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*Revised August 26, 2025*

## STANDARD OPERATING PROCEDURES **SOP**

### **SENIOR ESTATES GOLF and COUNTRY CLUB**

1776 Country Club Road, Woodburn, OR 97071

*Active 55+ Community*



Our **Standard Operation Procedure** document is intended to help with day-to-day operations not described in other governing documents.

#### **Legal Name**

Senior Estates Golf and Country Club, registered April 10, 1967

#### **Association**

References to Association means our legal name as noted above.

#### **8-26-2025**

*This document has been fully reviewed after language to the Rules & Regulations, Bylaws, and the Enforcement Resolution was removed. The Bid Process was expanded.*

# SOP – Standard Operating Procedures for Board & Members

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**End of TOC**

# SOP – Standard Operating Procedures for Board & Members

## 1. Background Checks

**1.1 Background Check Procedures.** All Directors, Officers, Candidates for Board positions, and prospective employees will be required to sign a release allowing the Association to conduct a Background Check.

**1.1-1 Schedule.**

Board Officers, Directors, and Employees at the first of each year.  
Candidates - When applications are received by the Board.

**1.1-2 Included in Background Check.** Information from prior ten (10) years regarding criminal convictions, bankruptcies, other legal actions to which the person has been a party, and other information in the public record which may affect the person's ability to serve as an Officer, Director, or Employee.

**1.1-3 Determination.** The Manager will obtain the background check reports and provide to the President, Rules Chair, and Treasurer for review and determination whether there are any issues which relate to the person's truthfulness or ability to perform the specific tasks required by the position. Each background check will be independently reviewed on a case-by-case basis. Any concerns noted will be taken to the Board of Directors for resolution. If a Background Check is determined to be unacceptable, a Special Board Meeting will be called to discuss the background check in executive session. The subject of the Background Check may be invited to participate in the meeting at the discretion of the Board. [11-27-2018]

**1.1-4 Board Member Agreement Documents.** The following documents are required to be signed each year by all Board Members. [6-11-2019] [3-28-2023]

- Background Checks
- Confidentiality and Non-Disclosure Agreement
- Conflict of Interest
- Annual Affirmation Statement

**1.1-5 Employee Drug Tests.** Employment at Senior Estates Golf and Country Club is contingent upon passing a non-DOT Urine Drug Screen test, as the Association is a zero-tolerance workplace for drugs. Employees, who in the course of their employment are required to operate Association motor vehicles requiring insurance and licenses, will be required to successfully pass an Oregon Department of Motor Vehicle (ODMV) check before operating any vehicle.

**1.1-6 Employee Agreement Documents.** The following documents must be signed each year by all employees. [8-27-2019]

- Background Checks
- Confidentiality and Non-Disclosure Agreement
- Conflict of Interest
- Annual Affirmation Statement

**1.1-7 Volunteer Background Policy.** The policy is a separate document titled Senior Estates Golf and Country Club Volunteer Background Screening Policy which outlines the full policy about background checks. [8-27-2019] [10-25-2022]

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**2. Professional Services.** Annually or within twenty (20) days of contract renewal(s) or contract changes, the Association manager will update the Board of Directors on the selection, terms, and payment of Professional Services, but not limited to attorney, accountant services/CPA, and insurance carriers.

## **3. Specifications, Bids, and Contracts.**

**3.1 Scope of Project or Product Need.** Each project will include a detailed scope of the project including product specifications (dimensions, weight, etc.) special requirements, statement of intended use, and compliance requirements to be provided to bidders.

**3.1-1 Bid Forms.** The Board of Director or Manager in charge of reviewing potential proposals, no matter the size or scope of the project or product need, may utilize one (1) or both of the following forms as listed in 3.2.

**3.2 RFI and RFP.** The following board approved forms, or a combination of, should be utilized when addressing product needs or large Capital or other projects for uniformity. They are the Request for Information Form (RFI) and the Request for Proposal (RFP) Form.

**3.2-1 At this time, a third form, the Request for Quote Form (RFQ)** will be considered part of the RFP Form to lessen confusion. This does not prohibit a request for a quote, especially on association supplies or small purchases. At any time, a RFQ Form, or a reasonable or reliable substitute may be used as part of that process. See 3.2-1A and B below.

**3.2-2 Request For Information Form (RFI),** or a reasonable or reliable substitute request form or report, would be used in any beginning process to compare prices and gather information for a product which may or may not require the full outlined process required as listed under the Request for Proposal (RFP). (for example, new cleaning supplies or supply vendors).

