

Resolution

Purchasing Administration for Contracts Over \$2,500 Pinery HOA – Adopted by Executive Board 2/24/2011

In an effort to clarify allocation of responsibilities of Board / Committee members and the PHA staff in implementing the PHA Executive Board Resolution adopted June 6, 2006 (attached) the following procedures are proposed.

Committee/Board member responsible for obtaining products or services for the PHA which represent greater than \$2,500 cost should:

- Develop specifications for the Request for Price (RFP) quotation.
- Contact and qualify vendors to ensure they are capable and willing to provide the product or service and to provide the information requested.
- Provide the following to the PHA office at least 60 days prior to needed work:
 - RFP
 - Minimum of three qualified vendors to include company and contact name, address, telephone number and fax number
 - Deadline for proposals (6 weeks prior to needed work).
- Follow up with vendors who have not provided bids; if insufficient responses are received, qualify additional vendors and provide information to PHA so that RFPs can be sent.

Office Staff will work with the board/committee person to:

- Draft and finalize cover letter (including final preparation of RFP if needed)
- Mail and fax cover letter and RFP
- Receive, date/time stamp and initial all bids as received – notify committee/staff person as bids come in and update weekly as to the status of proposals received.
- Once all bids are received, office staff will open the bids and make photocopies or PDF scans to distribute copies of all bids to committee/board member responsible for reviewing bids.

Appropriate members of the responsible committee evaluate the bids and make recommendation to the Executive Board for award of the contract.

Based on EB acceptance, the PHA office will

- Notify the winning vendor
- Prepare the approved PHA Independent Contractor Agreement
- Obtain signatures of the vendor and appropriate EB members.
- Provide a copy of the contract to the vendor and maintain the original signed contract on file.
- Send thank-you letters to those vendors who were not awarded the contract

The CSC will provide a project manager for each project meeting the above threshold.

Responsibilities of the project manager include the following:


- Day to Day interface with the contractor as needed for the project;
- Inspections related to payment milestones; and finally
- Arranging final inspection with the contractor to be attended by project manager and a member of the Executive Board.

It is the intent of all official communications are prepared by PHA Office Staff and all legal documents pertaining to PHA assets or funds be authorized by the Executive Board and filed in the office of the PHA.

THE PINERY HOMEOWNERS' ASSOCIATION, INC.

By: 

President

By:  5/5/11

Secretary

Resolution
PHA Executive Board
June 6, 2006
Revised 2/23/2011

Standard of Conduct for members of the Executive Board, Standing, and Ad Hoc Committees

Concerning Pinery assets:

Members of the Executive Board, of the two standing committees, and of any ad hoc committees will respond to inquiries about the use and/or disbursement of Pinery assets by directing the individual or group to the collective Executive Board.

Executive Board Policy on PHA Contracts

To ensure that contracts executed on behalf of the Pinery Homeowners Association for \$2,500 or more are handled in a fair and fiscally responsible manner, the following procedures will be followed:

- ◆ A minimum of three bids is required for all contracts for \$2,500 or more. In select cases, less than three bids will be considered acceptable if an explanation is provided to the Executive Board.
- ◆ The PHA office will be designated as the main point of contact for all contracts.
- ◆ All bids should be sent as hard copies directly to the PHA office, not to individual committee members or board members. Electronic bids will be accepted only in a format that cannot be altered in any way such as PDF or TIF.
- ◆ Upon receipt of individual bids, PHA office staff will time stamp and initial the exterior envelope. Upon receipt of all bids, PHA office staff will open the bids and make photocopies to distribute to individuals charged with reviewing the bids.
- ◆ Bids should be received in the PHA office at least 6 weeks prior to the anticipated start date for the contract to allow adequate time for review and revisions.
- ◆ Any revisions to the original bids should be sent as a hard copy to the PHA office.
- ◆ If these procedures are not followed, the PHA Executive Board has the option to reject the proposed contract.

THE PINERY HOMEOWNERS' ASSOCIATION, INC.

By: _____
President


By: _____ 5/5/11
Secretary

**Resolution
PHA Executive Board
May 5, 2011**

Board and/or Committee Member Orientation

Be it resolved that any new Board or Committee member will meet with the appropriate PHA office staff for orientation to the Board or standing committee and will sign the Affirmation and Conflict of Interest statements.

