

GENERAL RULES AND REGULATIONS

FOR THE USE OF

THE COMMUNITY PROPERTIES OF BAY QUARTER SHORES, Inc.

Adopted by the BQS Board of Directors, October 9, 2021

I. INTRODUCTION

1. Bay Quarter Shores, Inc. community properties and common areas are for the use and enjoyment of members and associate members in good standing and their guests, as defined in Article 1.h of the Amended Declaration of Covenants, dated December 11, 2006. Membership is automatic with membership, or with payment of the annual associate member fee. Unless otherwise specified, guests must be accompanied by the member when using any BQS facility.
2. All persons using the properties and the facilities do so at their own risk and liability.
3. These Rules and Regulations are a compilation of several previous editions, and have been approved by the Board of Directors in order to match them to currently existing facilities. Adherence to these Rules and Regulations is necessary for the preservation of the community properties of Bay Quarter Shores, and for their safe and equitable use by all.
4. Renters do not have access to any of the BQS facilities and/or amenities unless they become an Associate Member.
5. "For all leased properties within Bay Quarter Shores, the property owner or their authorized agent shall provide to the Board of Directors, a completed Tenant Rental Information form for every transaction between a lessor (property owner) and a lessee. The Tenant Rental Information form can be found on the Bay Quarters Shores website located at www.bayquartershores.org under "Forms". Failure to provide this information may result in the suspension of the members rights as outlined in the Bay Quarter Shores By-Laws Article IV - Enforcement of Rules."

II. SWIMMING POOL RULES

1. The use of the Bay Quarter Shores pool is restricted to members and their authorized guests. The pool is open from Memorial Day weekend until Labor Day. Pool hours vary from year to year, and will be posted in the clubhouse and pool area as well as announced in the Newsletter. The pool manager is responsible for the operation of the pool, with assistance from pool attendants. The pool attendant will use a roster of paid-up BQS members to determine who is eligible for admission to the pool.
2. The Board of Directors has vested pool attendants with the power to make decisions they believe are fair and needed for everyone's safety. Pool attendants do not have the authority to make exceptions to the following rules. Any exceptions must be addressed to the BQS Board of Directors. These rules and the Virginia State Public Pool Regulations must be adhered to, as violations could cause a denial by the pool attendant, pool manager and any member of the Board of Directors from further use of the pool, and a closing by Virginia State inspectors.

