Memo to the Bel Mare Board of Directors

From The Maintenance Committee

12/7/2022

The Maintenance Committee has been tasked by the BOD to evaluate a Property Management System as developed by Building Link. Building Link is a software provider whose software encompasses all aspects of property management and therefore can be expanded as the needs evolve. This includes dozens of modules and hundreds of customization options. They currently have a cumulative experience of over 6000 properties.

Objective

Bel Mares' main objective is to implement a Maintenance Management System that is supported by our building management staff. As an added benefit of using Building Link we can also replace our current Bel Mare Website which will then reside within the Building Link database. This will give Bel Mare control over this module unlike our current website.

Building Link Zoom Meeting and Implementation Schedule

On November 17, 2022, Building Link presented a zoom meeting demo of their system to the maintenance committee. This demo was primarily focused on the maintenance module. In the past the maintenance committee had already evaluated a number of competing systems. The Buildings Link appeared to have all the essential attributes vital to a comprehensive and expandable system.

If approved, are recommending the following milestone goals for the Building Link Implementation.

- Complete Implementation of Maintenance Management module - 3 months from execution of purchase agreement.
- Complete Implementation of Website module – 9 months from execution of purchase agreement.

The building link representative advised that start-up of the system would take 90 days which included Building Link training and support. The maintenance committee recommends that we develop an implementation schedule and track it to our final goals. Building Link advised they have an implementation template for our use.

Cost analysis

Building Link has quoted $3273.60 per year based upon $2.20 per door per month. With the transitioning from our current website provider at $3000.00 per year we will see a net cost of $273.60 per year without taking credit for improved maintenance standards and administrative time savings. The actual net cost will depend on how soon we can transition from our current website provider to the Building Link software. If we fail to issue a purchase agreement before December 31, 2022 the price of the software will escalate 5%.

Supported by Bel Mares Building Management Staff

Of utmost importance for the success of any system implementation is the support given by the primary user, which is our Building Management staff. Our maintenance supervisor has had hands-on experience with the implementation and use of the Building Link software and whole heartily supports its implementation.

Recommendation

Given all the above factors it is the unanimous recommendation of the committee to procure the use of the Building Link software for the implementation of both the Maintenance Management and the Bel Mare website modules.