



Dana DeBeauvoir

Dana DeBeauvoir, County Clerk
Travis County, Texas

Sep 01, 2021 09:30 AM Fee: \$ 142.00

2021195556

Electronically Recorded

NOTICE OF DEDICATORY INSTRUMENTS

Architectural, Landscape, and Construction Rules; Contract Bid Process; Enforcement Policy and Fine Schedule

Declaration: Second Amended Restated Declaration of Covenants, Conditions and Restrictions, Recorded at Volume 6598, Page 1046, Deed Records, Travis County, Texas, and all joinders, supplements, annexations and amendments thereto.

Association: The Courtyard Homeowners Association, Inc., a Texas non-profit corporation.

Subdivision: The Courtyard

Pursuant to Texas Property Code §202.006, the Association gives notice that all property subject to the Declaration is also subject to the following dedicatory instruments:

1. Architectural Guidelines, Landscape Requirements, and Construction Standards, attached hereto as **Exhibit A**, superseding and replacing previously recorded versions;
2. Contract Bid Process, attached hereto as **Exhibit B**;
3. Enforcement Policy and Fine Schedule, attached hereto as **Exhibit C**, superseding and replacing previously recorded versions.

The attached dedicatory instruments are complete, correct, and current as of the date of this Notice, but may be amended from time to time.

A current copy of each dedicatory instrument can be obtained from the Association's managing agent, Goodwin Management, Inc., or the successor managing agent shown in the most recent management certificate recorded in the Travis County property records.

EXECUTED this 31 day of August, 2021.

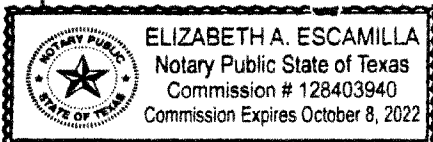
THE COURTYARD HOMEOWNERS
ASSOCIATION, INC.

By: *Patrice Arnold*
Patrice Arnold, attorney in fact

STATE OF TEXAS

COUNTY OF TRAVIS

This instrument was acknowledged before me on the 31st day of August, 2021, by Patrice Arnold, in the capacity set forth above.



Elizabeth A. Escamilla
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AFTER RECORDING RETURN TO:

Arnold and Associates, PC
406 Sterzing St., Suite 300
Austin, TX 78704

Exhibit B

COURTYARD HOMEOWNERS ASSOCIATION CONTRACT BID PROCESS

Texas Property Code § 209.006(a) provides that “an association that proposes to contract for services that will cost more than \$50,000 shall solicit bids or proposals using a bid process established by the association.” Accordingly, Courtyard Homeowners Association (“CHOA”) hereby adopts the following policies and procedures:

1. Solicitation. CHOA Board of Directors has complete discretion to notify potential bidders of the opportunity to contract with CHOA. CHOA is not required to advertise the opportunity in newspapers, on the internet, or elsewhere. CHOA shall provide the same information to all bidders via a request for proposal (“RFP”) or otherwise. CHOA may answer a bidder’s specific question and is not required to supply the answer to bidders who did not ask the question. CHOA shall establish a reasonable deadline for bid submission.
2. Multiple Bids. As a general rule, CHOA shall obtain multiple (*i.e.*, more than one) bids for all contracts for which the anticipated expenditure is \$50,000 or more for a single project or, in the aggregate, paid to a single payee over a 12-month period. This requirement may be waived depending on the circumstances, including but not limited to when the work is an emergency, CHOA has a long-standing relationship with a vendor who is especially knowledgeable about CHOA’s operations and property, changing vendors would disrupt existing warranties, and/or other qualified vendors are not willing to bid on the contract. Given the unique and subjective nature of the management relationship, the requirement to obtain multiple bids does not apply to bids for providing CHOA management services.
3. Confidentiality. Bidders may request that their respective bids be kept confidential and not a CHOA record subject to disclosure. In such event, the bidder must submit a summary sheet, subject to inspection, that contains the basic outline and terms of the bid. Evaluation charts, matrices, and other documents that contain subjective evaluations regarding a bid will be deemed confidential and not a CHOA record subject to disclosure in the same manner that discussions during executive session are confidential.
4. Conflict of Interest. Each bidder shall disclose to CHOA, in writing and at the time of submitting its bid, all potential conflicts of interest with CHOA directors, officers, management personnel, or employees (potential conflicts of interest include but are not limited to family relationships and business investments/affiliations). If a potential conflict of interest is discovered after bid submission, the bidder must supplement the disclosure as soon as the conflict is discovered. Similarly, each person evaluating bids on behalf of CHOA must disclose to CHOA, in writing, all potential conflicts of interest with any bidder as soon as the conflict is discovered. CHOA representatives who have or may have a conflict of interest may be precluded from participating in deliberations concerning the contract if required by applicable law or CHOA Board of Directors.
5. Award. CHOA Board of Directors shall determine which bid is the *best* bid—which may not be the *lowest* bid—and award the contract accordingly. Non-price factors include, but are not limited to: reputation, references, experience, qualifications, licenses, financial resources, insurance coverage, prior contract history with CHOA, length of time in business, personnel who will perform the contract, and potential conflicts of interest.