

**ESPLANADE AT SOMMERS BEND
AD HOC HOA MANAGEMENT COMPANY RFP TASK FORCE
CHARTER**

Adopted 11/20/25

Purpose:

The purpose of the Task Force is to identify Esplanade Community preferred and required levels of service desired of a new HOA Management Firm, prepare a “Request for Proposal” (RFP) for the solicitation of bids from a minimum of three HOA Management firms in addition to Seabreeze Management Company, evaluate submitted proposals, and make a written recommendation to the Esplanade Board of Directors (“Board”) for Board action. The goal is to ensure a fair, transparent and competitive RFP process resulting in a qualified HOA Management Firm recommendation to the Board.

Organization of the Task Force:

The Task Force is advisory only and shall consist of a minimum of three (3) Members and a maximum of seven (7) Members appointed by the Board of Directors and shall include a Chairperson, Vice-Chair and Secretary selected by the Task force and ratified by the Board who shall in concert with the Board select additional Task force Members as appropriate.

The Board shall adopt a resolution approving creation of the Task Force so that the Members shall have the ability to solicit, request revisions or clarification, and interview prospective bidders during the RFP process.

Term

The term of this Task Force shall be for the period of time required to: prepare the RFP, solicit and evaluate RFP bids, interview prospective HOA Management Firms, and make subsequent recommendations to the Board, at which time the Task force shall terminate. Expected timeframe is four (4) to six (6) months.

Task Force Member Selection:

Task Force Members (“Members”) each shall be a Qualifying Resident in good standing with the Esplanade at Sommers Bend Community Association who have applicable skills or experience. Qualifications for Task force Members include, but are not limited to finance, project management and accounting, real property management experience, and budget management.

Duties and Responsibilities:

Task Force assignments may include, but are not limited to the following:

- Identification of qualified potential HOA Management firms.
- Development of RFP criteria for bid proposal.
- Preparation of a Request for Proposal for the solicitation of bids for Board approval.
- Solicitation of bids from at least (3) Property Management Firms, in addition to Seabreeze Management Company.
- Pre-bid meeting with interested bidders.
- Review, evaluation, clarify, and rank of proposals.
- Interview proposal finalists.
- Report and recommendation of preferred finalist to the Board.
- Esplanade Board of Director approval.
- Contract award by the Board of Directors.

Roles and Meeting Requirements:

At the initial Task Force meeting, the Task Force shall select the Chairperson (“Chair”), Vice-chair and Secretary.

The Task Force Chair shall conduct all formal Task Force meetings and provide residents with advanced notice of scheduling and agenda items. The Chair shall serve as the liaison between the Task Force and the Board of Directors and Management Staff. All requests involving Management Staff shall come through the Board and be made to the Management company Community Manager. The Chair shall provide a written report for the monthly Executive/General Board meeting to the Community Manager a minimum of 10 days prior to each scheduled meeting. A Member of the Task Force shall attend monthly General Session meetings to report and provide any updates.

The Vice Chair will perform the Task Force Chair duties in case of an absence by the Chair. The Task Force Secretary will record all meeting minutes and maintain a Task Force Members contact list with phone numbers, e-mail addresses and resident addresses.

The Task Force and its Members serve at the pleasure of the Board and may be removed with or without cause. The Board, in conjunction with the Task Force Chair, may fill any vacancies with other community volunteers who meet the Task Force Member Selection criteria.

Budget:

If necessary, any budget allocation determined necessary for the Task Force to perform its appointed duties will be determined by the Board.

Conflict of Interest:

All Members of the Task force shall disclose any potential or actual conflicts of interest with any HOA Management Firm companies participating in the RFP process.