



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda and Meeting Minutes

October 23, 2023

Call to Order: 4:59 pm; the meeting adjourned at 6:39 pm.

Members Present: Mogge, J; Goldstein, R; Crooks, R; Oostenbrink, M; Lanzar, T (also attended by Sales, D, Oda, J and Oliveri, J

Members Absent: Holt, E.

Agenda:

Approval of Oct 16th Minutes: The minutes were approved.

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

All – The only remaining action from previous meetings is for John to identify a technical specification for the cyber security of the proposed resident portal, which will be added to Section 6.1.1.5.

The action from last week's meeting was for each member to identify initial screening requirements for vendors interested in bidding on this RFP. This will immediately eliminate companies that would not be capable of executing a contract the size and complexity of WCA. The following items were reviewed and agreed upon:

- 1) The selected property management company must be a Florida corporation that has been incorporated in the state of Florida for a minimum of 10 years and must have a regional management or a satellite office within 2 hours of Westchase. The available manager must have authorization to make decisions and resource allocations on the company's behalf.
- 2) The selected property management company must provide 3-4 years of financial statements ensuring that they have the sustainability to fulfill the contract with the WCA.
- 3) The selected property management company must be able to provide 2 tenured full-time employees with LCAM licenses that have experience managing 2000+ home communities with Master and Sub associations, each with over 5+ years of state of Florida experience, 10 years overall experience and NO grievances on their Florida licenses who can be deployed as on-site employees.

Another screening item was discussed, but it was decided to apply this to the final short list of candidates: Culture, reputation and impeccable references. (This would be observed with a questionnaire for residents and/or board members of other communities.)

All – any remaining dialog needed on the technical requirements – Action item for Michiel to send a second final draft to committee members and visitors for review. The members will then provide comments either before or during the next meeting.



The subject of PCAM vs. CAM was raised again by Rick. He read out loud his concern from an email he sent earlier in the day and requested it be made part of the meeting minutes. Dyan also disagrees with mandating a PCAM over a CAM. This topic will be placed on the agenda for the November 6 meeting, because Dyan will not be in next week's meeting and the committee agreed that Eric, Rick and Dyan all be present to discuss. See attachment for Rick's written statement.

Functional Leader Updates

Discussion on our approach to the engagement of the VMs – Dyan accepted the task to coordinate this effort. The intent is to provide VMs a clear objective of what we want them to do and ask for feedback and a tacit agreement on this effort. The VMs will need to play an active role of explaining this effort to residents. Dyan will provide details and a schedule of how to accomplish this task and send to committee members. The plan is to be prepared for a presentation at the November VM meeting.

Discussion on the recommended procurement approach – Terry indicated that the procurement method was discussed during the last meeting and included in the minutes. Michiel requested time to review further before agreeing with what was documented, as he was not in the last meeting. All other members were satisfied that it captured what was discussed and agreed to.

Open Discussion or any new business:

Rick and Terry questioned the RFP outline with respect to Statutory requirements. John's answer was to identify Section 720 and 840 Florida statues. *840 is an incorrect reference. John provided the corrected reference of 617 for Not-for-Profit organizations separately.*

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

John to identify a technical specification for the cyber security of the proposed resident portal which will be added to Section 6.1.1.5. (rollover from October 9)

Michiel will send a second final draft of the technical requirements to committee members and visitors for review. Members will then provide comments either before or during the next meeting.

John will place the PCAM vs CAM topic on the November 6 agenda.

Dyan will document a plan of action and schedule for engaging the VMs in this effort in order to present to the November VM meeting.

Michiel will review the procurement method, documented in the minutes last week for his comment and/or update.

Next Team Meeting: Oct 30 - 5PM same location

ATTACHMENT: Email from Rick Goldstein to Committee members



ATTACHMENT EMAIL

Mon 4:13 PM

From: rick goldstein rick.westchase@gmail.com

To: John Mogge <jwmogge@verizon.net>; Michiel Oostenbrink <moostenbrink@gmail.com>; Russ Crooks <rwcrooks728@yahoo.com>; Theresa Lanzar <tlanzar@hotmail.com>; Dyan Pithers <dyan@thepithersgroup.com>; green.key3081@fastmail.com

I must again re-iterate that CAI is a networking entity; it has NO official recognition in Florida; it has no official recognition as the ENDPOINT for CAMs; why must Westchase residents have to pay extra for a designation granted to applicant that is ASSUMED (THEIR WORDS NOT MINE) has effective experience? After CAI ASSUMES that a candidate has experience CAI requires completion of coursework yet that coursework DOES NOT encompass actual work experience! I do not understand the desire that this is what we require? Its as if you say to a kid-we assume you know how to operate a car so just answer questions regarding statutes no actual drive test needed. CAI created the exam as a marketing tool- as a way to emulate Florida's requirements for licensure!!! There is NO Florida statute., no FDBP regulation that applies; Florida is the hardest state in which to obtain a license to be a CAM-PCAM is CAI's attempt to be Florida. How can we require a PCAM when it is ASSUMED THE APPLICANT HAS THE EXPERIENCE NEEDED? CAI DOES NOT require experiential aspects only completion of their courses-its book learning not experiential learning.