THE PINERY HOMEOWNERS' ASSOCIATION, INC.

By:  _____

President

By:  _____

Secretary

**Resolution
PHA Executive Board
May 5, 2011**

Annual Statements

Be it resolved that all members of the Board of Directors, the Architectural Review Committee and the Community Services Committee will sign the Annual Statements of Affirmation and Conflict of Interest at the beginning of each calendar year.

THE PINERY HOMEOWNERS' ASSOCIATION, INC.

By:  _____
President

By:  _____
Secretary

THE PINERY HOMEOWNERS' ASSOCIATION, INC.

Annual Statements

Affirmation

I affirm my support for the mission and programs of the Pinery Homeowners' Association (PHA) and I am committed to preparing for and attending the scheduled meetings for which I have volunteered. I have also read and agree to abide by the Association's Bylaws and its Policies and Procedures as adopted August 30, 2007.

Signed _____ Date _____

Conflict of Interest Statement

It is understood that the PHA Board of Directors (as well as its designees officially acting on its Committees) shall use their best efforts at all times to make decisions that are in line with protecting and enhancing the value of properties of the PHA and its members, and that they shall exercise their duties in good faith according to the PHA Bylaws and Policies and Procedures.

A definition of a "conflict of interest" for a member of the Board of Directors or a designee includes the following: whenever any contract, decision or other action taken by or on behalf of the Board would financially benefit: (i) a Director (or designee); (ii) a parent, grandparent, spouse, child, or sibling of the Director (or designee) ; (iii) a parent or spouse of any of the persons in subsection (ii); or (iv) an entity in which a Director (or designee) is a director or officer or has a financial interest.

Disclosure of Conflict. Any potential or possible conflict of interest on the part of any Director (or designee) may be verbally disclosed at the first open session at which a relevant matter is to be discussed and prior to any discussion or vote on the matter. After disclosure, the disclosing individual may participate in the discussion but may not vote on the matter, unless the transaction is fair to the PHA, as allowed by state statutes. The minutes of the meeting may reflect the disclosure made any abstention from voting, the composition of the quorum and record who voted for and against.

General Conflict of Interest

I have read the above conflict of interest statement and agree to disclose any such conflicts that might arise, as appropriate. At this time the following general statement applies for me.

I have no general known conflict of interests that apply

I am listing the following known potential conflicts.

Signed _____ Date _____

Print
Name _____

Resolution
PHA Executive Board
August 24, 2011

E-Mail Communication Guidelines

Be it resolved that the Executive Board and the two Standing Committees will abide by the following E-Mail Communication Guidelines.

THE PINERY HOMEOWNERS' ASSOCIATION, INC.

By: _____
President

By: _____
Secretary

THE PINERY HOMEOWNERS' ASSOCIATION, INC.

E-Mail Communication Guidelines

- **Requirements for carbon-copying (cc'ing) the PHA office on e-mail communications:**
 - All e-mails to/from external parties (including but not limited to contractors, vendors, and other 3rd-party entities) must be cc'd to the PHA office. If the external party did not include the PHA office on their response, please forward that response to the PHA office for informational/record-keeping purposes.
 - All e-mails sent to an entire committee (intra or inter-committee) must be cc'd to the PHA office.
 - Requests inter-committee (i.e. CSC request to the Executive Board or vice versa) must be cc'd to the PHA office.
 - E-mails between individual PHA members may be cc'd to the PHA office at your discretion.
- **Requirements for requests sent to, or made of, committees (intra or inter-committee):**
 - When sending a request to the PHA office asking for information or proposals to be forwarded to a committee (i.e. an ARC member requesting something to be forwarded to the Executive Board), if the PHA office finds any concerns with the content of the request (i.e. conflicts with by-laws or previous experience), those concerns should be formulated into a response back to the requestor for consideration, while potentially cc'ing the chair or vice-chair of that committee. This way we can benefit from the knowledge in the PHA office, and ensure that any concerns are worked out prior to the information being forwarded on to the requested committee.
 - Once any concerns are addressed or noted, the information will be forwarded on to the requested committee, cc'ing the original requestor. This will allow the requestor to see the responses from the committee, and potentially respond to any additional concerns that are brought up.