



August 26, 2014

Dear Proposal-Maker,

Thank you for responding to this request for proposal (RFP) for administrative services for our community. We appreciate the time, thought, and ideas that you plan on sharing to potentially partner with us to serve our neighborhood.

Here are a few points to consider as you review this RFP:

- Base RFP: The base RFP is for administrative and financial services only. The association currently retains a part-time onsite employee to handle onsite tasks.
- Option: The RFP calls for an option for the proposal-maker to supply an onsite person to handle the onsite tasks.
- Comprehensive Price: In order to control costs, the association has taken the position that:
 - Vendor's charges must be comprehensive;
 - Overhead, general costs of doing business, etc. must be included in the base charge;
 - Charges caused by members must be charged back to the members account whenever appropriate.

After carefully studying the RFP, should you have any questions, please feel free to contact the association at info@amberleigh.org.

Thank you in advance.

Amberleigh Homeowners Association, Inc.

Request for Proposal: Management Agent

Introduction.

The Board of Directors of the Amberleigh Homeowners Association, Inc. will accept proposals from experienced community management organizations that specialize in townhouse communities in Northern Virginia.

Proposals must be received both electronically and in hard copy by: **5:00 PM (EST) on September 17, 2014.** Late or incomplete proposals will not be accepted nor returned. See instructions at the end of the RFP on how to submit a proposal.

On **September 5, 2014 at 5:30 PM (EST)**, a conference call will be held to answer questions from prospective proposal-makers. Please see amberleigh.org for instructions on how to join the call.

Please feel free to email questions at info@amberleigh.org. Answers to questions and other updates may be posted to amberleigh.org

If your firm is selected for additional consideration, an interview will be conducted at your office. At that interview at a mutually-agreed on time and date:

- Please conduct a tour of your office and introductions to key staff and principals.
- Please make a short fifteen minute presentation on your proposal.
- Board members will conduct a forty-five minute interview.

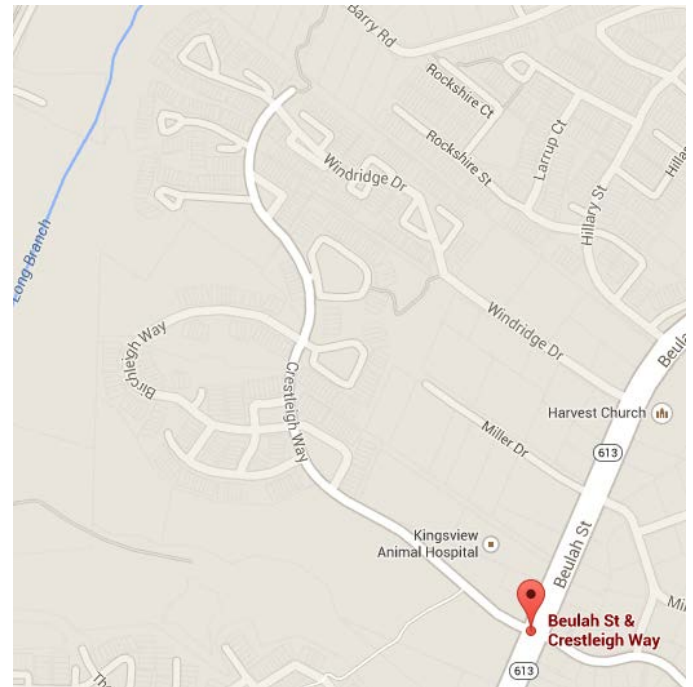
Please see attached documents for what must be submitted to respond to this request for proposal.

In order to provide our community with personalized, professional, and responsive service, we are seeking companies that are experienced and highly motivated and are able to provide these services in the most cost-effective manner.

Amberleigh is located in the Lee District of Fairfax County in the Commonwealth of Virginia. The

development consists of 487 colonial-style townhouse units built in the 1980's. Amenities include several tot lots, a dog park, and a tennis and volleyball court. There is no swimming pool or club house. This is a planned residential community that has privately and publically owned streets, parking, and common areas which are maintained and governed by the Homeowners Association and the commonwealth and county governments.

