



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda & Meeting Minutes

January 22, 2024

Call to Order: 5:02 pm; the meeting adjourned at 7:15 pm

Members Present: John Mogge, Eric Holt, Terry Lanzar, Russ Crooks, Rick Goldstein, Michiel Oostenbrink. Joe Oda and Mary Banks also attended.

Members Absent: Dyan Pithers

Agenda:

Approval of January 15 Minutes – the meeting minutes were approved

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

- John to request final RFP sufficiency review and legal section input from Schumaker (Closed) – the consensus is that this is needed by February 2. [Update: at the time of the meeting, the committee had not received SLK comments; they came in immediately following the meeting and will be addressed in the next meeting. Therefore, this action is closed]
- John to accumulate and share email based VM and board member feedback (Closed)
- Dyan to develop map of the community for distribution at the open house – Dyan will have this ready no later than February 2.

Discussion items

- Feedback on the Pre-bid and Open house invitation – John will take the lead on logistics for the open house. He has already reserved the meeting room. Bidders will receive a map of the community (Dyan), draft RFP, index cards for questions, and a WCA organization chart. All will be required to sign in upon arrival.
- Review and adjudication of VM, Shawn's and any other board member comments received to date. All of the comments received to date were reviewed and changes applied to the RFP accordingly. [Update: at the time of the meeting, the committee had not received SLK comments; they came in immediately following the meeting and will be addressed in the next meeting.]

Open Discussion or any new business: No additional new business

Recorder - Recap of AIs and CoEs from this meeting:

- Dyan to develop map of the community for distribution at the open house – Dyan will have this ready no later than February 2.

Next Team Meetings: January 29, 2024

Updated Workplan – Milestones, tasks, and leader:

Date	Activity	Milestone	Lead (s)
Jan 16	Informational Announcement to Bidder's list		Terry
Jan 22	Committee Meeting		John
Jan 29	Committee Meeting	Address SLK Feed back	Terry
Feb 1	Board Report		John
Feb 5	Committee Meeting	Prepare for Open house	John
Feb 7	Pre-bid meeting, Open house and site walk – RFI period opens		All
Feb 19	Committee Meeting		John