

**SUN RANCH OWNERS' ASSOCIATION**  
**Resolution of the Board of Directors — Purchasing and Competitive Bid Policy**  
**RESOLUTION NO. 2026-05**

Adopted: \_\_\_\_\_, 2026

This Resolution is adopted by the Board of Directors (the “Board”) of Sun Ranch Owners' Association (the “Association”) pursuant to the authority described below.

**WHEREAS**, the Association is governed by its 1970 Restated Declaration of Covenants, Conditions, and Restrictions (the “CC&Rs”) and its Bylaws, as amended through June 1997 (the “Bylaws”);

**WHEREAS**, Bylaws Article VI, Section 1(b) authorizes the Board to conduct, manage, and control the affairs of the Association and to make rules and regulations not inconsistent with law, the Articles of Incorporation, or the Bylaws;

**WHEREAS**, Bylaws Article II, Section 2(m)–(p) grants the Association the power to borrow money and contract debts, to expend Association funds for proper costs and obligations, to contract and pay for insurance, and to contract and pay for maintenance, utilities, materials, supplies, services, and personnel;

**WHEREAS**, Bylaws Article IX, Section 5 authorizes the Board to determine how contracts are executed on the Association's behalf, and Article IX, Section 3 authorizes the Board to determine, by resolution, who may sign checks, drafts, or other orders for payment of Association funds;

**WHEREAS**, the State of Washington does not impose a statutory competitive-bidding requirement on private homeowners associations such as the Association, and this Policy is instead adopted voluntarily by the Board to promote transparency, obtain fair value for Association funds, and support the Board's fiduciary duty to the membership under RCW 64.38 and, as applicable, RCW 64.90;

**WHEREAS**, the Board has reviewed and wishes to adopt a Purchasing and Competitive Bid Policy, establishing standard procedures for soliciting quotes and bids and for approving and executing Association contracts;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. the Purchasing and Competitive Bid Policy (the “Policy”) is hereby adopted and incorporated into this Resolution by reference;
2. the dollar thresholds set forth in Section 4 of the Policy are adopted as stated in the Policy, and may be adjusted from time to time by resolution of the Board;

**RESOLVED**, the Policy operates alongside, and does not replace, the Association's existing Financial Oversight Policy and Procedure, the \$1,000 single-signature / dual-signature disbursement threshold, and the Sun Ranch Fee and Fine Schedule; where the Policy and another adopted Board policy conflict, the more recently adopted policy controls unless the Board specifies otherwise;

**RESOLVED**, this Resolution and the Policy shall become effective immediately upon adoption by a majority vote of the Board of Directors, and may be amended from time to time by a majority vote of the Board;

**RESOLVED**, the Secretary is directed to retain a copy of this Resolution and the attached Policy with the Association's permanent records, and to make it available for inspection by members on the same basis as other Association records.

**ADOPTED** by the Board of Directors of Sun Ranch Owners' Association on the date first written above.

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President, Sun Ranch Owners' Association — Date: \_\_\_\_\_

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Secretary, Sun Ranch Owners' Association (Attest) — Date: \_\_\_\_\_