The entrance of the neighborhood is located at the intersection of Beulah Street and Crestleigh Way, Alexandria, Virginia.



Google Maps. The main entrance is located at the intersection of Beulah Street and Crestleigh Way. The rear entrance is located at the Circle at Windridge Drive/Casperson Road.

Scope of Work.

The association seeks an experienced management company to manage the administrative affairs of the association. The management company will be expected to fulfill the usual and customary duties associated with association management. Accordingly, this description of services is not intended to cover every needed service, but to generally describe the nature of the work needed.

Please note that the association already employs an onsite property manager. This scope of work is only for the administrative and financial aspects of association management. However, an RFP option at the end includes an optional property manager.

Please see the informational chart showing the division of duties.

Initial contract. (fixed price)

- On the execution of the agreement, immediately begin the transition process to be concluded before December 31, 2014. Management company to provide status updates as directed by the association.
- After the adoption of the budget by the board immediately communicate the transition and all relevant information to the members by first class mail as approved by the board.
- Coordinate and receive all records of the incumbent management firm.
- Organize initial association records in a logical system.

Finance and accounting (fixed price)

- Collect assessments and process delinquent accounts according to board policy.
- Prepare accounting records in accordance with generally accepted accounting principles (GAAP).
- Prepare monthly financial statements that include:
 - Balance sheet.
 - Statement of income and expense with budget comparison.
 - Statement of cash flows.
 - Statement of homeowners' equity.
- Prepare or provide the additional information:
 - Copies of financial institution statements with reconciliation.
 - Copies of disbursements and invoices or bills.
 - List of current unit owners, including address and other contact information.
 - List of delinquent persons.
- Develop cash-management and treasury plans for the investment of excess cash and reserves in interest-bearing instruments and accounts that are

Federal Deposit Insurance Corporation (FDIC) insured.

- Disburse funds for recurring and non-recurring expenses as directed by the Board.
- Prepare the budget pursuant to association policy.
- Coordinate the annual financial audit with the auditor selected by the Board. Provide the auditor with all necessary documentation to conduct the audit and prepare tax returns.

Administrative (fixed price)

- Provide a system to organize association records in a logical manner that is electronically available to board members. Provide a repository for the official records of the association.
- Direct online access to records, including log-in and password and smartphone access, for the association's property manager and directors or officers designated by the board.
- Online software system shall include the ability to update member records, including violation notice, with smartphone that is equipped to capture pictures and include the picture on the notice to member.
- Support and record keeping of courtesy notice program (see association rules for details of this program).
- Pursuant to Board policy, receive association communications and in a timely manner respond or take action or forward to the Board for consideration. In all cases, ensure that every communication is acknowledged and responded to. This includes directing phone inquiries pursuant to association policy.
- At the direction of the governing documents work with the association's attorneys, insurance producers, contractors, accountants, and reserve study analysts.
- At the direction of the Board, generally on a monthly basis:
 - Issue warnings and violations in accordance with the governing documents and state laws. This includes coordinating the process and maintaining all related records and documentation.

- Prepare and submit required forms required by the commonwealth.
- Prepare and deliver communications (electronically, hardcopy, etc.) to the homeowner association members, including notice of the annual meeting or other requested communications.
- Cooperate with and support the actions of legal counsel and the auditor retained by the Board.
- Attend the monthly board meeting and annual meeting. (Committee meetings upon request).
- Reproduce and mail the annual meeting notice and meeting minutes to members.
- Reproduce and mail not more than four general announcements per year to members.
- At the direction of the board, generally on a monthly basis.
 - Prepares the board agenda and supporting documents.
 - Secures a meeting venue meeting board policy and applicable law.
 - Draft resolutions, motions, and other documents.
 - Creates reports and data as recognized as industry or best practices by Community Associations Institute.
 - Conduct an annual inspection. Capture inspection data, including picture, with a smartphone directly linked to management software. Communications issued shall include a picture.

Other information.

Required contract provisions.

