



## **PURCHASING & CONTRACTING POLICY**

### **Sienna Residential Association**

STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND §

### **I. PURPOSE**

To establish general parameters and requirements for all purchases (including those done with a credit card), leases, and contracts for SRA and the other Sienna Associations which contract with SPRAI, in order to maximize competition to obtain required goods and/or services while considering the price and quality of service to serve the Associations and compliance with the Texas Property Code.

### **II. APPLICABILITY AND AUTHORITY**

This Policy applies to the following entities:

1. Sienna Plantation Residential Association, Inc., sometimes doing business as Sienna Residential Association ("SRA") as referenced in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Sienna Plantation (Sienna Plantation Residential Association, Inc.) recorded under Clerk's File No. 2012104699 in the Official Public Records of Fort Bend County, Texas (the "Declaration"), as same may be amended from time to time, and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Plantation Residential Association, Inc.
2. Through the Management Services Agreement the other Sienna Associations follow this same policy.

Any reference to "Board", "Boards", "Association" or "Associations" applies to all the foregoing entities. Each Board is authorized by its respective dedicatory instruments to adopt policies pertaining to the governance of the Association that it serves. In the event of a conflict between the terms of this Policy and any previously adopted rules, regulations and/or policies addressing Purchasing & Contracting, this Policy will control.

### **III. AUTHORITY LEVELS**

In order to ensure the most effective use of our resources the tables below outline the requirements and authority for purchasing and contracting. General Manager authority outlined in this policy, also applies to Community Manager in the absence of the General Manager. For a reserve item that is shown on the Reserve Study in the next 24 months, that item will be considered "budgeted" whether on the specific year's approved reserve budget or not.

Annual Value of Contract	\$0-2,499.99		\$2,500-4,999.99		\$5,000-14,999.99	
	Budgeted	Not Budgeted	Budgeted	Not Budgeted	Budgeted	Not Budgeted
<u>Purchasing</u>						
# of bids required	not required	not required	not required	not required	not required	2 bids required
Authority level	Supervisor/Coordinator	Dept Mgr	Dept Mgr	Dept Mgr	Gen Mgr	Gen Mgr
<u>Contracting</u>						
Contract form	not required	not required	not required	not required	not required	not required
Contract authority	N/A	N/A	N/A	N/A	Gen Mgr	Gen Mgr

Annual Value of Contract	\$15,000-49,999.99		\$50,000-\$199,999.99		\$200,000+	
	Budgeted	Not Budgeted	Budgeted	Not Budgeted	Budgeted	Not Budgeted
<u>Purchasing</u>						
# of bids required	3 bids	3 bids	3 bids	3 bids	3 bids	3 bids
Authority level	Gen Mgr	Board	Gen Mgr	Board	Gen Mgr	Board
<u>Contracting</u>						
Contract form	Contractor	Contractor	Association	Association	Association	Association
Contract authority	Gen Mgr	Gen Mgr	GM-Board Notice	GM-Board Notice	Board	Board

#### IV. BIDDING

Any maintenance or management service contract with a value over \$50,000 for the life of the contract, must go through a full bidding process at least every 3 years, unless the Board specifically approves otherwise.

Professional services (attorneys, PEO, CPA, etc.) should be bid at least every 5 years, unless the Board specifically approves otherwise.

Once a bid has been accepted and the project begun, additional expenses incurred due to unforeseen circumstances cannot exceed 10% of the original bid unless approved by the General Manager.

#### V. PURCHASES & CONTRACTING

The SPRAI will select the bid representing the **best combination of service and value** from the group of qualified bidders. The SPRAI is under no obligation to select the lowest bid.

## **VI. PURCHASING FROM AN EXISTING CONTRACTOR**

If the purchase is related to a service an existing contractor is providing, bids are only required if the purchase is over \$15,000. However, if the current contract includes unit pricing for extra services, no additional bids are required.

## **VII. SOLE SOURCE PURCHASING**

It is recognized that in some few purchases, obtaining competitive bids may not be practical. On this basis, a purchase may be obtained from a Sole Source only if a written Sole Source justification is submitted to the General Manager by the Department Manager responsible for the purchase.

## **VIII. EMERGENCY PURCHASES**

If an emergency purchase is required and the General Manager is not available, the Senior Community Manager, Community Manager and then Finance Director may act as the authorizing official. All emergency authorizations must be produced in writing within five (5) business days after the purchase is made.

If the Emergency Purchase, whether is for a single item or the cumulative cost for the same event, authority to make the purchase is as follows. Bidding and contracting is the same as in Section III above.

\$50,000-99,999: the General Manager has authority to proceed provided the appropriate Board is notified within 5 days of the purchase;

\$100,000-249,999: the Board delegates the authority to the President and Vice President to authorize proceeding with the purchase and the Board is notified within 5 days of the purchase; and

\$250,000 and over: the majority of the full Board must authorize.

## **IX. CONTRACTING**

In order to have a valid Certificate of Insurance, there must be a contract regardless of contract value. The contract may be a form presented by the contractor or the Association's form.

As indicated above, a contractor's form may be used if the contract value is between \$15,000 and \$49,999.99 but the Association's Addendum to Contractors Proposal must be used along with the contractor form to supplement indemnification and insurance provisions.

Depending on the purchase or service, the Association form may be a Master Service Agreement (MSA) for routine type services or construction projects.

Where specified on the prior tables, "GM-Board Notice", the General Manager has the authority to contract but needs to formally notify the Board; however, if the low bid is not the desired contractor, then the Board must approve prior to contracting.

<b>Policy Name</b>	<b>Approved/Finalized</b>	<b>Revised</b>
Purchasing and Contracting Policy		May 13, 2025
Purchasing and Contracting Policy		July 26, 2021
Purchasing and Contracting Policy		June 25, 2012
Purchasing Policy		February 21, 2008
Purchasing Policy	January 23, 2006	

[SIGNATURE PAGE FOLLOWS]

**CERTIFICATION**  
**SIENNA RESIDENTIAL ASSOCIATION**

I hereby certify that, as secretary of the Sienna Plantation Residential Association, Inc., the foregoing Purchasing and Contracting Policy was approved on the 13<sup>th</sup> day of May, 2025, in person or electronically by a quorum of the Board of Directors.

DATED, this the 13<sup>th</sup> day of May, 2025.

By: Allison Bond

Print Name: Allison Bond

Title: Secretary

STATE OF TEXAS

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COUNTY OF FORT BEND

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BEFORE ME, on this day personally appeared Allison Bond, the secretary of Sienna Plantation Residential Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 13<sup>th</sup> day of May, 2025.

Dana Lippoliti

Notary Public – State of Texas