- (a) Only members and associate members in good standing, and their guests are admitted to the pool.
- Members, dependents of members, grandchildren, and great grandchildren 22 years of age and under are admitted free.
 - Disabled dependents over 22 years of age and elderly dependents are also admitted free.
 - All other guests, including nondependent adult children of members, and roommates of members must pay the prescribed \$3.00 fee for admission each day.
- (b) In lieu of cash, pool passes may be used. Pool passes may be purchased from the attendant on duty or by using the *Pool Pass Request Form* located on the BQS website. <http://bayquartershores.sharepoint.com> A \$15 pass will permit 5 admissions to the pool. A \$30 pass will permit 10 admissions to the pool. Pool passes eliminate the need for cash and the issuance of change. The passes carry over from one season to the next. Lost passes are not replaced by
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- (c) Each season a pool registration form will be provided to each member. The form allows members to identify family members and guests that qualify for free admission. The form also identifies guests that are allowed admission with the \$3.00 admission fee. Guests not identified on the pool registration form must be signed-in daily by the sponsoring BQS member.
- (d) Sponsoring members may eliminate the need for personal sign-in of guests by:
- Purchasing pool passes and having the guest present the pass to the pool attendant. Pool passes may be purchased from a pool attendant or by using the *Pool Pass Request Form* located on the BQS website. <http://bayquartershores.sharepoint.com>
 - Notifying a pool attendant in advance.
 - Members may also make notification by sending an e-mail to: bqs@bayquartershores.onmicrosoft.com , seventy two hours in advance. The “Contact Us” button on the BQS web site may also be used. (See <http://bayquartershores.sharepoint.com>).
 - **IN ALL OTHER CASES, GUESTS MUST BE SIGNED IN, IN PERSON, BY A MEMBER.**
- (e) Water in non-glass containers are allowed inside the fence which encloses the pool. All other drinks, food and gum are prohibited within the fenced area. Smoking is not allowed within 10 feet of the pool fence.
- (f) Children under the age of 10 must be accompanied by an adult, or by a responsible person designated by the child’s parent. If the adult or responsible person goes outside the fence, the child, if under age 10, must leave the pool and accompany him or her. In addition, children under the age of 5 must have an adult or responsible person at length while they are in the pool.
- (g) For reasons of hygiene, and the protection of pool water, children who are not toilet trained must wear disposable diapers (non-swelling diapers that do not allow solids to escape) especially made for pool wear.
- (h) Pets of any kind are forbidden within the fenced area of the pool.
- (i) Running on the pool apron, and horseplay within the pool, will not be tolerated. In addition, spitting, nose blowing, spouting water, or discharging bodily waste is forbidden. Any person having a communicable disease, as well as poison ivy, sumac and oak, is prohibited from using the pool.
- (j) Diving into the water head first is not permitted at any time.
- (k) In the event of overcrowding in the pool, it is expected that swimmers will cooperate and obey the instructions of the attendant or pool manager. Overcrowding starts when 35 people are in the fenced in area of the pool.
- (l) When more than 10 persons are in the water, no flotation devices (other than those worn on the body) will be allowed in the pool.
- (m) Persons in wet bathing suits must not enter the main hall of the clubhouse.
- (n) Swimmers must wear swimwear. Street wear or cut-off jeans are not acceptable. Tee shirts may be worn over a bathing suit for protection from the sun.
- (o) Members absent from the pool for an extended period may not reserve tables and chairs within the fenced area with their belongings. Belongings must be removed.
- (p) There are no lifeguards on duty at the BQS pool.

III. DOGS

In compliance with an ordinance enacted on September 10, 1998, by the Northumberland County Board of supervisors, BQS residents, guests and associate members must keep their dogs under their immediate control at all times. Therefore dogs are not allowed to run loose or to roam the streets and other common areas of BQS. Safety of pedestrians, cyclists, motorists and other pets on our streets and common areas is of utmost importance. All violations of this county ordinance should be reported promptly to the Northumberland County sheriff or dog warden.

1. Any dogs not on the members' property and within the boundaries of Bay Quarter Shores must be on a leash.
2. Anyone exercising dogs on common areas such as the clubhouse grounds, soccer area, golf driving range, basketball and tennis court area, and nature trails is responsible for cleaning up any feces left by their pets. Pet waste should be disposed of on the owner's property rather than BQS trash receptacles.
3. No pets other than service dogs are allowed in the clubhouse.

IV. CLUBHOUSE AND RECREATION AREA

1. Use of the clubhouse and recreational area is restricted to members, associate members, and their accompanied guests. Members will be held responsible for the conduct and actions of their guests.
2. Members wishing to reserve the clubhouse or recreation area for a function may do so by submitting the appropriate form to the Vice President for Administration. Forms for this purpose are available on the bulletin board in the clubhouse or on the Internet at <http://bayquartershores.sharepoint.com> under the FORMS button. In doing so the member accepts responsibility for the property and equipment. A \$50 refundable deposit is required for use of the clubhouse at the time of reservation. The clubhouse must be left in as good or better condition than before use or the deposit is forfeited. The BQS Board of Directors may waive the \$50 deposit for organizations of particular value to the BQS community.
3. The clubhouse may not be reserved between Memorial Day and Labor Day because this would restrict usage to all other members who may be using the clubhouse during this busy time of year.
4. Scooters used by the handicapped and elderly, maintenance vehicles, and golf carts are the only motorized vehicles permitted in the recreation or clubhouse lawn areas. These vehicles travel slowly and do not damage the lawn. Cars, trucks, SUVs, motorcycles, mopeds, mini-bikes, ATVs, go-carts, etc. are not permitted on the recreation area or clubhouse lawns. These vehicles tear up the grass and cause ruts to form in the ground.
5. All vehicles must be parked in designated parking areas. Parking in the circular drive in front of the clubhouse is not permitted except while loading and unloading vehicles.
6. Cooking in the clubhouse is permitted only in the kitchen. Barbeque grills are not permitted in the clubhouse or on the porches.
7. Overnight use of the clubhouse or recreation area is not permitted.
8. Recreation equipment is furnished and maintained by BQS Inc. but the safe and proper use of this equipment is the responsibility of the user.
9. When picnic facilities (tables and grills) are used, the area must be left in as good or better condition than before, with all trash and garbage deposited in the refuse cans provided for this purpose. In addition, all grill fires must be extinguished.
10. Household trash may not be placed in the BQS trash receptacles. Repeated violations will be cause for further action by BQS

