

## 790 RIVERSIDE DRIVE OWNERS, INC.

To: All Residents  
From: DeWayne A. Powell,  
Member of the Board, The Riviera  
Re: Search for a New Managing Agent  
Date: June 15, 2009

The board of The Riviera has launched a search for a new managing agent. I am heading the search committee and am looking for help with the search from residents in the following areas:

1. Formulating search criteria and researching the market;
2. Identifying candidates;
3. Formulating evaluation criteria;
4. Drafting an interview questionnaire and/or a request for proposal;
5. Vetting candidates, including conducting site visits, conducting telephone and face-to-face interviews and checking references; and
6. Preparing a dossier on a short list of candidates (three to five) and presenting it to the full board.

You must be able to regularly access email on your workplace computer or by using your handheld/smartphone. Ideally, you will also have a PC or Mac loaded with Microsoft Excel (with which you have more than a passing familiarity). Over the course of the next month or so (until about 22 July), you must have time during business hours to contact potential candidates. Additionally, you must be available to meet with other committee members, either in person or by phone 1-2 hours per week, from Monday to Thursday between 7:30 pm and 9:30 pm. We are hoping to convene the first meeting next week.

I am looking to form a committee of as many as 10 persons so that no one person, including me, is overburdened. If you are interested in working on the search committee, please send me an expression of interest and briefly describe your motivation for wanting to do so. Mention special skills or experience that you might have such as human resources management, recruiting, project management, finance, accounting, purchasing, facilities management, architecture, business writing, carpentry/home improvement, *etc.*—basically any skill that would be helpful in making this search process a grand success. Membership is open to both shareholders and tenants.

Even if you do not have time to serve on the committee, please write to suggest improvements you would like to see in how our building is managed. Include your full name, apartment number, email address and a telephone number. Send your email to 'powell790board@gmail.com'. I can also be reached on (347) 229-1697. I will get back to everyone who emails me.

I look forward to hearing from you. Thank you.

DeWayne