

ADDITIONAL DEDICATORY INSTRUMENT
for
HUNTWICK CIVIC ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Christopher J. Archambault who, being by me first duly sworn, states on oath the following:

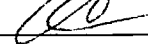
“My name is Christopher J. Archambault, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the attorney for HUNTWICK CIVIC ASSOCIATION, INC. Pursuant with Section 202.006 of the TEXAS PROPERTY CODE, the following documents are copies of the original, official documents from the Association's files, which are kept in the normal course of business, by the custodian of records.

1. GUIDELINES FOR BID SOLICITATION AND REVIEW PROCESS

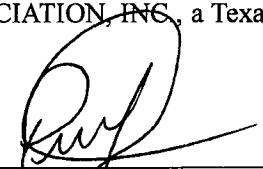
DATED this 25th day of AUGUST 2025.

HUNTWICK CIVIC
ASSOCIATION, INC.

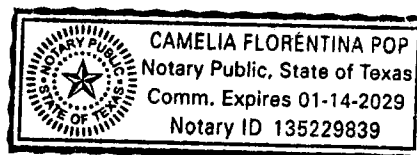
BY: 
Name: Christopher J. Archambault
Attorney for HUNTWICK CIVIC
ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

THIS INSTRUMENT was acknowledged before me on this 25th day of AUGUST 2025, by the said Christopher J. Archambault, Attorney for HUNTWICK CIVIC ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.



Notary Public, State of Texas



RP-2025-335417

**HUNTWICK CIVIC ASSOCIATION, INC.
GUIDELINES FOR BID SOLICITATION AND REVIEW PROCESS**

STATE OF TEXAS

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COUNTY OF HARRIS

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KNOW ALL PERSONS BY THESE PRESENTS

WHEREAS, the Huntwick Civic Association, Inc. (“Association”) is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as “Declarations”), including maintenance of the common areas; and

WHEREAS, Section 209.0052 of the Texas Property Code was amended by the 87th Texas Legislature dealing with the regulation of association contracts and the establishment of an Association bid process; and

WHEREAS, the Board of Directors of the Association (“Board”) has determined that in connection with maintaining the residential plan, procedures, and harmony of the community, and to provide clear and definitive guidance regarding Association contracts and bid process, it is appropriate for the Association to adopt guidelines regarding the bid process within the community.

NOW, THEREFORE, the Board has duly adopted the following *Guidelines for Bid Solicitation and Review Process* within the community:

Guidelines for Bid Solicitation and Review Process

- I. Bid Process for Services over \$50,000.
 - A. In accordance with Texas Property Code Section 209.0052(c), if the Association proposes to contract for services that will cost more than \$50,000, it shall solicit bids or proposals from contractors using the following bid process established by the Association.
 - B. The following bid process shall be used in such cases where the Association desires to contract for services over \$50,000:
 1. The Association shall solicit no fewer than two bids for services, to the extent such bids are reasonably available.
 2. The Association’s Board shall evaluate any such bids that are timely received and make their decision based on what they believe to be in the best interests of the Association.
 3. If additional bids are not timely received, the Association’s Board may move forward with entering into the contract for services despite not having received additional qualifying bids or proposals.

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- C. This Section I does not apply if the contract is between the Association and: 1) a board member, 2) a board member's relative or 3) a board member's relative's company in which the board member's relative has a financial interest in at least 51% of the profits. If that is the case, then the Association must get at least two other bids per Section 209.0052(b)(1) if reasonably available. (Please see Section II below.)

II. Bid Process for Contracts with a Current Association Board Member, Relative, or Related Company.

- A. In accordance with Texas Property Code Section 209.0052(b), the Association may only enter into an enforceable contract with the following parties if the procedure outlined in Section II. B below is followed:

1. a current association board member;
2. a person related to a current association board member within the third degree by consanguinity or affinity, as determined under Chapter 573, Government Code; or
3. a company in which a current association board member has a financial interest in at least 51 percent of profits, or a company in which a person related to a current association board member within the third degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a financial interest in at least 51 percent of profits.

- B. The following bid process shall be used in cases where the Association desires to enter into a contract with the parties listed in Section II. A. above:

1. the board member, relative, or company bids on the proposed contract;
2. the association receives at least two other bids from persons not associated with the board member, relative, or company, if reasonably available, in the community;
3. the board member:
 - (A) is not given access to the other bids;
 - (B) does not participate in any board discussion regarding the contract; and
 - (C) does not vote on the award of the contract;
4. the material facts regarding the relationship or interest with respect to the proposed contract are disclosed to or known by the association board;
5. the board, in good faith and with ordinary care, authorizes the contract by the affirmative vote of a majority of the remaining board members who do not have an interest governed by this subsection; and

6. the association board certifies that the other requirements of this subsection have been satisfied by a resolution approved by the affirmative vote of a majority of the board members who do not have an interest governed by this subsection.

III. Applicability.

The above Bid Solicitation and Review Process does not apply to a contract entered into by the Association during the development period.

This Policy is effective upon recordation in the Public Records of Harris County and supersedes any guidelines for bid solicitation and review which may have previously been in effect. Except as affected by Section 209.0052 and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 12th day of AUGUST 2025.

HUNTWICK CIVIC ASSOCIATION, INC.

Signed: 

Name: Gifford D. Wilkerson

Position: PRESIDENT

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Pages 5
08/26/2025 07:54 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$37.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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