

## **Notes from Special WTV HOA Board Meetings called to discuss change in Management**

**Nov. 12, 2003**, Tom Dettloff's home, meeting convoked by Anne Becher & Tom to discuss possibility of change in management

Several board members agreed that they were not satisfied with CTB's service to us, part of the problem is that there is no formal agreement about CTB's duties for us.

Tom presented a preliminary version of what was later developed into a "Matrix of Roles and Responsibilities". This document divides duties between a site manager and a "management company"—the entity that would do the financials. Tom also gave us copies of a management proposal and bid submitted at his request by Hast & Co.

We discussed the advantages of a set-up that we had discussed as a board in Sept. 2002, that of having a resident site manager.

**December 3**, Nancy Bonner's home

We reviewed the Matrix that Tom and Paul A. had worked on, with the intention of giving it to respondents to an ad for "site manager" that we would place in the newspaper and a neighborhood newsletter.

Dhyan suggested that we offer the job first to Tom & Paul R., who had expressed interest in doing the work. Her reasons were that Tom & Paul R. are known, trusted people to the board, and that they know WTV and its issues so well.

**Dec. 10**, Sunrise (where we convened after meeting at CTB)

Tom brought his site-manager proposal, (Plan A) we read it and asked questions.

There was a Plan B proposal as well that Paul brought that included ALL management services, site management as well as financials.

Susan and Paul felt it was important to request competing bids for site management alone, financials alone, and both together. The bids for both together were to compare to Tom's & Paul's Plan B. The bids for financials were to see how much our total costs would be for Tom's Plan A plus financial services from another company.

We decided to request that CTB submit a bid for financials alone, Hast's bid was for both services and we decided to ask them for another bid just for financials, and we requested that Burman (RPM) submit a bid for financials (they manage Roundtree Court, and we had heard 1) that they were good and 2) that they were trying to move out of site management and just into financials).

**January 7, Sunrise**

By the time of this meeting, we had a proposal from RPM for financials and financials + site management, one for financials from CTB, and the original proposal from Hast, who said they would not submit a separate financials proposal.

It was too costly to go with Tom's Plan A + financials from Burman or CTB.

When we compared the potential quality of service of full management services from Tom & Paul vs. Hast vs. Burman we saw that Tom & Paul would charge more, but we felt that there would be significant potential savings given their familiarity w/WTV and their stated commitment to using our resources wisely.

We decided to continue trying to hone Tom's and Paul's Plan B proposal with them.

**January 14, Sunrise**

Paul brought a third version of the proposal, one that included everything in their Plan B plus landscape care services.

The majority of board members agreed in principle to go with this concept, but we thought it important to submit the proposal/contract to a lawyer.

(Our lawyer, Candyce Cavanagh of Orten Hindman recommended that the contract be split into two, one for management services & one for landscape care. She also added some language to it so that we and the managers would have adequate liability, fidelity and indemnity insurance.)

**January 28, Anne Becher's house**

We approved the management services contract and agreed to negotiate with Paul r.e. the cost of the landscape care contract.

Voting in favor: Dhyana, Paul A., Anne, Susan (in absentia, she was ill that night); abstaining: Nancy

Paul R. & Tom signed the contract on February 8.

Tom resigned from the board via e-mail on Jan. 31; Paul R. agreed to resign as soon as there were other signees added on to the checking account.

Nancy resigned from the board due to health problems on February 5.