



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Meeting Minutes

July 10, 2023

Call to Order: 5:02 pm The meeting ended 6:11 pm.

Members Present: Mogge, J; Holt, E; Goldstein, R; Moostenbrink M; Clemente J; Lanzar, T

Members Absent: Echeverry, B

Agenda:

Approval of Minutes: The minutes from the last meeting were approved.

Review of Continuity of Effort Items (CoE)

All – in the order of the minutes – nothing new to report

Review of Action Items (AIs)

All – in the order of the minutes – all previous action items have been closed.

Functional Leader Updates (as needed)

Open Discussion:

Rick discussed the progress of the subcommittee meeting, especially with respect to personnel qualifications of a PCAM, vs CAM. Using CAI recommendations, he believes that the requirement should be for experience before certifications and that a compromise could be that the requirement state that industry designation is preferred but experience is a priority. Eric indicated that other members of the subcommittee did not agree. If the requirement states a PCAM, it would cover training and be much clearer. John suggested that PCAM be the standard in order to cover experience and licenses. The topic was tabled when John said that we would write a job description in the future and decide at that time. The job description will need to include the correct requirement and interviews conducted accordingly.

Eric and Jeff discussed the subcommittee's efforts for listing all services, starting with the GPI contract and other services using CAI categories. They have begun grouping the categories as well as prioritizing them and so far, have come up with the following:

- Members; Technology
- Deed Restrictions; Technology
- Deed Restrictions; Activities
- Facility Maintenance; Vendor Contracts
- Facility Maintenance; Activities
- Facility Maintenance; Administrative
- Financial Management
- Personnel
- Administrative; Technology
- Administrative; Reports, Meetings & Records



Action item was levied on Eric or Jeff to provide a copy of the subcommittee's list of items to date to Terry and John.

John indicated that costing efforts are lagging and that he will be taking over this effort. He has discussed with Debbie Sanz a need to do a labor audit against their contract line items to determine level of effort for each item. Debbie is tied up with budgets and asked that the list be sent to her so that she can provide feedback in between other day to day efforts. Jeff will send John the latest contract information, John will put it into line-item format and give to Debbie for her to provide estimated timelines. Rick suggested that "in-kind" items should also be estimated for those things that GPI does that may not be specifically stated in the contract.

Recorder - Recap of CoE and Ais from this meeting:

During the discussion, a requirement was captured to obtain a property management company that has demonstrated ability and knowledge of working with numerous sub associations reporting to a master association. Eric/Jeff will add this to their line-item list of requirements.

Next Team Meeting: July 24, 2023 5PM same location