



WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

Meeting Minutes

June 24, 2024

Call to Order: 5:02 pm; the meeting adjourned at 5:54 pm

Members Present: J. Mogge, T. Lanzar, R. Goldstein, M Oostenbrink, Russ Crooks, E Holt. Dale Sells also attended.

Members Absent: Dyan Pithers

Agenda:

Approval of June 3rd Minutes - approved

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

- Each committee member is to outline the positive and negative (if desired) aspects of the five short listed proposals and send to Terry to consolidate. – **complete**
- Terry to assign 2 person teams to conduct phone interviews with references provided by the short-listed firms. – **complete**
- Dyan to create a set of interview questions for each 2 person team to use. Teams are to memorialize their responses for each company and send to Terry for consolidation – **complete**
- Mike to send the final master spreadsheet a couple of days prior to the meeting (added when the 17th was cancelled) – **complete** – **sent mid-day on the 22nd**
- John to send a Teams invite for those unable to attend in person on the 17th. **OBE but sent before the meeting was cancelled**

Discussion:

- Team review of each members ranking (outcome of considering technical qualifications, costs, and past performance feedback) – this was completed but for source selection confidentiality reasons, is not included in the minutes. Four companies were identified and ranked. The company ranking the lowest was eliminated from the committee's recommendation to the board because 1) it scored the lowest of the four and 2) a board members expressed concern already about the company.
- Team to review the consolidated interview responses and discuss any information deemed useful to the final report. All responses were included in the consolidated spreadsheet that Michiel has been maintaining. All of the interviews produced positive responses and all unequivocally stated they would rehire the property manager in question.

Recorder - Recap of AIs and CoEs from this meeting:

- Terry to draft response letters to the losing vendors for the board to send.
- John to finalize the June report with a recap and final recommendation to the board.
- John to draft slides for the board meeting on July 8, which will also be presented to the VMs at the meeting on July 9.



Next Team Meetings: TBD of needed; otherwise, July 8 special board meeting

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

Date	Activity	Milestone	Lead (s)
June 25 – July 1	Develop final report and presentation for the board	Need to send with plenty of read ahead time - July 1	John & Terry
July 8	Committee report and presentation to the board	July 8 – Special Board Meeting	Team
July 9	Release emails to non-short listed firms with the opportunity for feedback if desired	July 9	Terry
July 9	Release emails to the companies recommend to the board as information	July 9	Terry
<i>July 9th</i>	<i>Committee report and presentation to the VMs (tentative)</i>	<i>July 9</i>	<i>Team</i>