

## Request For Proposals-Management of St. James Place Condominium Association

The St. James Place Condominium Association (“St. James”) is seeking a proposal from your firm to serve as Managing Agent for the St. James, a property consisting of 60 Residential Units, 48 Interval Units, and 11 Commercial Units.

Instructions call for your firm’s response to be sent no later than 5:00 pm (MST) Monday, February 28, 2022, to the following individuals:

- David Firmin ([dfirmin@altitude.law](mailto:dfirmin@altitude.law))
- Charles Chappuis ([cwc1952@yahoo.com](mailto:cwc1952@yahoo.com))
- Art Morales ([amorales917@gmail.com](mailto:amorales917@gmail.com))

All questions are to be addressed simultaneously to all three individuals noted above. Any contact that you make during the proposal period and bidding process outside of the above three names could result in disqualification and elimination from being considered for this opportunity.

We will provide you with any additional addendums that we may have to this proposal request. Any questions that you may have are due no later than 5:00 pm (MST) Thursday, February 10, 2022. Your questions and our responses will be summarized and distributed to all respondents to this proposal on Friday, February 11, 2022.

Criteria for our decision includes, but is not limited to, the following, which you are being asked to include in your proposal:

1. Management history and experience
2. Resumes of key leadership for your firm including those having oversight of the St. James
3. Minimum of three case studies
4. HOA experience with combined whole owner / interval mix properties
5. Overall HOA management experience
6. Why your firm should be selected to manage the St. James
7. Inclusion of your firm’s marketing material / brochure
8. Minimum of three references whom we may contact

If you need additional information, such as financials, a Non-Disclosure Agreement should be addressed to Art Morales ([amorales917@gmail.com](mailto:amorales917@gmail.com)) prior to the release of such information.

We look forward to hearing from you. We plan to select our management firm on or before Thursday, March 31, 2022, with a Contract Date of May 1, 2022 to allow for a 90 day ramp up.

Respectfully,

Art Morales, President

St. James Place Condominium Association