

Team Charter

Team Name:		Senior Stakeholder:	
Crestwood Place Neighborhood Advisory Committee CPNAC		Lloyd Colegrove for Crestwood Association	
Project Name:		Period of Performance:	
Crestwood Place Redevelopment		Start Date: July 1 2023 Completion Date: standing	
Team Purpose: (Why are you here)			
<p>Vision: To promote communication and understanding of the redevelopment of Crestwood Place apartments to the Crestwood Association and residents of the Crestwood Neighborhood and other alliance neighborhoods.</p> <p>Mission: To ensure Crestwood neighborhood may provide input to project planners, and to understand needs and issues to enhance and sustain appropriate communications throughout the Crestwood Place redevelopment.</p>			
Project Description:			
<p>Engage and communicate with Fort Worth Housing Solutions (and/or its subsidiary Ironwood Crossings PFC), Ojala Holdings (and/or its subsidiary OP Crestwood GP, LLC), their development partnership (Crestwood Place Apartments Tenant LP), and additional project partners as identified over the length of this project. (e.g. Crestwood Place Apartment management - see attached graphic at end of charter.)</p> <p>In Scope: Issues of zoning and changes desired therein. Issues of proposed design, renovation, expansion or destruction of buildings, parking, others structures and open space (trees and grass). Issues and opportunities that can impact the residents of Crestwood Place Apartments, or neighboring neighborhood associations. (i.e. National Night Out Activities, other community-building programs.) Crestwood Neighborhood Consensus on issues related to redevelopment.</p> <p>Out of Scope: Security. (We will use the same approach to Crestwood Place that has been in effect since 1942 when the neighborhood was established. Crestwood has a security patrol and organization that should be handed anything the committee chair deems appropriate (Frank Diaz - 817-909-0947) along with information to our Crestwood FWPD Liaison (as of this writing Officer Oscar Moncada 817-944-2725).</p> <p>Goal: Establish an on-going a framework for engagement with the appropriate authorities by partnering with the Development Partnership in concert with Fort Worth Housing Solutions and Ms. Mary-Margaret Lemon, President, Fort Worth Housing Solutions or her designee, and engage in active communication and involvement as determined though any arrangement developed. HOW to engage is not spelled out in this charter, nor WHO to engage. That will need to be sorted out by the committee. (see graphic)</p>			

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Key Contacts to reach out to: Mary Margaret Lemons.

Provide a framework for engagement with Ojala Holdings at the advice and direction of Ms. Mary-Margaret Lemons of Fort Worth Housing Solutions. This engagement will be determined after Fort Worth Housing Solutions and CPNAC have agreed to appropriate pathways. **(See graphic.)**

Agree to appropriate period of interaction and review with redevelopment partners

Report on a bi-monthly basis to the executive membership of the Crestwood Association executive team. This team is comprised of elected leadership (President, Vice President, Treasurer, Membership Chair and Association Secretary, along with the appointed positions of Communications Chair, Social Media Chair, and our Newsletter editor.

When appropriate arrange for a meeting with the Crestwood Association and its membership in a public forum to be arranged by the Crestwood Association board.

Team Objectives:

(Define your key objectives that must be successfully accomplished to achieve your vision and mission requirements, example below is from the same team charter)

Example:

- Understand the complex organizational matrix (see attached handout.)
- Complete training session run by author of this document. That will comprise the first meeting.
- Decide as a team how to best divide and conquer – and determine what is appropriate engagement and what is not. Communicate this back to the Executive Team.
- Develop a written process that describes team engagement (when known and understood).
- Develop a list of contacts, email addresses and roles/titles.
- Communicate with all stakeholders as appropriate, but within specified mechanisms (Crestwood Email explosion, social media, Web, Newsletter are currently the only approved methods).
- Address neighborhood rumors in a timely fashion.
- Alert Crestwood Association Board to any discussions about deviations from the established zoning requirements as of 1/1/2023. This includes any possibility of substantial change to the grounds and property exterior, for example: high rise parking garage, buildings in excess of two stories, units numbering greater than the current allowed maximum (~200), and potential for tear-down of 1930's structures.) Excluded are renovations internal to the apartments, maintenance, and ground parking alterations.
- Actively promote decisions that are in the best interests of residents of Crestwood Place Apartments and Crestwood Association.
- Alert Crestwood Association executive board to any concerns and issues as they arise.
- Assume a standing communication slot at our bi-monthly association meetings.

Team Deliverables:

(Identify your key team deliverables)

Example:

Finalized Charter with team vision and mission, objectives and deliverables.

Completed stakeholder Analysis and Engagement Model (who does the team want to engage as outside stakeholders)

Finalized written engagement & communications Plan.

Bimonthly written reports to Crestwood Association executive team

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Team Membership: (Who's on your team)

Team Teleconference Number:

Name:	Phone Number:	E-Mail Address:
Andrew Blake	817-366-1900	ablake@presidiointerests.com
Bret Burton	210-465-5049	bret.burton@icloud.com
Wesley Kirk	817-929-0048	wesley@visionandverve.com
Line Wilson	817-584-4108	linewilson208@gmail.com
Brenda Colegrove	979-236-3620	btcole1000@gmail.com
Possible volunteers: Gayle Davis, 817-308-1043, gayledavis58@yahoo.com Taylor Gray, 817-901-9866, taylorgray30@gmail.com Rachel Navejar 817-999-8048, rachelnavejar@gmail.com		
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Team Roles: (Assign names and the team role they will play)

Name:	Role:	Description:
Wesley Bret Lloyd Colegrove	Chair Secretary Crestwood Exec Ad Hoc	
Andrew, Line, Brenda	Member	

Team Responsibility (Define what you're responsible for)

Example:

This team is responsible for successfully achieving our mission and vision goals:

- *Build capability around Team Charter and communications plan*
- *Develop and implement an engagement plan*
- *Stakeholder Analysis*

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- *Conducting appropriate research*
- *Working with stakeholders and managing expectations*

Team Authority: (Define the team authorities necessary to achieve your objective)

Example:

The team is authorized to:

- *establish team operating procedures as necessary to promote effective team performance*
- *communicate with stakeholders as necessary*
- *draft necessary documents – send for review those that are representing the positions of the entire neighborhood (Crestwood Association, Board, and members) prior to release to external authorities.*

Team Operating Agreements:

(These are the commitments and agreements made within the team to ensure your goal is achieved, below are some that other teams have used)

Example:

Team communication rules

- *Nobody gets hurt*
- *Listen and respect all contributors*
- *Be open to all ideas*
- *Trust each other*
- *Come prepared*
- *Meet assignments on time*
- *Be committed and dedicated to the team's objectives*
- *Understand the WHY*
- *Timely communications*
- *Email communications rules: to all parties communications should be appropriate.*
- *Check fears and anxieties at the front door.*

Critical Success Factors:

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(Identify the critical success factors for this acquisition, below are some that other teams have used)
Example:

- *Team will do this. What is success? What is necessary for Success? Colegrove to lead this exercise.*

Charter Approval: (Get Senior Leader Buy In and Approval)

Submitted by:

Program/Project Manager _Lloyd Colegrove_____

Contracting Officer _____

Approved by:

Senior Stakeholder _Lloyd Colegrove for Crestwood Association Executive Board_

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