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Lending Entity:	ROC USA CAPITAL
Publication:	12.2022 AMC

**CONFIDENTIAL**

# **REQUEST FOR PROPOSAL MANAGEMENT SERVICES**

*Post-Purchase*

**Clear Creek Court Community Inc  
Manufactured Housing Cooperative**





We are conducting a search for a financial management firm able to provide accounting activities for our cooperatively owned manufactured housing community.

ROC USA®, a national non-profit, through its network with national affiliates (CTAPs), assisted the community in the formation of a not-for-profit limited equity cooperative, assisted in the due diligence, and coordinated the financing to allow us, the residents, to purchase our community. Post Purchase, ROC USA and its affiliates continue to provide coaching and training services to this community.

This Cooperative, much like a traditional association form of ownership, is overseen by a multi-person elected volunteer board of directors and oversees the governance and committees that serve the community. The Membership base is responsible for electing the board of directors, voting on an annual budget, and participating in the community per the cooperative's bylaws.

**The financial management firm plays a key role in acting as the fiscal agent for the community.**

NeighborWorks Montana as the certified technical assistance provider (CTAP) provides the board with ongoing coaching, training, and education on board governance, protocols, and any other related matters associated with being within a cooperative structure. The cooperative also works with an attorney for cooperative business matters and an independent auditor for lender required annual audits.

We are seeking an experienced financial services management firm to handle the accounting needs of the community.

## SCOPE OF SERVICES REQUIRED FOR FINANCIAL MANAGEMENT

### FINANCIAL MANAGEMENT

- Maintain a proper accounting Operating Account which is used to deposit fees and remit payments to vendors and lending institution.
- Maintain proper accounting of Operating Reserve Account (Working Capital) and maintain minimum balance as required by loan covenants.
- Provides monthly reports to Board of Directors and CTAP no later than the 15<sup>th</sup> of the month, in the form of **ACCRUAL** Based Accounting Methods, to include:
  - Income and Expense, Profit and Loss;
  - Budget Vs. Actual for Month and Year to Date;
  - Aged Payables Report and Aged Receivables Report;
  - Cash Statement;
  - General Ledger; and
  - Balance Sheet, to include balances of lender managed financial accounts comprising Tax Escrow, Insurance Escrow, and Capital Reserve Replacement Fund.
- Support the Cooperative in budget development, end of year financial reporting, and annual tax/state filings.
- Support all requests from the cooperative hired independent certified auditor.
- Utilize proper process and procedure for payment remittance of capital expenditures, tax invoices, insurance, and other related expenses.

### LENDER REQUIREMENTS

*Please make note of the following lender requirements which are non-negotiable for any management firm providing services to a ROC Capital funded community.*

#### INSURANCE

- Fidelity Bond or Employee Dishonesty/Crime Insurance coverage naming Borrower as additional insured is necessary. The amount of this coverage must equal or exceed one (1) months of Borrower's operating revenues plus the value of Borrower's Working Capital Account as required in the ROC USA Capital Loan Agreement.
- General Liability Insurance no less than \$1,000,000 per occurrence, naming community as additionally insured is necessary.

#### ASSIGNMENT & SUBORDINATION OF PROPERTY MANAGEMENT AGREEMENT

- ROC USA Capital document executed by the Property Management Agent, Board of Directors, and Lender which shall be executed at the same time as the Management Contract.

#### LENDER REVIEW AND APPROVAL OF MANAGEMENT FIRM QUALIFICATIONS AND CONTRACTS

- Although not required, the Lender does have a boiler plate contract available which makes the contract negotiation and approval process easier for all parties.
- Lender reserves the right to approve or reject vendors based on qualifications, ability, scope of work, and/or contract terms.

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## RESPONSES TO THIS REQUEST FOR PROPOSALS SHOULD INCLUDE:

- Cost proposal for Services
- Credentials and experience of the management company; (Resumes, corporate overview)
- List of three (3) client references with contact information;
- Sample financial reports meeting the requirements of the Lender.

## ● RESPONSES TO THIS REQUEST FOR PROPOSALS SHOULD INCLUDE:

- Proposal responses received.
- Review of proposals and qualifications.
- Interview phase.
- Contract negotiation and execution.
- On-boarding.



