



**BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION, INC.**  
**OUTSIDE VENDOR POLICY**

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**RECITALS**

1. The property encumbered by this Outside Vendor Policy ("Policy") is that property restricted by the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Phase II, Brookwood Hills, recorded in the Official Public Records of Tarrant County, Texas, as Clerk's File No. D225193198, as same has been or may be amended and supplemented from time to time (the "Declaration"), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Association.
2. Article III, Section 19 of the Amended and Restated Bylaws of Brookwood Hills Homeowners Association, Inc., recorded in the Official Public Records of Tarrant County, Texas, as Clerk's File No. D225193166, as same has been or may be amended and supplemented from time to time (the "Bylaws"), grants the Association the power and authority to adopt policies and procedures deemed necessary and appropriate for the administration of the Association.
3. Article X, Section 10.1 of the Declaration sets forth the Association's duties and powers, in general, to do anything that may be necessary or desirable to further the common interest of the members, to maintain, improve, and enhance the Common Areas and to improve and enhance the attractiveness, desirability, and safety of the Subdivision. The Association is thus given the authority to act as the agent to enter into any and all contracts on behalf of the Members in order to carry out these duties, powers, and obligations of the Association as set forth in the Declaration and other dedicatory instruments.
4. Article III, Section 19, of the Bylaws grants the Association the power and authority to enforce the policies of the Association.
5. The Board of Directors of the Association desire to adopt this Outside Vendor Policy, which is consistent with the provisions of Article III, Section 19 of the Bylaws.
6. This Outside Vendor Policy replaces and supersedes any previously recorded or implemented policy that addresses the subjects contained herein, if any, adopted by the Association.

**POLICY**

**BID REQUIREMENT** - Notwithstanding existing contracts and budgeted allocations, any services engaged for the benefit of the common interest of the members or the Association shall be sent

out for bids or price quotes to a minimum of three (3) vendors, when three (3) separate vendors are reasonably available.

If fewer than three (3) vendors are available after a good-faith effort to obtain bids or quotes, documentation of the attempt to secure three bids must be provided to the Board of Directors. In such cases, the Association may proceed with the number of bids or quotes obtained, provided that the Board determines the process was fair, competitive, and in the Association's best interest.

Bid or Quote packages will be prepared by the appropriate Director and must be submitted to the Board to be reviewed and approved by a minimum of three (3) members of the Board of Directors before an outside vendor or consultant is engaged, and before a product is purchased.

EXCEPTION TO BID REQUIREMENT - The preceding bid requirement is not required for:

- A. Services engaged for less than \$500 Dollars.
- B. Services engaged due to emergency repairs that are necessary for the benefit of the common interest of the members or the Association. An emergency is an event that can cause an imminent financial loss or risk to public health and safety of the Association.


FINANCIAL APPROVALS - Notwithstanding budgeted allocations and prior to purchase or engagement, any contracts, products, or services, must be approved by a vote of three (3) of the Board of Directors and recorded in the meeting minutes. Any non-budgeted expense valued at greater than \$10,000 annually must have a majority vote from the general membership at either the annual or a special member meeting.

**CERTIFICATION**

I hereby certify that I am the duly elected, qualified and acting President of the Association and that the foregoing Outside Vendor Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon the date of my signature.

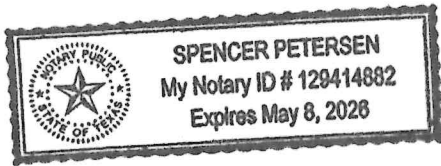
TO CERTIFY which witness my hand this the 4 day of May 2026.

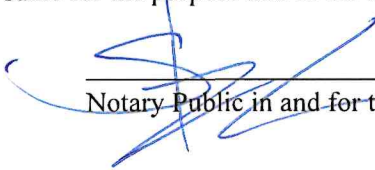
BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION,  
INC.

By:   
Printed: JOSHUA BARUCHFIELD  
Its: President

THE STATE OF TEXAS                   §  
   §  
COUNTY OF Dallas                   §

BEFORE ME, the undersigned notary public, on this 4<sup>th</sup> day of May, 2026 personally appeared Joshua Birchfield President of Brookwood Hills II Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.



  
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Notary Public in and for the State of Texas