V. BOAT RAMP, DOCK, AND BEACH

1. Use of the boat ramp, dock and related facilities is restricted to BQS members and their guests. Members must accompany their guests using the boat ramp unless a visitor pass has been issued and is displayed in the rear window of the guest vehicle. (See Section IX, IDENTIFICATION below) Members will be held responsible for the conduct and actions of their guests. These facilities are provided and maintained by BQS, Inc., but their safe and proper use is the responsibility of the user.
2. Limited space at the boat dock restricts mooring to short periods, or a maximum of two weeks. Boats moored at the dock must be secured properly to prevent damage to the dock or to other boats moored there. Members are responsible for any damages caused by their boats. At no time are boats or other water craft to be docked at the end of the docking area where benches are provided. This area is reserved for fishing, crabbing, and water viewing.
3. Boats with installed marine heads (toilets) having overboard discharges or sewage holding tanks are not permitted to use the BQS boat mooring facilities except in an emergency. This is in compliance with an exception from the Virginia Department of Health, dated 15 November 1997, because we do not have the means of pumping or removing sewage from boats at our facilities.
4. The discharge of waste material around the ramp, dock, or beach area is not permitted. All refuse must be placed in the trash cans provided.
5. Crab lines and pots must not be left unattended at the dock, and they must be removed immediately after use. Crabbing at the boat ramp area is not permitted.
6. The use of the beach is for swimming and sunning only. No personal powered watercraft or other powered vessels are allowed on the beach or in the beach swimming area at any time.
7. Boat trailers are to be parked in the designated area near the ramp and at the east end of the main parking lot. Trailer and boat must all be properly identified with a correctly applied BQS sticker. If applicable, visitor passes must be prominently displayed in the rear window, driver's side, of the towing vehicle. Forms for obtaining the required BQS stickers or passes are available on the bulletin board in the clubhouse or on the Internet at <http://bayquartershores.sharepoint.com> under the FORMS button.
8. Parked vehicles must not infringe on the required turn-around area for launching boats.
9. Boats in the water, waiting to exit the boat ramp, have right of way over boats on land for the use of the ramp. Once a boat is pulled out of the water, it must be immediately moved away from the ramp to allow others access to the ramp.
10. Boats and jet skis are not to be left unattended, or tied up, at the boat ramp. There is space for short term tie up of one boat on the upstream side of the ramp. Personal powered watercraft shall be docked in the slips provided upstream of the boat ramp on Cod Creek.
11. All watercraft operators must maintain a no-wake speed within 50 feet of the docks, piers, boat ramps, and people in the water. In a law that became effective on January 1, 1999, the Virginia Department of Game and Inland Fisheries states: "It shall be unlawful to operate any motorboat greater than no wake speed when within fifty feet or less of docks, piers, boathouses, boat ramps and people in the water." The same law defines "no wake" as the slowest possible speed required to maintain steerage and headway. All watercraft must abide by Marine Law.
12. Environmental grasses on any common property and near the boat ramp must not be disturbed.
13. BQS, Inc. cannot and will not accept responsibility or liability for the use of the boat ramp, dock, or beach.
14. Members and guests using the boat ramp, docks and beach do so at their own risk.

