



CHICAGO PROPERTY SERVICES, INC.

MORE LIVING. LESS WORRYING.

Project Management 101 for Community Associations

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EXPERIENCE THE JOY OF LIVING MORE AND WORRYING LESS



Today's Speakers

CHICAGO PROPERTY SERVICES, INC.

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We look forward to sharing with you today



- Salvatore J. Sciacca
- President/Founder - Chicago Property Services
- Leading national expert on Community Association matters



- Brandon Eberhardt
- Director of Property Services – Chicago Property Services
- 20 years of small/medium/large scale project management and construction services experience



ENGAGE NOW

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Please stop what you are doing and fully engage

- We want to maximize your experience during the next 30 minutes
- In order to do so, we ask that you focus your attention
- Please turn off cell phones
- Disengage from email and other distractions
- We hope you enjoy the webinar!



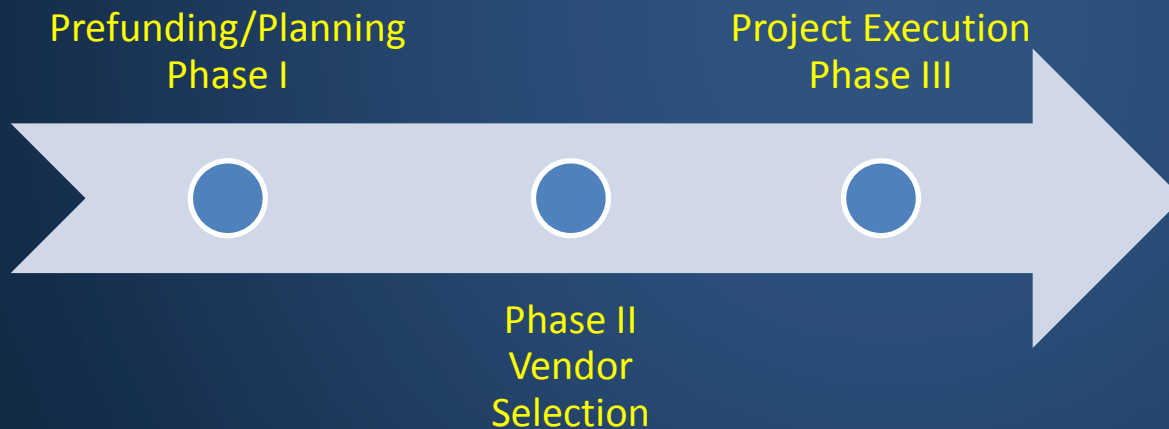


WHAT ARE THE KEY STEPS TO A SUCCESSFUL PROJECT ?

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Project planning is one of the most important steps





PROJECT PREFUNDING/PLANNING PHASE I

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Successful projects are planned well in advance

- Review reserve study if available
- Implement a 5 year capital plan
- Incorporate into operating budget
- Start prefunding in advance to avoid special assessments
- Identify project scope well in advance of desired project start date
- Establish a designated project manager
- Create RFP and get board approval





VENDOR SELECTION PHASE II

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Vendor verification is a critical step

- Identify vendor bid list
- Submit RFP to vendor list
- Prebid meeting with vendors
- RFP submission by vendors
- RFP review by PM
- RFP cross analysis by PM
- Vendor recommendation by PM
- Vendor selection by Board of Directors





PROJECT EXECUTION/IMPLEMENTATION PHASE III

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Communication and oversight is critical

- Kickoff meeting between PM and vendor to review project
- Communicate plan to board/homeowners/residents
- Project start
- Regular project oversight by PM
- Punchlist creation
- Punchlist resolution
- Final acceptance and payment disbursement





SUMMARY OF BENEFITS SUCCESSFUL PROJECT IMPLEMENTATION

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Better planning ensures better results

- Less stress on board members
- Less stress on homeowners
- Avoids special assessments
- Lower overall project costs
- Minimizes warranty calls to vendor
- Reduces chances of future rework



Make
the
right
choice



Q & A

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Thank you. We hope you enjoyed the webinar.

- Q&A
- Please let us know if you have any suggestions for future webinars
- It is our pleasure to help you create a stress free living environment for your community association
- We look forward to having you join us at upcoming webinars