



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Meeting Minutes

July 24, 2023

Call to Order: 5:01 pm The meeting ended 6:15 pm.

Members Present: Mogge, J; Holt, E; Goldstein, R; Moostenbrink M; Clemente J; Lanzar, T, Echeverry, B; Also attended by Sells, D

Members Absent: None

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 – the only outstanding item was from the last meeting (Jeff provided RFP committee members a copy of the subcommittee's list as well as task time audit list). This closed out the last remaining action item.

Functional Leader Updates (as needed)

Open Discussion:

Rick discussed the progress of the subcommittee meeting. The last meeting was attended by Terry Boyd and Dale Sells. Rick expressed a question on the need for the task time audit and what benefit it would provide. John stated, again, that this is not a contract compliance audit, only a time audit to capture information needed for cost estimates. He had explained this to Shawn Yesner who is on board. The rest of the committee was polled and all agreed that the benefit to this exercise is for the RFP team to get an understanding and baseline for cost negotiations later. It will also help in negotiations with GPI for contract extension if required. The only one opposed was Rick. An action was levied on Eric and Blake (as well as Dale) to start working a GPI contract extension.

Rick, again, brought up his concern on 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. The RFP team was polled and all disagree with Rick with the exception of Blakely who reclused herself. Rick was given an action item to draft a detailed position description for a property manager that has demonstrated ability and knowledge of working with numerous sub associations reporting to a master association. The RFP committee will review the position description to determine that it captures our specific requirements.



John took two actions from above discussion: 1) Draft an end of month report with RFP team's key activities in July and 2) Draft an outline for a board update for RFP team review. This will include a timeline (see below), a list of GPI tasks, discussion on certifications vs. experience, etc.

John provided a timeline that will be presented to the board for review of what can be accomplished before the end of the year. All agreed that the timeline was reasonable.

An action was given to all members to review the excel spreadsheet of Services and Responsibilities--GROUPED (column D) as received by Jeff. John asked that members pay particular attention to the recommended priorities. Due date NLT Wednesday afternoon (prior to subcommittee meeting).

Recorder - Recap of CoE and Ais from this meeting:

Eric and Blake (as well as Dale) to start working a GPI contract extension.

Rick to draft a detailed position description for a property manager that has demonstrated ability and knowledge of working with numerous sub associations reporting to a master association.

John to draft an end of month report with RFP team's key activities in July

John to draft an outline for a board update for RFP team review. This will include a timeline a list of GPI tasks, discussion on certifications vs. experience etc.

All members to review the excel spreadsheet of Services and Responsibilities--GROUPED (column D) as received by Jeff with particular attention to the recommended priorities. Due date NLT Wednesday afternoon (prior to subcommittee meeting).

Next Team Meeting: August 7, 2023 5PM same location

Future Meetings: August 21 and 28 5PM same location