

Lake Jeanette Association, Inc.
Search Committee Meeting

June 30, 2021 – July 23, 2021

Present: Dixon Johnston, Tom Weiss, Jory Marino, Jim Blakeley, Deborah Roskelly, President
Roskelly Management Associates LLC

Purpose of Meeting:

To outline the search process for a Property & Operations Management Contractor for Lake Jeanette Association, Inc. upon the retirement of Deborah Roskelly, President, Roskelly Management Associates LLC in December 2021.

1. The Search Committee (appointed by the Board of Directors on June 30th – via electronic vote), developed a due diligence process with a defined timeline, interview questions guide, and a scoring matrix to insure a fair and equitable process of reviewing each candidate's written proposal, determining finalist candidates to be interviewed, conducting the interviews, assessing the results using a scoring matrix, and ultimately awarding the contract to the most qualified candidate.

Goals & Objectives:

During the interview process, the Committee will determine if the Company/Manager-Agent has the relevant HOA or other experience, education, and skill set to adequately service this contract based on the below.

- a. General leadership and management experience,
- b. Proactive vs. reactive management,
- c. Governance management experience,
- d. Knowledge of the legal, regulatory and risk management fields associated with HOA management,
- e. Financial management experience,
- f. Insurance/risk Management experience,
- g. Problem solving skills,
- h. Customer Service,
- i. Communication, flexibility, adaptability,
- j. Technical skills,
- k. Leadership style and work ethic,
- l. How many years of experience in managing an HOA or equivalently complex business,
- m. Does the Company/Agent have vendor management experience,
- n. Does the Company/Agent have the requisite certifications to qualify as an HOA Manager/Agent and if not will they pursue these certifications,
- o. Has the Company/Agent held increasingly more responsible roles to include managing teams as well as customer facing activities,
- p. If the Company employs its staff, do they carry Workers Compensation and other lines of liability coverage,
- q. If the Company/Agent uses independent contractors do they obtain a Certificate of Insurance,
- r. If the Company/Agent has skilled staff/contractors needed to service this contract

2. The Interview Questions Guide was supplemented with follow-up questions as the interviewers deemed appropriate during each actual interview. Interviews were approximately 1.75 hours each on average.
3. The Committee completed the search process on July 23, 2021 and selected Slatter Management as the most qualified candidate to receive this contract. The following attachments outline the due diligence process.

Attachment A: Scope of Work for Property & Operations Management Contract

Attachment B: Board's email announcement to the membership re RMA retirement

Attachment C: Due Diligence Time Line

Attachment D: Scoring Matrix

4. The Search Committee's decision will be presented to the Board of Directors on July 29, 2021 for final vote and posting to the Association's website.

Respectfully submitted,

Jory Marino, Search Committee Member & Secretary of the Board of Directors

Minutes approved by the Search Committee on July 25, 2021.