- Three-year initial contract; commencing January 1, 2015.
- Termination with sixty day advance notice without cause.
- Termination with thirty day advance notice with cause.
- Transfer of association records prior to termination.
- President or treasurer must approve any payments to the management company.
- The association does not pay:
 - Mileage or other transportation costs;
 - Phone, fax, or other communication costs;
 - Other costs of doing business or general overhead costs.
- An option with a fixed cost to request a property manager (see option below).
- The management company must use the latest version of the property information system in use, including all relevant modules.

Evaluations.



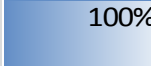







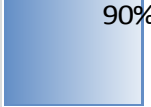











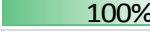


- Demonstrated financial management practices with appropriate internal controls.
- Well defined management approach, structure, qualified people, and a clear concept of operations.
- Cost data that is commensurable with services provided and industry standards.
- A fixed price that is comprehensive and does not appear to “nickel-and-dime” on variable costs.
- Clarity, specificity, and brevity of proposal.
- Ability of proposal maker to navigate the website to submit the proposal.

Optional Onsite Manager

In addition to the administrative and financial services, break out the costs of supplying a property manager that provides all the usual and customary services of an portfolio property manager

Division of Functions

Base bid should assume that the property manager currently employed will perform the duties listed as onsite and that offsite duties will be performed by the management company. The option should assume that the management company will perform all duties. Please note that this chart is for informational purposes and should be read in conjunction with the rest of the RFP.

Function		Onsite		Offsite
Attend board meeting	 50%	Attend montly board meeting.	 50%	Attend monthly board meeting.
Attend committees	 100%	Two committees that meet on a single night; total time not to exceed three hours	0%	
Monthly report	 50%	Includes: summary of acts taken; status of work of vendors; list of problem areas and recommendations; report on visits to the community; report of governing document	 50%	Includes: financial report; delinquent fees and collection status; copies of financial institution account statements.
Prepare board and committee	 90%	Prepare the agenda, minutes, and meeting	 10%	Keep records of the meetings.
Collect fees	0%		 100%	All aspects of treasury management for assessments and other fees. Including preparing accounts for collections by
Maintenance	 90%	Cause the common areas to be maintained.	 10%	Pay vendor; keep records.
Vendor management	 90%	Manage all aspects of vendor selection (RFI, RFP, vendor recommendation), contract negotiation, supervision of work.	 10%	Keep records relating to the vendor; pay vendor as directed by the board.
Secure insurance coverage	 5%	Provide relevant information.	 95%	Keep records; secure coverage; pay
Books and records	 10%	Provide relevant information; use the records system provided by offsite.	 90%	Keep the comprehensive books and records of the associaiton
Budget	 20%	Provide relevent infromation	 80%	Draft the initial budget; impliment the
ARC; annual inspection	 90%	Manage the ARC process; conduct annual	 10%	Keep records
Operating account	 10%	Provide relevant information	 90%	Deposit funds; reconcile the account
Investment accounts	0%		 100%	Maintain investments at board direction
Disbursements	 10%	Provide relevant information	 90%	Make payments at board direction

Responding to the Request for Proposal.

In order to respond to this request for proposal, please submit the following in a single PDF with each part clearly labeled to info@amberleigh.org:

1. An executed certification of information submitted (via EchoSign)
2. Cover letter and any additional information not already included in the questionnaire or required attachments below.
3. Organizational chart of your firm.
4. Completed spreadsheet detailing fees and charges (do not modify template).
5. Sample management contract, addendums, schedules, and other documents.
6. Proof of insurance; bond.
7. Proof of registration as a legal entity in the commonwealth.
8. Proof of authorization by the Commonwealth of Virginia to be a community management firm.
9. Include a list of the following staff in the cost spreadsheet and upload a resume for the following: primary account manager; person responsible for financial management; person responsible for routing communications. Please submit information relating to the person that will be performing the day-to-day duties, not your organizational leadership.

Send one (1) hard copy to:

*Amberleigh Homeowners Association, Inc.
806 N Fairfax Street 140
Alexandria, VA 22314.*