



RESOLUTION 2013-05

Wellington Manor Homeowners Association

**RESOLUTION REGARDING
PROCUREMENT AND INVOICE PROCESSING**

WHEREAS: The Board of Trustees wishes to publish a detailed policy to guide the Board of Trustees and the Property Manager in the performance of their duties.

WHEREAS: The Board wishes to ensure that future Boards will also follow this policy.

NOW THEREFORE BE IT RESOLVED:

That the Board's process shall be as outlined below:

PROCUREMENT PROCESS

- The Board and/or Property Manager intend to issue RFP's (Request for Proposals) to obtain competitive proposals for each contract for work or purchases of \$3,500 or greater with the exemption of:
 - Emergency or Life Safety work
 - Work or purchases provided by as an extension by an existing Contractor and/or Professional contracted through a Cost Competitive Proposal process. (Management, Pool, Grounds, etc.)
 - Work or purchases provided by Selected Maintenance Service Providers for the Clubhouse such as Heating and Air Conditioning, Electrical, Plumbing when services have been interrupted.
 - Other "sole vendor" procurement such as Keypad Access, Exercise Room Equipment, and Warranties.
- The Property Manager shall create an RFP which includes the SOW/SPECS (Scope of Work/Specifications) for competitive proposals when deemed appropriate, for long term contracts, such as: landscape, snow, pool services, and infrequent/ one-time special projects, such as: parking lot sealcoat, tennis court re-surfacing, pool plaster, clubhouse painting, etc..
 - The Property Manager shall use attached The Spring 2010, Scope of Work and Request for Proposal for Lawn, Irrigation and Grounds Maintenance & Snow Removal Services as a model when seeking competitive proposals for this contract
 - See attached sample of the Specifications for Interior Painting in WM Clubhouse (November 2, 2011) for use when bidding projects of this type
- The Property Manager will select Contactors/Professionals to provide Competitive Proposals

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- The Property Manager sends the SOW/SPECS to selected Contactors/Professionals via mail and/or email
- Contractors and/or Professionals return Competitive Proposals to Property Manager by mail and/or email
- Upon receipt, the Property Manager verifies completeness of submissions.
- The Property Manager prepares a Comparative Spreadsheet with copies of Contactors/Professionals proposals to the requesting Committee and then Board for discussion and final selection. Note: See attached sample of Competitive Proposals Comparative Spreadsheet for “Clubhouse Power Washing, Masonry Sealing and Painting (August 4, 2011)”
- The Property Manager and/or sponsoring Board Member or Committee Chair shall review the results and recommend award to the Contractor and/or Professional based on “*Cost and other factors*” for Board approval
- The Property Manager and/or Grounds Liaison will prepare a *BID ANALYSIS AND RECOMMENDATION OF AWARD* each time that competitive proposals are received for The Lawn, Irrigation, Grounds Maintenance and Snow Removal Services Contract (See Attached)

INVOICE PROCESSING

- Cyclical Service Providers, such as: Comcast, PSEG, Trenton Water Works, Janitorial, et al., shall be paid by the Property Manager after general review of service rate and total invoice.
- Clubhouse Selected Maintenance Service Providers such as: Heating and Air Conditioning, Electrical, Plumbing, and Handyman services shall be paid by the Property Manager after written confirmation of the work by the Clubhouse Liaison.
- Grounds Selected Maintenance Service Providers for the Grounds, such as: Lawn, Irrigation and Grounds Maintenance; Snow and Ice Removal Services; and Landscape Replacement/Improvements, shall be paid by the Property Manager after written confirmation of work by Grounds Liaison
- Pool Selected Contract and Maintenance Service Providers for the Pool shall be paid by the Property Manager after written confirmation of the work by the Pool Liaison.
- Periodic Project and Services Bid work, Painting; Furnishings, etc. shall be paid by the Property Manager after written confirmation of the work by the Clubhouse Liaison

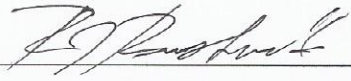
INVOICE DOCUMENTATION

- Invoices shall contain a detailed description of the work and all back-up documentation sufficient to completely describe the work.
- Invoices for Snow and Ice Removal Services shall contain a minimum of Invoice, Time Sheets, Notes, and Accumulation Reports. (see attached Invoice for Snow and Ice Removal Services)
- Invoices for Landscape Replacements and/or Additions shall contain a minimum of Invoice, detailed description of the work and site plan where appropriate (see attached Invoice for Landscape Replacements and/or Additions)
- The Property Manager and/or Grounds Liaison shall maintain a Landscape Invoices Log and Snow and Ice Removal Invoices Log (see attached samples: 2011 Landscape Services and Invoice Log (December 28, 2011), Snow and Ice Removal Services Log (September 21, 2011))

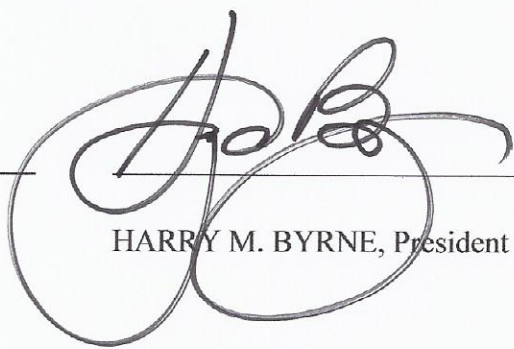
IN WITNESS WHEREOF, The Wellington Manor Homeowners' Association, Inc. has caused these presents to be signed and attested by its proper offices this 18th day of March, 2013

ATTEST:

Wellington Manor Homeowners' Association, Inc.
A New Jersey, non-profit corporation



DANIEL VANDERGAST, Secretary



HARRY M. BYRNE, President

STATE OF NEW JERSEY :

: ss

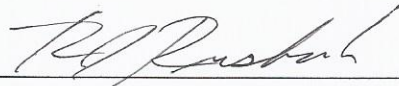
COUNTY OF MERCER :

BE IT REMEMBERED, that on the *20th* day of *March*, 2013, before me, the subscriber, a notary public of the State of New Jersey, personally appeared DANIEL VANDERGAST, who being by duly sworn on his oath, disposes and makes proof to my satisfaction that he is the Secretary of the Association named in the written Instrument and HARRY . BYRNE, is the President of said Association; the execution, as well as the make of this instrument, has been duly authorized by a proper resolution of said Association; that the deponent well knows the corporate seal of said Association; and that the seal affixed to said Instrument signed and delivered by said President and Secretary and for the voluntary acct and deed of said Association, in presence of deponent, who thereupon subscribed his name to as attesting witness.

Sworn and subscribed to before me on the date above



CHRISTOPHER J. LOWE ASP.
ASST. GENERAL COUNSEL



DANIEL VANDERGAST

RECORD AND RETURN TO:

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