

ADDITIONAL DEDICATORY INSTRUMENT
for
COMMUNITY IMPROVEMENT ASSOCIATION OF LAKE CONROE HILLS, INC.

THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared Madison M. Moody, who, being by me first duly sworn, states on oath the following:

“My name is Madison M. Moody, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

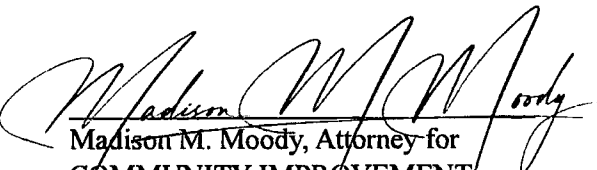
I am the attorney for the COMMUNITY IMPROVEMENT ASSOCIATION OF LAKE CONROE HILLS, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original, official documents from the Association’s files, which are kept in the normal course of business, by the custodian of records:

1. Bid Solicitation Policy

I hereby certify that the information set forth in this Additional Dedicatory Instrument is true and correct.”

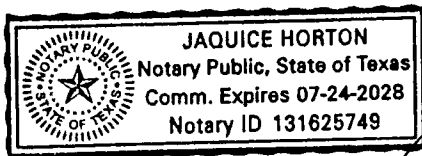
DATED this 13th day of March, 2025.

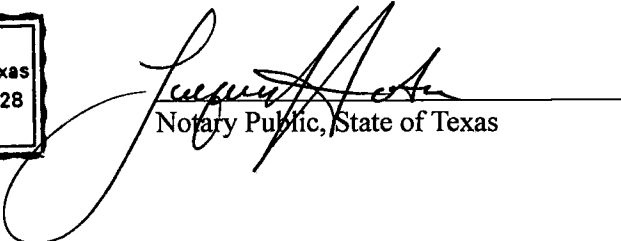
**COMMUNITY IMPROVEMENT
ASSOCIATION OF LAKE CONROE
HILLS, INC.**


Madison M. Moody, Attorney for
COMMUNITY IMPROVEMENT
ASSOCIATION OF LAKE CONROE HILLS,
INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

THIS INSTRUMENT was acknowledged before me on this 13th day of March, 2025, by the said Madison M. Moody, Attorney for the COMMUNITY IMPROVEMENT ASSOCIATION OF LAKE CONROE HILLS, INC., a Texas non-profit corporation, on behalf of said corporation.




Notary Public, State of Texas

BID SOLICITATION POLICY
for
COMMUNITY IMPROVEMENT ASSOCIATION OF LAKE CONROE HILLS, INC.

STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

I, S. B. W. A. S. H. E. T. T. O. N., President of Community Improvement Association of Lake Conroe Hills Inc. (the "**Association**"), do hereby certify that at a meeting of the Board of Directors of the Association (the "**Board**") duly called and held on the 9 day of JANUARY, 2024, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Bid Solicitation Policy ("**Policy**") was duly approved by a majority vote of the members of the Board:

RECITALS:

1. The property encumbered by this Policy is that property restricted by the Restrictions for Lake Conroe Hills, Section I, which is recorded in the Official Public Records of Real Property of Montgomery County, Texas in Clerk's File No. 305997, as same has been or may be amended and/or supplemented from time to time ("**Declaration**"), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Association.

2. Section 209.0052(c) of the Texas Property Code (the "**Code**") was added to provide an association the right to establish a procedure to solicit bids or proposals for services that will be in an amount in excess of \$50,000.00.

3. The Board of the Association desires to adopt a bid solicitation policy to establish a systematic procedure for soliciting bids or proposals from contractors who the Association may desire to contract with for Services (as defined below).

4. This Policy replaces and supersedes any previously recorded or implemented policy that addresses the subjects contained herein, if any, adopted by the Association.

POLICY:

For purposes of this Policy, "Services" include, by way of illustration and not limitation, pool maintenance and management services, fitness center management services, gate system management services, access system maintenance services, lighting and light inspection services, janitorial services, landscaping services, pest control services, accounting and legal services and any other service which the Association may deem to be necessary to or desirable for the administration and maintenance of the community.

1. **Applicability.** This Policy shall only apply to contracts for Services to be performed by third-party service providers (hereinafter referred to as “Contractors”) in exchange for payment by the Association of an amount greater than fifty-thousand dollars (\$50,000.00) over the term of the contract. This Policy shall not apply to any contract for the performance of Services in exchange for payment by the Association of an amount less than or equal to fifty-thousand dollars (\$50,000.00) over the term of the contract, regardless of whether such contract automatically renews resulting in total payment by the Association of an amount greater than fifty-thousand dollars (\$50,000.00).

