



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Agenda & Meeting Minutes

May 6, 2024

Call to Order: 5:05; the meeting adjourned at 6:02

Members Present: Terry Lanzar (via Teams), John Mogge, Rick Goldstein, Dyan Pithers, Eric Holt, Michiel Oostenbrink. Joe Oda also attended.

Members Absent: Russ Crooks

Agenda:

Approval of March 4 Minutes – as updated by John Mogge, the minutes were approved

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

Individual cursory review of all nine proposals to screen for further evaluation. Completed (see below)

Establish a Team share site for the documents – Completed

Discussion:

Open Discussion or any new business:

Committee members reviewed all nine proposals individually and then collectively during the meeting. The consensus was that four of the proposals failed to comply with the technical requirements and would be too difficult, if not impossible, to score. For proprietary reasons, the company names are excluded here, but they are numbered (1), (7), (8) and (9).

Next steps: Individually review proposals from companies (2) and (3) and score. Costing was very confusing on many of the proposals, so as individuals review the proposals, we will document questions for John to reach out and clarify at a later time. Committee members will come prepared at the next meeting to discuss scores for the first two proposals.

The committee then moved on to the issue of Pool Staff and who actually employs them. Eric indicated that his son has been hired for the summer and he is employed by Southeast Leasing, not WCA. Some of the companies recommended NOT to hire the pool staff for various reasons: liability, cost, etc. The question of who is actually in charge of the pool staff continues. The committee believes that the board needs to provide clear leadership.

Recorder - Recap of AIs and CoEs from this meeting:

- Review proposals from companies (2) and (3) and score. Document questions with respect to cost – All

Next Team Meetings: May 13, 2024 at 5 pm

Updated Workplan up to the board recommendation – Activity, Milestones, leader:

Date	Activity	Milestone	Lead (s)
April 30 - May 24	Proposal Evaluations		All
May 13	Meeting to score first two proposals		All
May 25 – May 30	Develop recommendations for the board		Team
End of May	Committee presentation and recommendation to the board	Special Board Meeting Proposed	Team