COUNTRYSIDE PROPRIETARY

As amended October ___, 2026

AMENDED ADMINISTRATIVE RESOLUTION NO. 48

CONTRACTS/BID POLICY AND GUIDELINES

WHEREAS, Article VI, Section 7 of the Bylaws of Countryside Proprietary ("Bylaws") grants the Board of Directors ("Board") of the CountrySide Proprietary ("Proprietary") all powers for the conduct of the affairs of the Proprietary which are enabled by law, the Proprietary's Amended Declaration ("Declaration"), and the Proprietary's Articles of Incorporation which are not specifically reserved to the Owners; and

WHEREAS, Article III, Section 3(c)(2) and Article IV, Section 1(c) of the Declaration authorize the Board to adopt and publish rules and regulations governing the use of the common areas; and

WHEREAS, Article III, Section 3(c)(5) of the Declaration authorizes the Board to employ, enter into contracts with, delegate authority to and supervise those persons or entities as may be appropriate to manage, conduct and perform the business obligations and duties of the Proprietary; and

WHEREAS, the Board has determined that it is necessary for the benefit of the Association and individual Owners to formulate and adopt rules and procedures regulating contractual arrangements and solicitation of bids for contractual arrangements incidental to the Association's obligations and the provision of services to Owners.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors hereby adopts the following rules and procedures relating to contractual arrangements and solicitation of bids for contractual arrangements:

I. For all Proprietary contractual arrangements in excess of $10,000.00 which relate to grounds and facilities, maintenance and operation, security, trash collections and/or similar subjects, the Management Agent shall comply with the following guidelines:

   A. The Management Agent shall prepare a draft solicitation document for review by the Board of Directors and/or its appointed designees.

1. If all requirements for the contractual arrangement are well defined and selection of the contractual arrangement will be determined primarily by the lowest price, the solicitation will be in the form of an invitation for bids for the contractual arrangement.

B. The Management Agent shall submit for Board of Directors and/or the appointed designee's review, prior to issuance of the solicitation, a bid list of prospective recipients. The Managing Agent shall modify such bid list as directed by the Board.

C. A minimum of three (3) bids or proposals shall be received before a contract is entered, except receipt of three (3) bids is not required if:

1. There is insufficient time to obtain three (3) bids due to an emergency;
2. The contractual arrangement expands the scope of work performed by an existing vendor; or
3. There are not three (3) vendors available.

D. The Management Agent shall identify the due date for receipt of bids for the contractual arrangement to coincide with scheduled Board and/or appointed designee meetings and shall present bid submissions for review by the Board or appointed designee, as applicable.

E. The Management Agent shall prepare an analysis of bids received and recommendations for award of the contractual arrangement, signed by the Management Agent, and shall present the analysis and recommendations to the Board and/or the appointed designee for review. The Management Agent shall coordinate with the Association's existing agents, as appropriate, in the preparation of the analysis and recommendations. Evaluation for award of the contractual arrangement shall be made on the bases of reasonableness of the proposal, as well as consideration of price, in addition to such other factors deemed relevant by the Board. Low price need not be the deciding factor.

II. Except as otherwise provided herein, all contracts in excess of $10,000 must be approved by majority vote of the Board of Directors at a duly called meeting of the Board or by unanimous written consent in lieu of meeting.

III. Emergency Circumstances: Notwithstanding the foregoing, the Management Agent, upon consultation with the President, shall have the authority to engage a Contractor to perform emergency repairs without the solicitation of three bid proposals, even if the costs exceed $10,000. For the purposes of this clause, an "emergency" shall be defined as a situation that poses an immediate threat to health, safety, or property, requiring urgent action to prevent further damage or danger. The Management Agent shall document the nature of the emergency and the necessity for immediate repairs, and such documentation shall be retained for audit purposes in accordance with the Association's Records Retention Policy. The Management Agent and/or the President will notify the full Board of Directors of any such emergency action taken as soon as practicable after such an occurrence.

This Administrative Resolution shall be effective on _____, 2026, and shall supersede and replace any prior resolutions or actions taken by the Board relating to this same subject.

This Resolution was adopted and approved by the Board of Directors for Countryside Proprietary at a duly noticed meeting of the Board of Directors at which a quorum was present on the ____ day of _____, 2026, and will remain in effect until rescinded or amended by the Board of Directors.

COUNTRYSIDE PROPRIETARY

By: _____

President

RESOLUTION ACTION RECORD

I hereby certify that this Administrative Resolution No. 48 was adopted by a majority vote of the Directors at the Board of Directors meeting held on _____, 2026.

By: _____

Secretary

CERTIFICATE OF PUBLICATION

I, _____, Management Agent for the Countryside Proprietary, hereby certify that copies of this Administrative Resolution No. 48 were reasonably published or distributed to all Owners prior to the effective date of the Resolution.

_____

Management Agent