

**CENTENNIAL OFFICE PARK OWNERS' ASSOCIATION ('COPOA')**

**MEETING MINUTES**

**DATE:** 07.20.2017

**LOCATION:** Crowne Plaza Hotel

<b>ATTENDANCE:</b>	Mike Kasmauskis   President	2828 Kraft Ave.
	Dan Wiersma   Secretary/Treasurer	2900 Charlevoix Dr.
	Kirk Driesenga / Erin Nugent	6000 28 <sup>th</sup> St.
		3040 Charlevoix Dr.
		3030 Charlevoix Dr.
		2851 Charlevoix Dr.
	John Lagazo	5700 28 <sup>th</sup> St.
	Larry Fleis	2960 Lucerne Dr.
	Rick Chrisman	2910 Lucerne Dr.
	Sandra Korhorn	Cascade Township DDA

I. Welcome / Attendee Roll Call .... Attendance was taken via a 'sign-in'

II. Mike Kasmauskis ... Welcome everyone to today's meeting

III. Meeting Minutes (04.20.17) were reviewed and accepted.

IV. Next Meeting: **9:00 a.m. -Thursday, July 20, 2017 @ Crowne Plaza**

V. AGENDA

a. Cascade Township Downtown Development Authority ('DDA')

i. COPOA member attendance at DDA meetings is important ... recognizing the partnership that exists between the COPOA and DDA, it's important that a COPOA member attend each DDA meeting. NOTE: Kim Ridings is a member of the DDA.

ii. Meeting Dates [3<sup>rd</sup> Tuesday at 5:30 p.m. – Cascade Township | Wisner Center – 2870 Jack Smith Ave SE

1. 07.17.17 Mike Kasmauskis
2. 08.15.16 Kirk Driesenga
3. 09.19.17 Dan Wiersma

- 4. 10.17.17 Larry Fleis
- iii. Cascade DDA 'Update' – Sandra Korhorn, Director
  - 1. Centennial Park | Sidewalk Construction
    - a. Orchard Vista Drive 'Loop' Is being discussed as a possible DDA capital improvement project. Encouraged Association member attendance at 09.19.17 Cascade DDA meeting.
      - i. Contemplated Project would be;
        - 1. 'Inside' Orchard Vista Dr
        - 2. 'Outside' Orchard Vista Dr.
        - 3. 'Inside & Outside' Orchard Vista Drive
        - 4. Streetlights
    - 2. Cascade Township – 'Marketing / Branding Plan'
      - a. Association member attendance encouraged at this 'working session' scheduled for 08.25.17 at 1:45 p.m. Survey ... Members are encouraged to complete the Township sponsored electronic survey [\[www.cobaltcommunityresearch.org/Cascade\]](http://www.cobaltcommunityresearch.org/Cascade)
- b. Financial Report | Dan Wiersma - Treasurer
  - i. Financial Summary
    - 1. Fund Raising Reconciliation
 

Balance (01.01.17)	\$07,557.06
LESS: Payments	\$05,854.88
ADD: Deposits	<u>\$00,500.00</u>
Balance (09.12.17)	\$02,202.18
  - c. Association Documentation 'Update'
    - i. Initial discussions with Varnum regarding the review of existing Association legal formation documents with the intent to make necessary 'update' changes. Effort is 'on hold' until additional funds are 'on account' to fund the effort.
  - d. Centennial Park | Entry Signage
    - i. Rick of F&V to 'restart' the discussions in an effort to arrive at an 'approved' design that can then be 'priced' out.
      - 1. Issue
        - a. Design
        - b. Cost
        - c. Property Access (i.e. private property ... easements?)
  - e. Landscape | Sign Maintenance
    - i. NEC 28<sup>th</sup> & Charlevoix ... serviced by Cook Plaza landscape contractor
    - ii. NWC 28<sup>th</sup> & Charlevoix ... service by Centennial Plaza landscape contractor

- iii. NEC 28<sup>th</sup> & Tahoe .... serviced by Cook Plaza landscape contractor ... should, by agreement, be service by Sunrise.

f. Public Relations

- i. Centennial Park – Light Pole Banners
  - 1. Banners ‘Purchased’ & ‘Installed’
- ii. Website Initiative | [www.centennialparkgr.com](http://www.centennialparkgr.com)
  - a. Sub-Committee: Mike Kasmauskis, Karen (F&V), John Lagazo, Glenn Turek
  - b. Larry will bring Karen (F&V) staffer into a more active role in regards to website design and administration
- iii. Get the message out regarding ‘activity’ within Centennial Office Park, including;
  - 1. Foremost Cancer Center ‘Open For Business’ in the park
  - 2. Helmholdt Office Renovations
- iv. Centennial Park Master Plan – TABLED

VI. Cascade Township | Downtown Development District (‘DDA’) – Sandra Korhorn

a. Initiatives

- i. Association Membership ... Kim Ridings representation on the DDA will be discontinued as of the date that she no longer has an office in Cascade Township.
- ii. DDA Marketing Plan ... introduction, more information to follow
- iii. Education Meetings ... schedule meetings with representatives from each of the four districts (Map Attached) within the DDA to ‘educate’ property owners on the ‘Who, What, Why’ of the DDA. Additional information to follow.

Meeting ... Next scheduled meeting of the CPBOA  
Crowne Plaza Hotel  
Thursday, October 19, 2017  
9:00 a.m.

Minutes Submitted By: Dan Wiersma

