

PHA Executive Board Resolutions
June 6, 2006

Standard of Conduct for members of the Executive Board, Standing, and Ad Hoc Committees

Concerning Pinery assets:

Members of the Executive Board, of the two standing committees, and of any ad hoc committees will respond to inquiries about the use and/or disbursement of Pinery assets by directing the individual or group to the collective Executive Board.

Executive Board Policy on PHA Contracts

To ensure that contracts executed on behalf of the Pinery Homeowners Association for \$1,000 or more are handled in a fair and fiscally responsible manner, the following procedures will be followed:

- ◆ A minimum of three bids is required for all contracts for \$1,000 or more. In select cases, less than three bids will be considered acceptable if an explanation is provided to the Executive Board.
- ◆ The PHA office will be designated as the main point of contact for all contracts.
- ◆ All bids should be sent as hard copies directly to the PHA office, not to individual committee members or board members. Electronic bids will be accepted only in a format that cannot be altered in any way such as PDF or TIF.
- ◆ Upon receipt of individual bids, PHA office staff will time stamp and initial the exterior envelope. Upon receipt of all bids, PHA office staff, in the presence of an Executive Board member, will open the bids and make photocopies to distribute to individuals charged with reviewing the bids.
- ◆ Bids should be received in the PHA office at least 6 weeks prior to the anticipated start date for the contract to allow adequate time for review and revisions.
- ◆ Any revisions to the original bids should be sent as a hard copy to the PHA office.
- ◆ If these procedures are not followed, the PHA Executive Board has the option to reject the proposed contract.