

Introduction

Fawn Ridge Maintenance Association is seeking responses from qualified management companies to assume the management responsibilities for the community of 678 homes. The Fawn Ridge HOA is a very active Association with an energetic board of directors and architectural committee who take a hands-on approach to running the community. We are seeking a professional and flexible management company able to work with the Association team in maintaining the community and managing finances and violation processes as per our HOA policies. The Association is currently managed by NewGauge and the board is seeking information on other companies and other company offerings to see what would be the best fit for this community.

Instructions

Please fill out all attached forms and add additional information where necessary. Additional brochures or proposals are welcome, however any information in electronic format is preferred.

Due Date:

The Association will require all submissions to be sent to the Board of Directors at BoardofDirectors@fawnridge.org or to be submitted by mail to Fawn Ridge HOA , 8945 Eastman Dr,, Tampa, FL, 33626 no later than __13 april_____, 2022.

Decision Date:

The Association will be reviewing all responses and then looking to discuss in the following board meeting to be conducted at or around __April____, 2022. The Board would expect to make a decision around this time.

Vendor Information

Company Name: New Gauge Property Management

Address: 11928 Sheldon Rd. #101 Tampa, FL 33626.

Contact: Mike Castro Telephone: 813.922.1339. Email: m.castro@ngpcam.com

Management Company Request for Proposal

1.0 Company Background		
1.1	Number of years in business	8 Years
1.2	Number of Employees & Local Employees	2 principals
1.3	List 3 other local communities being managed	Click here to enter text.
1.4	Company Website	http://newgaugeproperties.com
1.5		

2.0 Violation Processing		
2.1	Does Company provide a deed restrictions violation review service of community properties?	X Yes <input type="checkbox"/> No
2.2	What is the frequency of Review?	4 / month
2.3	Are Pictures taken during the review process with time & date stamps?	X Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
2.4	How are violations tracked?	<input type="checkbox"/> On Website X Internal Database <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Other (Please explain) Click here to enter text.
2.5	How are violations reported to the Association?	Monthly reports
2.6	Does the company maintain a violation history by property?	X Yes <input type="checkbox"/> No
2.7	Does the company allow association to customize violation letter content?	X Yes <input type="checkbox"/> No
2.8	What is the cost to the association for each violation notice?	\$1.00 /Letter M.O.L.
2.9	How are Attorney Escalations tracked? Do they have a unique case number? How is status maintained and updated to the association?	Counsel provides summary. No unique case # Board is informed at meeting.
2.10	Does property manager patrol neighborhood in marked or unmarked vehicle?	<input type="checkbox"/> Marked x Unmarked
2.11	Association has a violation policy with respect to type of violation and timeframes for response and escalation. Does the Company allow for flexibility in processing of Violations?	X Yes <input type="checkbox"/> No <input type="checkbox"/> Need to Review

3.0 Resident Services		
3.1	Does the company provide a 7/24 hotline for residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3.2		Emergency calls response – Yes
3.3	Is there a dedicated property manager assigned? (single point of contact for the HOA)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.4	What percentage of units would Fawn Ridge account for in their portfolio?	60 %
3.5	Does Company Provide a community website page for residents? If Yes; Does this provide secure login for residents to view their account information?	X Yes <input type="checkbox"/> No X Yes <input type="checkbox"/> No
3.6	Does the Company Provide a Secured Website for Board & Community business	X Yes <input type="checkbox"/> No
3.7	Can documents / information be posted to websites by Association?	X Yes <input type="checkbox"/> No
3.8	Does the company provide community meeting facilities? If Yes; How many people can they accommodate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Space limited
3.9	Access to Information: Fawn Ridge has an Access to Information Policy. Where are community documents stored?	X Local Office X Electronically X Third Party Storage <input type="checkbox"/> Other (Please explain)
3.10	Is there a charge or restrictions for residents to view public access documents? Please specify	Photo copy charges.

Please List any other services provided to residents:

[Click here to enter text.](#)

Please List any other services provided to Board / Committees

[Click here to enter text.](#)

4.0 Architectural Applications		
4.1	How are architectural applications submitted by residents?	X Email X Mail X Web
4.2	What is the cost / submission to the Association	00.00 / Submission
4.3	How do residents submit payment for Architectural Applications?	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> PayPal or Other N/A
4.4	Is there a service fee for electronic payment and if so how much?	X Yes ACH \$ 2.95 CC/ Debit 3.5%
4.5	Is the architectural application customizable by association?	X Yes <input type="checkbox"/> No
4.6	How are applications conveyed to the Architectural committee?	Email / Virtual Meeting
4.7	What is the turnaround time to provide applications to the Architectural Committee once received by property management?	Typically, 1-3 Days
4.8	Fawn Ridge HOA has a color booklet for approved colors. Will the management company provide access to this booklet to residents? List access times and any restrictions such as call ahead that are required.	Electronic access.

Please List any other architectural services provided to residents or board:

[Click here to enter text.](#)

Management Company Request for Proposal

5.0 Financial Handling		
5.1	Is there a specific financial institution that is used by the Management Company or is the Association free to use its own financial institution?	Subject to messenger charges for physical deposit or scanner fees from institution.
5.2	How can residents submit payments for association fees? (Check all that apply)	<input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> Web <input checked="" type="checkbox"/> Drop Off Payment Type <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> PayPal or Other ACH
5.3	Is there a service fee for electronic payment and if so how much?	<input type="checkbox"/> Yes \$ \$ \$
5.4	What is the payment process for contracted vendors and recurring payments? Does the management company pay all invoices or is the treasurer required to authorize monthly payments?	Custom arrangement
5.5	What is the payment process for other non-recurring payments & Invoices? How are payments authorized?	Verbal/email
5.6	How are financial statements provided to the HOA?	<input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Online <input type="checkbox"/> Other Please Explain Click here to enter text.
5.7	Fawn Ridge HOA has a specific collection policy for assessments. Is the management company able to incorporate this policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

6.0 Management Costs		
6.1	Please provide Standard Annual Costs	\$ 46,800.00
6.2	Please Lists all ancillary Management Costs Development of Addendums for Community Documents Newsletter Articles - First article free Audit Assistance - First 3 hours free Estoppel Fees Finance Letters Estoppel Updates Attend meetings over 2 hours Attend Mediation or court Construction Management Onboarding Fee / Special Reports / Projects Additional Meetings Beyond Specified in Agreement *Note Principal Hourly Fee = \$85.00/ Hour	Hourly Fee - Principal \$75.00 per article. Hourly Fee - Principal \$250.00 / Paid by Seller \$35.00 / Paid by Owner \$80.00 / Paid by Seller/Owner Hourly Fee - Principal Hourly Fee - Principal 5% of total project cost \$1800.00 Hourly Fee- Principal \$75.00 per meeting

6.0 Management Costs		
6.3	Pleases List Fees & Consumable Costs	
	Postage	Cost plus 10%
	Envelopes	Cost plus 10%
	Stationary	Cost plus 10%
	Insert Fee	Cost plus 10%
	Records Retention (off-site)	Cost plus 10%
	Statements (Emailed Free)	Cost plus 10%
	Special Mailers	Cost plus 10%
	Printer charges / page	Cost plus 10%
	Late Notices Assessments (pre-lien)	\$25.00/ Notice (Billed to owner)
	Website	Cost plus 25%
	Fuel Charge	\$50.00 / Month

We certify the information provided in this proposal to be true and accurate.

Signature: *Mike Castro, LCAM*

Name:

Date: 04/13/2022