VI. COMMUNITY PROPERTY

1. Cutting and felling of trees on common property shall not be undertaken without permission of the Board of Directors.
2. An area has been set aside for vegetable garden plots. These may be made available through application to the Board of Directors, via the chairman of the Garden Committee.
3. Nature trails have been developed between the barn and campground and at the Presley Creek Recreation Area at the end of Bay Quarter Drive and on Coral Drive. These trails are for the enjoyment of all, and care should be exercised in protecting these environmental resources.
4. Bay Quarter Shores does not have a target range, and shooting is prohibited within the community except as stated in paragraph VII, HUNTING.
5. Tennis and Basketball Courts, Soccer Field and the Driving Range
 - (a) Persons using these facilities do so at their own risk and liability.

- (b) Only tennis shoes or soft rubber-soled shoes are permitted on the tennis court.
- (c) When other individuals are waiting to play, it shall be expected that those playing will limit their time to 5 (five) games or to one hour, whichever comes first.
- (d) No animals are allowed within the tennis courts.
- (e) Do not climb on the fence.
- (f) Close the gate when leaving the courts.
- (g) Skateboarding, roller skating, biking and other such activities damage the surface of the courts. Please use the paved roads for these activities.

6. PRESLEY CREEK RECREATIONAL AREAS, and THE COMMON ACCESS LOTS

- (a) The Presley Creek Recreational Areas are located at the east end of Bay Quarter Drive, and on Coral Drive. The Access Lot to the Potomac is located in the middle of Bay Quarter Drive. These areas are for the use of members and their guests, at the user's risk and liability. Users must maintain the areas in their natural state, with no trashing or littering.
- (b) For safety and environmental reasons, motorized vehicles of any kind, including golf carts, ATVs, mini-bikes and mopeds, are not permitted in either of the Presley Creek Recreational Areas. Motorized carts used by the elderly and handicapped are permitted in these areas.
- (c) Access Lots are generally identified by a BQS sign and allow off-water members walking access to waterfront areas.
- (d) Boats and other equipment are not to be stored on Access Lots.

VII. HUNTING

1. Because of the large number of homes in the community, and the concerns for safety, the following rules concerning hunting are binding on all Bay Quarter Shores members and their guests. Bay Quarter Shores, Inc. has jurisdiction over hunting on common land within the subdivision. Hunting is a privilege limited to members and their guests. Members must be in good standing, with all assessments and annual dues paid.
2. The name of the Hunting Chairman is posted on the bulletin board in the clubhouse. The BQS Hunting Chairman provides necessary controls and enforcement over hunting. He or she issues BQS permits, oversees hunting operations, and provides liaison with the game warden. In addition, the Hunting Chairman may deny hunting privileges to a member or guest with the approval of the Board of Directors. The local game warden will provide on-site inspections of hunting to enforce the law. All hunters, both members and guests, must have in their possession a current BQS Hunting Permit which is provided upon registration with the BQS Hunting Chairman. In addition, hunters must possess a valid Virginia state hunting license. Eligible hunters under the age of 18 must carry written parental permission.
 - (a) Local non-member hunters are not permitted to hunt within the BQS community, unless personally accompanied by a BQS member.
 - (b) Hunting is permitted only on BQS common property that lies on the south side of Cod Creek Drive, between Lot C022 and the main gate. Hunting at any other site in the development is prohibited, including the area between the barn and the main gate.
 - (c) All hunters and assistants must wear the necessary safety garments required by law.
 - (d) Dogs are not allowed for hunting deer.
 - (e) Parking for hunters is limited to Cod Creek Drive, just inside the entrance gate to Bay Quarter Shores and leading into the authorized hunting area. Drivers of cars parked along the shoulder of the road should pull completely off the pavement and be mindful of traffic safety.
 - (f) Bay Quarter Shores, Inc. has no jurisdiction regarding "over water" hunting on Presley Creek and Cod Creek. These waters are natural resources under the jurisdiction of, and regulated by, the Commonwealth of Virginia. All concerns about hunting in these areas should be referred to the game warden or sheriff.

