

AFFIDAVIT REGARDING AUTHENTICITY OF DOCUMENTS

STATE OF TEXAS }
 }
COUNTY OF HARRIS } KNOW ALL MEN BY THESE PRESENTS:

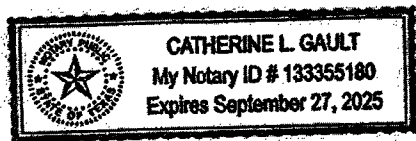
THAT the attached documents, entitled "Bylaws of University Park Patio Homes Homeowners' Association, Inc.", "University Park Patio Homes Property Rental Policy", "University Park Patio Homes Use Restrictions and Architectural Guidelines", "University Park Patio Homes Home Improvement Application for Architectural Review Committee", and "University Park Patio Homes (UPPH) HOA Bid Policy" are true, correct and complete photocopies of the original documents which were adopted in connection with the development and administration of University Park Patio Homes Homeowners' Association, Inc., a Texas Non-Profit Corporation, and all of the properties governed thereby. Such documents constitute a portion of the "dedicatory instrument", as such term is defined within Section 202.001(1) of the Texas Property Code, save and except those which have previously been filed/recorded in the Official Public Records of Real Property of Harris County, Texas. The attached documents are hereby filed/recorded in compliance with the mandate of Section 202.006 of the Texas Property Code.

All facts recited and statements made herein are true, correct and in all respects accurate."

Mary Ellen Strebeck
Mary Ellen Strebeck, Managing Agent
University Park Patio Homes Homeowners'
Association, Inc.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 20th day of May
2022.

Catherine L. Gault
NOTARY PUBLIC - STATE OF TEXAS



RP-2022-231707

University Park Patio Homes (UPPH) HOA

BID POLICY

The UPPH Board of Directors will actively seek bids within the parameters of this Policy to fulfill its fiduciary responsibilities when managing HOA expenditures.

A Competitive Bid procedure will be used when the work estimate exceeds \$50,000.00, subject to the provisions below.

Bid Package Requirements:

The Board's request for bids may include the following information:

- Outline /Scope of Work (SOW) to be performed.
- A targeted work start/completion date, if feasible.
- A request for itemization of materials and labor necessary to complete the project.
- A request for copies of current liability insurance coverage and/or bonding, State and Local licenses, permits, and Workers Compensation Insurance (WCI) coverage.
- A list of references if the HOA has not had prior experience with the bidder.
- Three or more bids will be solicited, if available.

Bid Package Submittal Requirements from Vendor:

The Bidder's response must address each element of the bid request. At the discretion of the board, a non-responsive submittal may be rejected or the bidder may be requested to provide further information to satisfy bid requirements.

Direct Source, Sole Source, or Competitive Bid Exceptions:

The requirement for multiple bids may be waived depending on the circumstances such as:

- If the work is an emergency for safety or security or due to an act of God, the Board may vote based on a majority to omit competitive or multiple bids.
- The HOA has a long-standing relationship with a particular vendor who is especially knowledgeable about the scope of the project.
- Other vendors are not willing to bid on the project.
- The item or service does not permit soliciting competitive bids, such as purchases necessary to address immediate safety and security issues.
- Only one supplier can meet the necessary delivery date with the requirements of established standards, design, quality, or compatibility with existing equipment.

Bid Award / Selection:

- The Board of Directors shall have the discretion of accepting a bid higher than the low bid if justified based on contractor qualifications or schedule requirements.
- The selection justification must be documented by the Board and kept on file with the accepted bid in accordance with the HOA retention policy.
- If only one bid meets all specifications, the Board shall have the discretion of accepting

that bid or going out for bids again.

A Rejection Notice will be sent to the bid participants who were not awarded the bid and documented as part of the HOA files.

If a conflict of interest exists, the Board Member(s) must remove themselves from the bid process.

THE CITY OF PASADENA, NEIGHBORHOOD MATCHING GRANT PROGRAM

Nothing in this policy is intended to conflict with or contradict any requirement for projects to be submitted for the Pasadena Neighborhood Matching Grant Program. In all cases, Pasadena requirements shall have precedence and the Board may deviate from this policy to satisfy grant program requirements.

Note:

This Bid Policy is a financial tool and administrative guideline when considering HOA expenditures. The Board at all times will exercise its judgment and discretion to make the best decision possible on behalf of the HOA and its Membership.



Patricia Farrell, UPPH Board President
March 17, 2022

RP-2022-231707

RP-2022-231707
Pages 37
05/03/2022 10:51 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$158.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP-2022-231707