

**BRANDYWINE CONDOMINIUM ASSOCIATION, INC.  
DOCUMENTS & POLICY MEETING MINUTES**

**Date:** May 14h, 2013

**Location:** Brandywine Hall

**Committee Members**

**Present:** Bob Gerwig, Chairman  
Bob O'Keeffe  
Ruth Adelson -President

**Committee Members**

**Absent:** Ken Mitchell  
Donald Lavimoniere  
Jack Sheils

**Owners Present:** There were 1 Unit Owner present.

**Community  
Association Manager:** Chip Blunt not present.

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**Call to Order:** The meeting was called to order by Bob Gerwig, Chairman at 11:00am. A quorum was verified.

**New Business**

**Competitive Pricing** By proper motion by Mr. O'keeffe, seconded by Mr. Gerwig, it was unanimously recommended that the Board approve the following addition to the Competitive Pricing on all Products & Services. *"Competitive bidding is not required to extend or continue a contract for an additional time period if there is no increase in price. These contract extensions, renewable, or continuations require approval by the Board of Director's."*

**Date of Next  
Committee Meeting** To Be Determined. .

**Adjournment:** By proper motion by Mr. O'Keeffe , seconded by Mr. Gerwig, the meeting was adjourned at 11:15am.

*Submitted:* *These minutes have been respectfully submitted to the Documents & Policy Committee for review by Chip Blunt.*

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Chairman of Documents & Policy Committee

Date

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Print Name

DRAFT

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.  
STATEMENT OF ASSOCIATION POLICY  
(Supersedes March 18, 2008)

EFFECTIVE  
DATE:

May 21, 2013

SUBJECT:

COMPETITIVE PRICING ON ALL PRODUCTS AND SERVICES  
EXCEEDING \$2,500.

PURPOSE:

To provide a requirement that competitive bidding, or pricing, on all contract and non-contract purchases of products and services exceeding \$2,500 must be obtained and submitted for the approval of the Board of Directors.

POLICY:

1. All contracts for products and services must be in writing and must be signed by the President, as required by the By-Laws. At least three (3) bids, or prices, must be obtained from qualified contractors, suppliers, consultants, suppliers or other service agents, for the purchase of property items, goods, supplies, equipment or services exceeding \$2,500. Written bids, or prices, however, may not be necessary on some non-contract purchases exceeding \$2,500 unless specifically requested by the Board. A sole-source supplier can only be used with the expressed approval of the Board, or in the event of an emergency. It is not always necessary for the Board to accept the low bid, if prudent judgment decides otherwise. Contracts for more than one year are specifically approved by the Board. Competitive bidding is not required to extend, renew or continue a contract for an additional time period if there is no increase in price. These contract extensions, renewals, or continuations require approval by the Board of Director's.

**ADOPTED** by the Board of Directors this <sup>th</sup> day of May, 2013