VIII. CAMPING RULES AND REGULATIONS FOR BAY QUARTER SHORES

Camping within Bay Quarter Shores is defined as the overnight occupancy of any shelter for which an occupancy permit has not been issued by Northumberland County. Camping is allowed only within the confines of the Bay Quarter Shores campground. An exception may be approved by the Board of Director or their designee, when there are **no** sites available in the campground. Exceptions are considered through the normal campground application process and may be approved for no more than four nights and no more than 3 times a season.

1. The BQS campground is available for use by regular and associate members.
2. Guest of regular members may use the campground through sponsorship. By sponsoring a guest, the regular member is vouching for and taking responsibility for the guest.
3. Associate members may **not** sponsor guests.
4. In **all** cases, a campground application must be submitted and approved prior to occupancy. An application must be submitted for each occupancy period. The period of occupancy is designated on the application.
5. Permissible camping shelters include camping trailers, recreational vehicles and tents. Makeshift shelters, dilapidated campers and non-conventional camping shelters are not allowed.
6. The campground manager will be the BQS point of contact for campers and will assign a site to each camper. The campground manager will be identified on the BQS website and the bulletin board at the campground.
7. The campground is open from April 1st through December 31. All camping trailers, equipment and related materials must be removed no later than January 7th of each year. Water to the campground is off from approximately November 1st until April 1st.
8. Campground sites may be leased on a daily, weekly or full season basis. Fees, deposits and utility pass through cost are specified within the campground application.
9. Deposits may be retained by Bay Quarter Shores, Inc. in cases of property damage, failure to clean and remove all material from the site and for violation of campground rules and regulation.
10. No more than one camping trailer or recreational vehicle may occupy a site. Vacant sites may not be used for storage or other purposes.
11. All trailers and vehicles in the campground which are required by the state or county to have tags, permits, or stickers must have all their stickers, permits and tags up to date and all vehicles and campers must be mobile.
12. Quiet time for the campground is from 9:00 PM to 7:00 AM.
13. Permanent Storage sheds and other storage shelters are not allowed.
14. Refrigerators may not be used or stored outdoors.
15. All campers must provide their own trash bags and remove their garbage and trash from the campground and BQS property. Public trash disposal sites are located on SR360 in Lottsburg, and on SR360 in Horsehead; hours of operations for both sites are 7:00 AM to 7:00 PM seven days a week.
16. Each camper is responsible for good housekeeping of their campsite at all times. Failure to maintain your campsite in a neat and orderly manner will be grounds for denial of future camping privileges and forfeiture of any deposits.
17. Campers who wish to return for the following season may reserve their current camping spot by; #1 completing a campground application for the following season, #2 maintaining a deposit with BQS, #3 paying the full season fee by March 1st.
18. The following action(s) may result in the immediate termination of camping privileges, forfeiture of fees, and application of fines:
 - Failure to maintain individual equipment and campsite in good order
 - Failure to abide by county health department regulations
 - Creation of a fire hazard
 - Any unsafe behavior including the hazardous operation of motorized vehicles
 - Theft or vandalism
 - Illegal use or discharge a firearm
 - Use of fireworks in the campground
 - Disturbing the peace (loud music, loud talking, yelling etc.) during the quiet time for the campground (from 9:00 PM to 7:00 AM)
 - Failure to comply with the BQS and Northumberland County leash law • Failure to comply with the Rules and Regulations of Bay Quarter Shores.