**3.2-2A** An “in house” report detailing phone calls or other information pertinent to the process will be considered as part of the due diligence under the Board and management fiduciary responsibilities.

**3.2-2B** This RFI or the reliable substitute form or request shall be filed with the project or product being researched.

**3.2-2C** This stage of the project or product search also determines an understanding of how the process or purchase would meet the needs of the Association and whether the project should expand to a full bid process.

**3.2-2D** Some projects or products may require professional review, such as architectural plans, testing and review of the Association Reserve Study and Reserve Fund.

**3.2-2D1** Reviewed reports and tests may become part of the RFP but must be properly filed for future reference.

**3.2-3 Request For Proposal (RFP) – Bid Invite.** The use of the RFP provides an announcement of the project to vendors or contractors that have the skills and abilities to do the job.

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- 3.2-3A The RFP may follow the RFI Form with vendors or contractors or may be the first contact if a major project. The RFP will hopefully make the final decision more streamlined by providing specifications needed for the job as outlined further in this section. It will also describe further how it will meet the needs of the Association.
- 3.2-3B With consideration for transparency and fairness, vendors or companies bidding on any small or capital project must receive the same bid packet if using an RFP.

## **3.3 TIME FOR THE BID**

- 3.3-1 **Project Schematics and Drawings.** Each new building, remodel, or renovation project must include a schematic, drawing, or design to be used in the estimating process. Where necessary, engineers or designers will be employed to ensure the required information is available and has received approval. Selection of an engineer or designer will follow the bid process.
- 3.3-2 **Project Contingencies.** The age of the existing buildings requires that we plan for contingencies which may not be immediately noticeable from the outside. All projects must include an estimate for contingencies which meets the prudent-person test.
- 3.3-3 **Number of Bids.** All projects require a minimum of three (3) bids solicited from area businesses subject to the availability of qualified bidders and the uniqueness of the service except in extraordinary or emergency situations.  
  
Exception When situations occur where continued use of an existing business associate of the Association is advantageous to the Association, three (3) bids may not be required depending on the relationship and board approval. Refer to Bylaws, Section 6 for more information.
- 3.3-4 **Project Budgets.** All projects will have an initial budget estimate to determine if the project is feasible during the current fiscal year. The initial budget will be used as a guideline in evaluating submitted bids and whether the bids are competitive in the current market.
- 3.3-5 **Written Bids.** The vendor or contractor will be asked to provide a written bid or cost quotation that addresses the stated specifications. Such a bid or cost quotation shall include any written guarantees as applicable.
- 3.3-6 **Bidder References.** All bidders will be required to submit a list of job references for similar types of projects. These references will include at least two (2) projects currently underway, two (2) projects completed within the previous year, and two (2) projects completed at least five (5) years previously. All references will be contacted and questioned as to:
  - 3.3-6A Timeliness.
  - 3.3-6B Project costs and overruns.
  - 3.3-6C Satisfaction with the work performed.
  - 3.3-6D Contractor communication.
  - 3.3-6E Satisfaction with workers and subcontractors.
  - 3.3-6F Rehiring the contractor.
  - 3.3-6G What could have made the project better?

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- 3.3-7 Selection of Bids.** Bids received will be reviewed by the Manager, and the Director of the Board responsible for the area of the corporation affected by the bids and the full board before awarding a contract.
- 3.3-8 Bid Selection.**
- 3.3-8A Consideration will be given to the bid cost.
  - 3.3-8B Previous experience with the contractor or vendor.
  - 3.3-8C Uniqueness of the service or product.
  - 3.3-8D Physical location of the bidder.
  - 3.3-8E Responses of the bidder's references.
  - 3.3-8F Proof of Bond and Insurance
  - 3.3-8G CCB license search
- 3.3-9 Approval of Bid.** The selected bid will be brought to a Board meeting for approval.
- 3.3-10 Awarding of Contract.** The Association will hire contractors as bound by ORS Chapter 701, Construction Contractors, and Contracts section, which sets the standards in Oregon for licensing, standards and responsibilities of both parties, the contractor or vendor and the Association.
- 3.3-11 Contract.**  
The Manager, or Legal Counsel, with the approval of the Board of Directors will prepare the contract including but not limited to a reasonably detailed description of the product or service being procured, a restatement of the specifications, a schedule for production of the product or service, a method of determining that contracted services are completed, and the method and timing of payment to the contractor or vendor. The President of the Corporation and the Director in charge of the project will sign the contract.

Rules Director

Andrew Nordby \_\_\_\_\_ On File \_\_\_\_\_ Date: August 26, 2025