## ATTACHMENTS TO THIS RFP

- Community Information Summary (2B)



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## PART TWO: COMMUNITY INFORMATION SUMMARY

Confirm Year of Cooperative Formation	2019
Legal Entity Name of Cooperative	Clear Creek Court Community Inc.
Legal Address of Community City, State, Zip County	632 14 <sup>th</sup> Ave Havre MT 59501
Total Size of Community (Acres)	7.2 Acres
Total number of Lots in community (occupied, unoccupied, and unusable)	54
Number of Lots currently vacant with no homes	17
Number of Lots with abandoned homes	0
Number of Lots considered Unusable	0
Number of Lots with occupied homes	37
Number of Park Owned Homes or Stick Built Homes that are rented to individuals Please explain	0

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Additional Information, if applicable	
Form of Water Service for community	<input checked="" type="checkbox"/> Public Water System <input type="checkbox"/> Private Water System <input type="checkbox"/> Water Treatment Plant <input type="checkbox"/> Certified Operator on Record <input type="checkbox"/> Pump House <input type="checkbox"/> Single Meter to Community <input type="checkbox"/> Individually Sub-Metered <input type="checkbox"/> Billed to Homes by 3 <sup>rd</sup> party <input type="checkbox"/> Included in Monthly Fee <input type="checkbox"/> Billed separately by Coop as set fee
Form of Wastewater System for community	<input checked="" type="checkbox"/> Public System <input type="checkbox"/> Private System <input type="checkbox"/> Water Treatment Plant <input type="checkbox"/> Certified Operator on Record <input type="checkbox"/> Pump House <input type="checkbox"/> Centralized Septic System <input type="checkbox"/> Holding Tanks at each lot <input type="checkbox"/> Single Meter to Community <input type="checkbox"/> Individually Sub-Metered <input type="checkbox"/> Billed to Homes by 3 <sup>rd</sup> party <input type="checkbox"/> Included in Monthly Fee <input type="checkbox"/> Billed separately by Coop as set fee
Waste Removal / Trash Refuse	<input type="checkbox"/> Service Provided Trash Toter at each Lot <input type="checkbox"/> Service Provided Recycling Toter at each lot <input type="checkbox"/> Central shared dumpster area <input type="checkbox"/> Curbside Pick Up <input checked="" type="checkbox"/> Residents personal trash bins

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	<input type="checkbox"/> Billed to Homes by 3 <sup>rd</sup> party <input checked="" type="checkbox"/> Included in Monthly Fee <input type="checkbox"/> Billed separately by Coop as set fee
Electric Service Provider	Northwestern
<p>Community Maintenance Responsibility</p> <p>List of all items that is the responsibility of the cooperative to maintain and manage.</p>	<input type="checkbox"/> Street Lighting <input checked="" type="checkbox"/> Snow Removal on roads <input type="checkbox"/> Snow Removal on Driveways <input type="checkbox"/> Snow Removal on Walkways <input type="checkbox"/> Lawncare on Lots <input checked="" type="checkbox"/> Common Area Lawncare <input checked="" type="checkbox"/> Waste Management Services <input type="checkbox"/> Fencing at each lot <input checked="" type="checkbox"/> Street Signs <input type="checkbox"/> Unit / Address Markers <input type="checkbox"/> Mailboxes <input type="checkbox"/> Trees on Individual Lots <input checked="" type="checkbox"/> Trees in Common Areas <input checked="" type="checkbox"/> All Utility Lines until connected to home <input type="checkbox"/> Electrical Connection from Meter to Home <input type="checkbox"/> Driveway Maintenance (Sand/Gravel/Paving) <input type="checkbox"/> Gravel / Dirt <input type="checkbox"/> Paved <input checked="" type="checkbox"/> Road Maintenance <input checked="" type="checkbox"/> Gravel / Dirt <input type="checkbox"/> Paved <input type="checkbox"/> Sidewalk Maintenance <input type="checkbox"/> Gravel / Dirt <input type="checkbox"/> Paved  <input type="checkbox"/> Other: _____
Resident Maintenance Responsibility	<input type="checkbox"/> Street Lighting