IX. IDENTIFICATION

1. VEHICLE IDENTIFICATION STICKERS

All boat trailers and boats, personal watercraft and wave runners owned by BQS members and using the boat ramp and docking facilities must display a BQS vehicle identification sticker. These stickers are free and may be obtained by filling out a form available on the bulletin board in the clubhouse or on the Internet at <http://bayquartershores.sharepoint.com> under the FORMS button. The form states the correct placement of the identification sticker on each vehicle. All golf carts must have their client number, which is listed on their lot assessment statement, posted on the driver's side of their cart in 3-inch letters in a color that contrasts from the color of their cart. This is an example of a client number: A-567.

2. GUEST PASSES

Temporary guest vehicle passes may be requested using the reverse side of the form mentioned above, available on the bulletin board in the clubhouse or on the Internet at <http://bayquartershores.sharepoint.com> under the FORMS button. Guest passes will be issued for a maximum of two consecutive weeks. The pass should be displayed in the rear window, driver's side, and will be honored for one trailer in tow. Guest passes will not be issued to renters on a temporary or permanent basis.

X. SAFETY

The following section contains guidelines for the safety of motorists, pedestrians, and cyclists on the roads of our community. Adherence to these guidelines will enhance safety and enjoyment for all members.

1. ROADWAYS

- (a) The speed limit at the clubhouse, barn, boat ramp area, circular turn-around is 10 (ten) miles per hour. The speed limit on all paved roads within BQS is 25 miles per hour.
- (b) Paved roads, dirt roadways, circular drives and fields are not to be used as drag strips, raceways, or in a reckless manner. All motorized vehicles used on the state roadways, including motorcycles and golf carts, require licensing and safety equipment. All motor vehicles must be operated by persons who have attained the legal age for a driver's license in the state of Virginia. Violators may be subject to arrest by the local law enforcement agencies.
- (c) Whenever a property owner improves a lot, provisions for off-street parking must be made. Drainpipes for driveways are required. Installation must conform to Virginia State Highway regulations.

2. WALKING, GOLF CARTS, BICYCLING AND MOPED SAFETY

- (a) **WALKING.** The roads and nature trails of Bay Quarter Shores are perfect for walkers. For your own safety and cooperation with motorists, you should:
 - 1) Walk on the left side of the road facing traffic and be prepared to step onto the shoulder.
 - 2) Walk single file or no more than two abreast.
 - 3) Carry a flashlight or wear reflective clothing at night.
 - 4) Keep pets under control and on a leash at all times. In addition, pet feces should be collected by their members to keep roadways clean and sanitary. Pet waste should be disposed of on the owner's property rather than BQS trash receptacles.
 - 5) Teach children the rules of the road and set a good example.
- (b) **BICYCLING.** Bicycling within BQS is very popular for exercise, transportation and fellowship. Under the laws regulating bicycling on Virginia's public roadways, bicyclists and motorists basically have the same rights and duties, and the laws governing traffic regulation apply equally to both. To perform safely and responsibly in compliance with the laws, bicyclists must:
 - 1) Obey all traffic signs, signals, lights and markings.
 - 2) Ride single file on the right side, with the flow of traffic, as close as possible to the edge of the roadway.

