

## LFA Management Assessment Timeline

Sept 2017	Jack Chambers resigns at LFA chairman
Oct 2017	Audrey Green hired to serve as interim manager and to guide management strategic planning process
Nov, 2017	GMM meeting to share with members plans for moving forward with assessing LFA needs with Audrey serving as interim
Nov, 2017 - Jan, 2018	Transition and benchmarking (best practices for management of neighborhoods like LFA)
February 25	Board Retreat: function areas, best practices discussion, begin research on management companies
March, 2018	Learn about management company FP's, interview management companies, initial proposals from recommended Management companies  Form Management Assessment Committee (MAC) – four board members and two general members
April, 2018	MAC meets and creates timeline
May, 2018	General Membership meeting – presentation of way forward  Create draft <i>Request for Proposal</i> (RFP)
June, 2018	LFA Board Approves RFP
July, 2018	RFP sent to 4 management companies  Post RFP and progress update to LFA membership (email and on website)  Q&A with prospective vendors at Chapel of the Cross
August, 2018	Three proposals received from management firms ((TRAC, CAS, Towne)  Review proposals  Board Meeting – discuss hybrid RFP and process for moving forward  CAS and Towne interviews
September, 2018	TRAC interview  Post interview, revised submitted from TRAC, CAS, Towne  MAC discussion /prepare recommendation to LFA board  Special LFA Board Meeting: Presentation and discussion of MAC recommendation
October 1	Special Q&A with LFA membership re: proposals and process
October 15	Fall General Membership Meeting: introduction of management company board recommends - member vote
November 1	Start date of first annual management company contract
November 16	Audrey's last day