



Jantzen Beach Moorage Inc.

PROJECT CHARTER
Legal Counsel Review

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August 5, 2020

EXECUTIVE SUMMARY

This project was initiated by the Board of Directors' request to conduct an in-depth review and analysis of JBMI's current legal status and concerns. The primary purpose is ensuring that JBMI's current legal counsel is in alignment with the Board's current concerns and is therefore still a good match for JBMI. If the findings suggest otherwise, a recommendation and process for obtaining new legal counsel will be included in the final report to the board.

A Legal Counsel Review committee will be created to conduct the analysis. Upon completion of the analysis the committee will provide the board with a report of the findings and a recommendation either continue with JBMI's current legal counsel or begin a search for new legal counsel. This report will be shared with the membership where legally appropriate to do so. In the event the new legal counsel is recommended, the committee will then prepare a project charter and project plan for the search new legal counsel as a tangent project.

PROJECT PURPOSE

This project's purpose is to perform a full analysis and review of JBMI's legal counsel performance over the last eighteen-month period to determine the degree to which the representation is in alignment with JBMI's goals and needs.

The project purpose will be satisfied by a detailed cost-benefit analysis, data-driven outcomes based on invoice analysis, in-person discussion(s) with JBMI's current legal counsel and a thorough assessment of JBMI's current and future needs in conjunction with the Board of Directors.

The outcome of the project will be the report and recommendation to either continue with the present legal counsel or to initiate a search for new representation that would be better suited to serve JBMI.

BUSINESS OBJECTIVES

JBMI is a non-profit corporation of 177 members that essentially operates as a self-managed HOA. As such, it has evolved over time on the efforts of all-volunteer boards, and therefore has maintained its informal and community-oriented feel. At the same time, external issues have become more complex and demand that JBMI develop a more business-like approach to better deal with these issues and changes in order to ensure the sustainability of community and meet the needs of the diverse membership.

This project aligns with the business objective of being in step with the continuous changes to City, State and Federal laws and regulations affecting HOAs.

REQUIREMENTS

The high-level requirements include:

- Obtain a clear picture of what JBMI's current legal counsel sees as his role as our legal representation – what was he hired to do?
- Conduct a full cost-benefit analysis of the past 18 months of invoices and services.
- Determine the current JBMI board's priorities, issues and needs regarding legal representation.
- Conduct face-to-face meeting with current legal counsel for Q and A and determination of fit.
- Deliver findings and recommendation in a final report to the board.

SCOPE STATEMENT

Included in the project:

- In-depth analysis of performance of JBMI's current legal counsel
- Definition of the metrics of fit necessary to advise and support the current JBMI board and the issues and challenges facing the moorage
- Interview with current legal counsel
- Analysis of current fit of legal counsel findings and JBMI's needs
- Report of findings and recommendation

Not Included in the project.:

- If the recommendation is to pursue new legal counsel, the search and hire process will be established as a new project and this project will be closed.

DELIVERABLES

The primary deliverable of this project is the report of findings and a recommendation based on those findings to continue with JBMI's legal counsel or to seek new representation that would be more aligned with JBMI's direction and needs.

ESTIMATED SCHEDULE

Project Milestones and/or Phases	Estimated Completion Date
Start of Project	8/5/20
Formation of project team	8/11/20
Preparation of questions for meeting with current counsel	8/17/20
Meeting with Legal counsel	8/20/20
Analysis and Review of meeting outcome	8/31/20
Follow up meeting with current counsel if necessary	9/4/20
Preparation of final report and recommendation	9/9/20
Deliver report to board (Best case prior to Sept meeting) - goal	9/11/20
Deliver report to board probable	9/18/20
Project close	9/21/20

HUMAN RESOURCE REQUIREMENTS

Team Members

Name	Role	Contact Information	
Ron Schmidt	Analysis		
Nikki Charlton	Consultant		
Rich Lang	Analysis		
Mark Thommen	Committee Chair		

RISKS

1. Possibility of push back regarding team members.

Mitigation: Team members chosen based on experience and knowledge of legal practice. This is a committee where professional / practical experience is required.

ASSUMPTIONS

Project assumes cooperation and openness for current legal counsel that will aid in the decision- making process.

Project assumes Vial Fotheringham as a company will be supportive and willing to work with JBMI team to amicably assess Mr. Harris's performance, and to offer corrective actions.

ALTERNATIVES

There is no alternative to not choosing to do this project. JBMI has spent several thousand dollars in legal costs over the last 18 months with little or no return for the services rendered. The issues the required legal counsel are still issues and causing unrest within the JBMI community. There seems to be a disconnect between JBMI and our legal counsel and JBMI cannot afford for the issues to go on unresolved while still accruing legal costs.

STAKEHOLDERS

List all known project stakeholders.

Name	Project Role	Contact Information
JBMI Membership		
Board of Directors		
Project Team		

PROJECT AUTHORIZATION

Date:

By initialing each page and signing below, I _____, the JBMI President, approve the project described herein and authorize it to begin.

(Insert Name of Organization)

By: _____

Signature of JBMI President

JBMI President Printed Name