

Red Cedar Canyon Townhouse Association
Executive Board Meeting: RE: Special BOD Meeting for Property Management Company Search
Tuesday, July 7, 2020, 3 pm
Dave Preller House

The executive meeting minutes are subject to review and approval by the board of directors (BOD) at the next meeting.

A special working session of the executive BOD of the RCC Townhome Association (RCCTA) was held to finalize the selection for an upcoming Property Management Company. Cities Management's contract to provide service to RCCTA expires on September 30, 2020.

Dave Preller (DP) opened the meeting at 3 pm. Board members present were as follows: Nadine Sands (NS,) Vice President; Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary.

A special Property Management Research Committee (PMSC) was created which included three homeowners with extensive HOA knowledge and had prior service and commitment to the HOA. All three held BOD positions in the past. The committee selected three potential companies to manage the HOA; they based this from background research, recommendations, criteria requirements, reference letters, and in general, kept the HOA's well-being as the foremost factor in the selection process.

After countless hours and numerous weeks, the BOD began the final steps to determine and select the best property management company for RCCTA. As of the meeting date, four companies were equally considered for the position. The candidates were:

- Cities Management
- MJF and Associates
- Telus Property
- Kingwood Management

Process of Selection

1. The PMSC selected three new companies for the BOD to interview. The interviews were conducted via teleconference. All five BOD members and the PMSC were included and allowed to ask questions to the candidates.
 - a. Candidates responded to the interviewers' questions. Questions pertained to particular criteria the BOD and PMSC deemed as pertinent and critical to the management of the HOA.
 - b. Interviewers took their own notes during the process.
 - c. Final transcripts of the interviews were compiled and distributed to the BOD.
2. The BOD created a Weighted Decision Matrix (WDM.) The WDM was created as a tool to fairly compare all candidates based on 24 criteria factors the BOD decided and agreed were important. All criteria factors were initially rated with respect to importance, or to the value level, to the HOA.
 - a. Criteria was broken into 7 different categories:
 - i. Financial items
 - ii. Cost factors
 - iii. Vendor selection

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- iv. Request process for homeowners and follow up
 - v. Company background/credentials
 - vi. Website ease
 - vii. Miscellaneous factors
3. The BOD discussed and rated each candidate as to how that particular company would be able to successfully fulfill each criteria requirement. The BOD rated each company from start to finish. This process was completed for all four companies (the three new companies as well as the current company.)
- a. The BOD was unanimous on all the criteria scores.
 - b. Once the rating system was finalized, the BOD tallied the scores.
 - c. The BOD discussed where each company excelled and also where they lacked expertise and ability.

DP motioned and RU seconded to accept the results of the WDM criteria rating system/tool to hire MJF and Associates for RCCTA's property management company starting October 1, 2020. The BOD discussed the positive interview and strong assessment of the MJF. It was noted that MJF was superior in six of the seven criteria categories. The BOD voted unanimously to approve the new property management company, MJF and Associates to manage RCCTA.

DP stated he will notify the other three candidates of the selection.

NS motioned and GT seconded to adjourn the meeting; all approved. DP adjourned the meeting at 5:32 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhomes, Secretary