

## SECOND ADDENDUM TO DORAL HOMEOWNER'S ASSOCIATION BY-LAWS

### COMPETITIVE BIDS

#### Revision 2018

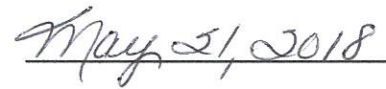
REFERENCE: ADDENDUM TO DORAL HOMEOWNER'S ASSOCIATION BY-LAWS dated May 18, 2016

An updated Board Policy will take effect immediately and be included as Revision 2018 to the existing Second Addendum to the Association By-Laws with respect to work performed (and associated invoices) on behalf of the Doral Homeowner's Association. This revision supersedes and cancels Board procedures in the REFERENCE and will be used in the estimating and approval of bids for work performed:

1. Any work or service to be done that is valued at less than \$1,500 (for the entire bill) will require informal approval by a simple majority of the Board of Directors by Email. Such Email approvals will require formal approval by a simple majority of the Board of Directors during the next regularly scheduled (Jan-Mar-May-Jul-Sep-Nov) Board Meeting after the Email approval.
2. Any work or service to be done that is valued at or over \$1,500 (for the entire bill) will require formal approval by a simple majority of the Board of Directors during a regularly scheduled Board Meeting.
3. Any work or service to be done that is valued at or over \$1,500 (for the entire bill), when a true emergency exists where property damage, or personal injury could occur, or other reasons where urgency exists as determined by a majority of the Board of Directors, can be approved by Email by a simple majority of the Board of Directors if time is not available to conduct an emergency Board Meeting. Such Email approvals will require formal approval by a simple majority of the Board of Directors during the next regularly scheduled Board Meeting after the Email approval.
4. Any work or service, no matter the value, to be done using Reserve Funds will require formal approval by a simple majority of the Board of Directors during a regularly scheduled Board Meeting.
5. In addition, any work or service to be done that is valued over \$3,000 (for the entire bill) will require the formal submission to the Board of at least 3 estimates.

This policy was approved on May 16, 2018 by the Board of Directors at the 2018 Annual Meeting.

  
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Jean Langbein, President

  
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Date