- 3) Keep at least one hand on the handlebars.
 - 4) Not attach themselves or their bicycles to any other vehicle on the roadway. 5) Not wear earphones while riding.
 - 6) Wear a helmet.
 - 7) Between sunset and sunrise, display a white light on the front of the bicycle, with the light being visible at least 500 feet to the front, and a red reflector on the rear visible to 300 feet. A red light visible 500 feet to the rear may be substituted for the reflector.
- (c) **MOPEDS and MOTORCYCLES.** Generally, the rules for bicycles, mopeds and motorcycles are similar. However, moped and motorcycle operators must be at least 16 years old, and have attained the legal age for driving a motor vehicle in the state of Virginia. Mopeds must remain on paved roadways, and are not permitted on the nature trails.
- (d) **GOLF CARTS. Commonwealth Of Virginia Limitations** on Golf Cart Operations on all state (paved) roads within in BQS are:
- 1) A golf cart may be operated only on designated highways when the posted speed limit is twenty-five (25) miles per hour or less. No golf cart shall cross any highway at an intersection where the highway being crossed has a posted speed limit of more than twenty-five (25) miles per hour.
 - 2) No person shall operate any golf cart on any public highway unless they have in their possession a valid driver's license.
 - 3) Every golf cart, whenever operated on a public highway, shall display a slow-moving vehicle emblem in conformity with section § 46.2-1081, Code of Virginia, 1950.
 - 4) Golf carts shall be operated upon the public highways only between sunrise and sunset, unless equipped with such lights as are required in sections § 46.2-1010 et seq., Code of Virginia, 1950, as amended, for different classes of vehicles, (headlights, tail lights and turn signals).
 - 5) Unlicensed persons are not permitted to drive a golf cart -§ 46.2-349, Code of Virginia. **No person shall authorize or knowingly permit** a motor vehicle owned by him/her or under his/her control to be driven by any person who has no legal right to do so or in violation of any of the provisions of this chapter. Violation of this code is a class 2 misdemeanor, punishable by A) loss of Driver privileges, B) Incarceration of up to 6 months in jail, and/or C) a fine of up to \$1,000 dollars.

Rules for using golf carts on the common access roads and recreation areas within BQS will be the same as listed above.

Failure to follow this rule will result in (1) receiving a letter from the BQS Board of Directors stating that the BQS member is not in compliance with the Rules and Regulations, detailing the infraction(s), and requesting that the BQS member discontinue the infraction(s) and (2) on subsequent violations the BQS member will receive a letter from the BQS Board of Directors denying access to BQS amenities for the remainder of the year.

INSURANCE

BQS encourages all golf cart members to obtain insurance on their vehicles. Contact your insurance provider about a separate policy or an addendum to your home policy.

PROCUREMENT GUIDELINES

The Bay Quarter Shores Homeowners Association Board of Directors ("Board") is endeavoring to make all purchases using the community funds in the most efficient and transparent manner possible. For that purpose, the following guidelines are being established.

The Board's Directors are responsible for spending money, allocated to their field of responsibility in the community annual budget, in accordance with these guidelines.

- For every purchase in excess of \$1,000, bids from at least 3 providers shall be obtained. The award shall be made to a qualified provider whose bid is most advantageous to the community, taking into consideration the price, the scope of services offered or quality of proposed goods, and qualifications and references of the provider. If not enough qualified providers are available on the market, a price check should be conducted from available sources.
- The award can be made directly if funds are available in the then current BQS budget line. A report of the solicitation process shall be presented at the next Board meeting.
- If only one qualified provider is reasonably available for a purchase in excess of \$1,000 (and no sufficient funds are available in the then current BQS budget line to cover the purchase), a written explanation shall be presented to the Board and upon approval of award, kept on file.
- If an emergency requires immediate purchase of goods or services (and no sufficient funds are available in the then current BQS budget line to cover the purchase), a written justification shall be prepared and provided to the Board President, or Vice President, and the Treasurer for review and approval, and for determination of how additional funds can be made available. This submission can be made via email. This process can be used for purchases under \$10,000. Emergency purchases in excess of \$10,000 can be made only after approval of the Board in a regular or special meeting.
- The award for such emergency purchase can be made only after sufficient funds are identified by the Treasurer and subsequently approved by the Board President or Vice President. A report explaining such emergency purchase shall be submitted for discussion and acknowledgement at the next scheduled public meeting of the Board.
- An emergency is defined as follows:
Emergency situation, requiring immediate attention and remedial action, exists when unforeseen event endangers the health, safety, and welfare of Bay Quarter Shores community residents and/or visiting public; or presents danger of damage or theft of Bay Quarter Shores property.

If any contract documents are requiring a signature of authorized Board representative, they can be, assuming the above process has been followed and award has been approved, signed by the Board's President, or Vice President for Administration, or Vice President for Maintenance.

Any other documents requiring a signature of authorized Board representative can be signed by the Board's President, or Vice President for Administration, or the Treasurer.