Number - Title: 03 – Contract Review and Renewal

Date of Inception: December 2023

Date of Last Update: December 19, 2023

Date of Next Review: December 2024

Objective:

Per By-Laws Section 5.13 Powers and Duties paragraph f, the Board has the power to enter into contracts for matters set forth in said By-Laws.

Background:

The Board may employ a Property Manager to perform such duties and services as the Board shall authorize (per By-Laws Section 5.14).

Policy:

The following services are contracted out by the Association. Each year, the Property Manager will assist with the review and renewal of contracts for the following year as detailed in the Procedure as follows below.

- | | |
|--------------------------------------|---------------------------------------|
| a) Association Master Insurance | f) Refuse and Recycle |
| b) Audit | g) Seal Coating Streets and Driveways |
| c) Fertilizer and Weed Control | h) Summer Landscaping ** |
| d) Gutter Cleaning and Power Washing | i) Winter Snow Removal ** |
| e) Property Management Agent | |

Procedure:

1) Each year on **July 1st**, Property Manager will send out a Request for Proposal (RFP) to our **Current Vendor** for the services listed below. This proposal will be due by **August 1st**.

If the Board is not satisfied with the proposal submitted by our Current Vendor, on **August 1st**, Property Manager will send out a RFP to other vendors.

If needed, a reminder will be sent on **September 1st**.

The additional proposals will be due by **October 1st**.

The contract will be awarded by **November 1st** and effective **November 1st**.

- a) Winter Snow Removal **

2) Each year on **September 1st**, Property Manager will send out a Request for Proposal (RFP) to our **Current Vendor** for the services listed below. This proposal will be due by **October 1st**.

If the Board is not satisfied with the proposal submitted by our Current Vendor, on **October 1st**, Property Manager will send out a RFP to other vendors.

The additional proposals will be due by **November 1st**.

The contract will be awarded by **December 1st** and effective **January 1st**.

- a) Association Master Insurance
- b) Audit
- c) Property Management Agent
- d) Refuse and Recycle

3) Each year on **September 1st**, Property Manager will send out a Request for Proposal (RFP) to our **Current Vendor** for the services listed below. This proposal will be due by **October 1st**.

If the Board is not satisfied with the proposal submitted by our Current Vendor, on **October 1st**, Property Manager will send out a RFP to other vendors.

If needed, a reminder will be sent on **January 1st**.

The additional proposals will be due by **February 1st**.

The contract will be awarded by **March 1st** and effective **April 1st**.

- a) Fertilizer and Weed Control
- b) Gutter Cleaning and Power Washing
- c) Seal Coating Streets and Driveways
- d) Summer Landscaping **

** Specification document exists and will be sent to vendors along with the Request for Proposal (RFP)

4) Property Manager shall strive to obtain at least 3 Proposals per service area, unless Current Vendor's proposal is accepted.

5) Multiple year proposals are encouraged as long as any proposed annual increase is a set percent or amount. That is, no open ended / variable rates will be accepted.

6) As Proposals are received, the Property Manager will consolidate into a summary sheet to be presented to the Board. The summary sheet highlights the differences between the proposals received as well as the current contract. Any terms that differ from our current terms should be highlighted. Example would be the need to use vendor provided rubbish totes.

7) All proposals received shall be provided to the Board in both printed and electronic format.

8) Proposals due October 1st shall be provided to the Board by October 4th or as soon as received.

Proposals due November 1st shall be provided to the Board by November 4th or as soon as received.

Proposals due February 1st shall be provided to the Board by February 4th or as soon as received.

9) Board members shall review Proposals and email questions to other Board members, and then consolidate all questions to be sent to the Property Manager by the 9th.

10) Property Manager shall provide answers on or before the 12th which should also be prior to the scheduled Monthly Meeting.

11) At a Board only meeting, Proposals will be discussed and voted upon to select the winning vendor.

12) At the Monthly Meeting, Property Manager will be directed to execute contract with winning vendor.

13) Property Manager will send an electronic copy of fully executed contract to Board.

14) Property Manager will send a thank you letter to non-winning vendors.