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<p><i>List of all items that are the responsibility of the individual residents to maintain.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Snow Removal on roads</li> <li><input checked="" type="checkbox"/> Snow Removal on Driveways</li> <li><input checked="" type="checkbox"/> Snow Removal on Walkways</li> <li><input checked="" type="checkbox"/> Lawncare on Lots</li> <li><input type="checkbox"/> Common Area Lawncare</li> <li><input type="checkbox"/> Waste Management Services</li> <li><input checked="" type="checkbox"/> Fencing at each lot</li> <li><input type="checkbox"/> Street Signs</li> <li><input checked="" type="checkbox"/> Unit / Address Markers</li> <li><input checked="" type="checkbox"/> Mailboxes</li> <li><input type="checkbox"/> Trees on Individual Lots</li> <li><input type="checkbox"/> Trees in Common Areas</li> <li><input type="checkbox"/> All Utility Lines until connected to home</li> <li><input checked="" type="checkbox"/> Electrical Connection from Meter to Home</li> <li><input checked="" type="checkbox"/> Driveway Maintenance (Sand/Gravel/Paving) <ul style="list-style-type: none"> <li><input type="checkbox"/> Gravel / Dirt   <input type="checkbox"/> Paved</li> </ul> </li> <li><input type="checkbox"/> Road Maintenance <ul style="list-style-type: none"> <li><input type="checkbox"/> Gravel / Dirt   <input type="checkbox"/> Paved</li> </ul> </li> <li><input type="checkbox"/> Sidewalk Maintenance <ul style="list-style-type: none"> <li><input type="checkbox"/> Gravel / Dirt   <input type="checkbox"/> Paved</li> </ul> </li> <li><input type="checkbox"/> Other: _____</li> </ul>
<p>List of Resident Paid Utilities</p> <p><i>What utilities are paid by the residents directly to a 3<sup>rd</sup> Party Provider</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not Applicable</li> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Sewer</li> <li><input checked="" type="checkbox"/> Electric</li> <li><input checked="" type="checkbox"/> Gas – Natural</li> <li><input type="checkbox"/> Heating Fuel – Tanks</li> <li><input type="checkbox"/> Other: _____</li> </ul>
<p>List of Community Paid Utilities</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not Applicable</li> <li><input checked="" type="checkbox"/> Water</li> <li><input checked="" type="checkbox"/> Sewer</li> </ul>



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<p><i>What utilities are paid by the cooperative directly to a 3<sup>rd</sup> Party Provider</i></p>	<p><input checked="" type="checkbox"/> Electric</p> <p><input type="checkbox"/> Gas – Natural</p> <p><input type="checkbox"/> Heating Fuel – Tanks</p> <p><input type="checkbox"/> Other: _____</p>
<p><i>What Utilities are Billed by the Community to the Residents as part of the Fee or as a separate charge on a recurring basis?</i></p>	<p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Sewer</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Gas – Natural</p> <p><input type="checkbox"/> Heating Fuel – Tanks</p> <p><input type="checkbox"/> Other: _____</p>
<p>Amount of Crime Policy or Fidelity Bond Required per Loan Covenants by Property Manager</p>	<p>\$75,000</p>
<p>Describe what Capital Improvements have been completed and/or what Capital Expenditures are outstanding to be completed that Property Manager may need to assist with Management of</p>	<p>N/A for financial management</p>
<p>Community Amenities</p>	<p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Basketball Courts</p> <p><input type="checkbox"/> Tennis Courts</p> <p><input type="checkbox"/> Playground Equipment</p> <p><input checked="" type="checkbox"/> Community Center / Meeting Space</p> <p><input type="checkbox"/> On-Site Managers Office</p> <p><input type="checkbox"/> Pool(s)</p> <p><input type="checkbox"/> Pond / Lake</p> <p><input type="checkbox"/> Other: _____</p>

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Contact Information for Questions and Proposals: Name Email Phone Deadline for RFP	Maggie Hodges <a href="mailto:mhodes@nwmt.org">mhodes@nwmt.org</a> 406-823-9435 8/15/25
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