2. **Bid Solicitation.** In the event the Association proposes to contract for Services that are subject to this Policy, the Board shall solicit bids or proposals using the bid process established below.

3. **Bid Process.**

a. **Solicitation.** The Board shall notify potential bidders of an opportunity to submit a bid for Services. Such notification may consist of an invitation to bid, a request for proposals, the submission of a master services agreement, or such other method that the Board, in its sole discretion, may deem appropriate for the solicitation of the Services sought (the “Solicitation”).

The Board shall obtain multiple bids for the Services sought, provided there are multiple Contractors who offer the Services available. Notwithstanding the foregoing, the Board shall determine, in its sole discretion, the number of bids to seek for the Services. If there is only one qualified bidder for the Services sought, there shall be no requirement to solicit multiple bids.

The Board may implement deadlines by which Contractors must respond to a Solicitation for a bid, which deadlines, if implemented, will be stated in the Solicitation. The Board has the right, but not the obligation, to remove from consideration any Contractor who fails to respond to the Solicitation by the deadline, if implemented.

b. **Evaluation.** The Board shall determine the method and criteria by which each bid received will be evaluated. In conducting its evaluation, the Board may rely on factors such as, by way of illustration and not limitation, the scope of services, pricing and payment terms, insurance available to the Contractor, Contractor warranties and indemnification obligations, references obtained and past experiences with the Contractor. The Board shall have the sole discretion to determine which bid to select, and the Board shall not be obligated to select the lowest bid if the Board determines that a higher bid will better meet the needs of the Association.

c. **Selection and Notification.** The Board shall notify the Contractor whose bid was successful of its selection within a reasonable time period after the date of the Board’s decision, which time period shall be determined in the sole discretion of the Board. Such notification may be sent by certified mail, via email, or by any other

method that the Board determines that the notification may be received by the selected Contractor. The Board may, but is not obligated to, notify Contractors whose bids were not selected of the rejection of their bid.

d. Frequency of Solicitation. Regarding Services subject to this Policy that are an ongoing need in the community (by way of illustration, landscaping services), at least three (3) months prior to the expiration of the term of a contract for such Services, the Association shall follow the bid process set forth in this Policy. The Board, in its sole discretion, may determine which Services constitute an ongoing need within the community.

e. Board Discretion. Notwithstanding anything contained in this Policy to the contrary, the Board has the authority to suspend the Solicitation requirements herein for any particular contract for Services as it deems necessary in its sole discretion. For contracts that automatically renew under the express terms of the contract, the Board may suspend the Solicitation process and determine, in its sole discretion, when to utilize the Solicitation process for such contracts. Factors which may be considered in determining when to use the Solicitation process for these contracts may include but are not limited to the following: overall length of the contract, including renewal terms (i.e. Solicitation process should be used every three or five years), substantial change in the costs of services, or dissatisfaction with standard of care in providing services under the contract.

I hereby certify that I am the duly elected, qualified and acting President of the Association and that the foregoing Bid Solicitation Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Montgomery County, Texas.

TO CERTIFY which witness my hand this the 9 day of January, 2024

**COMMUNITY IMPROVEMENT ASSOCIATION OF
LAKE CONROE HILLS, INC.**

By: [Signature]
Printed: S. EDWARD SHELTON

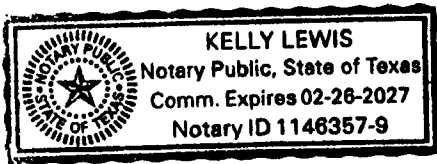
Its: President _____

THE STATE OF TEXAS

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COUNTY OF MONTGOMERY

BEFORE ME, the undersigned notary public, on this 9 day of January, 2025 personally appeared S. Edward Shelton, President of Community Improvement Association of Lake Conroe Hills, Inc., known to me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity herein expressed.



Kelly Lewis
Notary Public in and for the State of Texas

E-FILED FOR RECORD

03/14/2025 08:22AM



L. Brandon Steinmann

County Clerk,
Montgomery County, Texas

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number
sequence on the date and time stamped herein
by me and was duly e-RECORDED in the Official Public
Records of Montgomery County, Texas.

03/14/2025



L. Brandon Steinmann

County Clerk,
Montgomery County, Texas