

Lake Jeanette Association, Inc.
Property & Operations Management Contract Search for Candidate

DUE DILIGENCE TIMELINE
(This Timeline is **Attachment C** to the Search Committee Minutes)

May 17, 2021 Deborah Roskelly, President Roskelly Management Associates LLC announced her retirement at the end of the 2021 contract year and submitted the Scope of Work (**Attachment A**) for the Property and Operations Management Contract to the Board of Directors for review and approval in order to obtain Request for Proposals for this contract.

May 24, 2021 Announcement to membership via Constant Contact email (**Attachment B**) re Deborah Roskelly’s retirement and search for interest among membership who may have Property and Risk Management Credentials/work experience. Link to Scope of Work placed in email announcement to the membership.

Between May 24 and June 17, 2021 Request for Proposals were sent to seven candidates with a deadline to reply by Friday, June 25, 2021.

June 25, 2021: Proposals were received from 2 individuals and 3 Property Management Companies. Two additional Property Management Companies declined to quote. Refer to below Table.

Company/Agent	Response to Request for Proposal Range of Annual Contract Fees Submitted - \$81,500 to \$174,000
A	Declined to Quote – “We just do not have the staffing to be able to adequately handle a neighborhood of this size at this time. We are honored that LJA requested us to quote.”
B – Slatter Mgt.	Submitted Proposal – Interviewed – Selected to Receive Contract – annual fee: \$111,840
C	Declined to Quote – “The timing of this proposal does not allow us to have the proper resources in place to adequately satisfy and exceed the requirements of the management contract. Thank you for considering us.”
D	Submitted Proposal – Interviewed
E	Submitted Proposal – No Interview – quote was \$174,000 annually
F	Submitted Proposal – Interviewed
G	Submitted Proposal for Accounting Only – No Interview

June 30, 2021: The Board of Directors appointed Dixon Johnston, President; Jory Marino, Secretary; Tom Weiss, Treasurer; and Jim Blakeley, Member at Large to serve as a subcommittee of the Board to conduct the search process for the Property and Operations Management Contract, interview candidates, and make a final selection to award this contract. The appointment of this committee was unanimously approved by all Directors.

The committee reviewed and approved the interview questions guideline. The committee also approved a scoring matrix (**Attachment D**) based on the interview questions. Attachment D reflects the completed matrix. In addition to questions in the interview guide each candidate was asked additional questions specific to the proposals they submitted during their in-person interviews.

The committee reviewed all proposals submitted in response to the RFP and selected three candidates to interview as noted in the above table. Dixon Johnston scheduled the interviews. Jory Marino and Tom Weiss were designated to conduct the in-person interviews with Dixon Johnston and Jim Blakeley present to also ask questions as they deemed appropriate.

July 15 – 22, 2021: Interviews were conducted and the scoring matrix was completed by each member of the Search Committee as noted in Attachment D.

July 23, 2021: The Search Committee, by unanimous vote, selected Slatter Management as the most qualified candidate to receive this contract. The Search Committee's decision will be submitted to the Board of Directors at their meeting scheduled for July 29, 2021.

July 29, 2021: The Board of Directors, by majority vote, approved the Search Committee minutes; however due to subsequent Board business, they did not entertain the vote to award the contract to Slatter Management at this meeting.

August 23, 2021: The Board of Directors, by majority vote, approved to award the Property and Operations Management Contract to Slatter Management. On this date the Board also approved to award the Accounting Management Contract to Slatter Management.