



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Meeting Minutes

October 2, 2023

Call to Order: 5:01 pm; the meeting ended at 6:33 pm

Members Present: Mogge, J, Crooks, R, Oostenbrink, M, Holt, E, Goldstein, R, Lanzar, T

Members Absent:

Agenda:

Approval of Sept 25th Minutes: The minutes were approved.

Review of Action items (AIs) and Continuity of Effort Items (CoE)

John – discussion on replacement for Jeff. Jeff Clemente resigned from the board via email last week. Action – John will send an email to Jeff thanking him for his support on the committee. It was recommended that Dyan Pithers be contacted as she was on the original list of candidates for the committee. She brings extensive real estate experience John will reach out to her this week. (Action)

John – proposed article for the WOW; Michiel said that he would like the article to provide more information about how the RFP process works and why it is necessary. Action – Michiel will provide his additions and forward to Terry and John.

Functional Leader Updates (as needed)

The review of comments on the requirements document continued but did not complete. There was significant discussion regarding requirements for the manager to have PCAM certifications vice CAM only. All current board members with the exception of Rick are in favor of requiring PCAM and 10 years of experience. Rick requested that the minutes reflect his dissent to the requirement. He also requested that 5.1.3 (Certification and Education) be removed as he believes this to be a redundant requirement and beyond statutory requirements. Current members disagreed.

Open Discussion:

1. Team discussion on the approach to use in getting VM and resident feedback on the services list and team. Deferred to a later meeting.

Recorder - Recap of AIs and CoEs from this meeting: Terry

The following actions were levied:

- John will send an email to Jeff thanking him for his support on the RFP committee
- John will reach out to Dyan Pithers this week to determine her interest in supporting the committee.
- Michiel will provide his additions to the WOW article and forward to Terry and John



- Michiel will send an updated copy of the requirements document (with what we have reviewed to date cleaned up) to the team by Monday.
- Russ and Terry will look at the procurement method document that John provided early on and start considering recommendations for the team to consider.

Next Team Meeting: Oct 9 - 5PM same location