

CENTENNIAL OFFICE PARK OWNERS' ASSOCIATION ('COPOA')

MEETING MINUTES

DATE: 10.20.2016

LOCATION: Crowne Plaza Hotel

ATTENDANCE:	Mike Kasmaukis President	2828 Kraft Ave.
	Dan Wiersma Secretary/Treasurer	2900 Charlevoix Dr.
	John Shape	5920 Tahoe Dr.
	Valery Young	6000 28 th St.
		3040 Charlevoix Dr.
		3030 Charlevoix Dr.
		2851 Charlevoix Dr.
	Larry Fleis	2960 Lucerne Dr.
	Glenn Turek / Nancy McDonough	2959 Lucerne Dr.
		3025 Charlevoix Dr.
	Deb Rost	3041 Charlevoix Dr.
	John Lagazo	5700 28 th St.
	Jim Henderson	3115 Orchard Vista
	Rob McBrien	5940 Tahoe Dr.
	Sandra Korhorn	Cascade Township DDA

- I. Welcome / Attendee Roll Call Attendance was taken via a 'sign-in'
- II. Mike Kasmaukis ... Welcome everyone to today's meeting, acknowledged the good attendance.
- III. Meeting Minutes (07.21.2016) were reviewed accepted.
- IV. Next Meeting: **9:00 a.m. -Thursday, January 19, 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 [3rd Tuesday at 5:30 p.m. – Cascade Township | Wisner Center – 2870 Jack Smith Ave SE

- 1. 11.15.16 Dan Wiersma
- 2. 12.20.16 No Meeting (per Sandra Korhorn)
- 3. 01.17.17 Deb Rost
- 4. 02.21.17 Larry Fleis
- 5. 03.21.17 Mike Kasmauskis

b. Financials

i. Association Dues Initiative

- 1. Association Letter ... Letter was sent – via USPS – to each individual permanent parcel property owner (**Example attached**)
- 2. ‘Thank You & Reminder’ Letter was sent – via USPS – to each permanent parcel property owner (Thank you to those who paid and 2nd request to those who did not).

ii. Financial Report (**10.20.16 Attached**)

1. Fund Raising Reconciliation

Receipts (a/o 10.20.16)	\$8,000.00
LESS: Payables	<u>\$4,709.16</u>
Balance	\$3,290.84

Accounts Receivable \$11,000.00

c. Public Relations

i. Committee are Glenn Turek, Larry Fleis and Kirk Driesenga

1. Logo

- a. Three (3) ‘Updated’ Centennial Park logos were presented and voted upon. Logo identified as ‘1b’ was selected however it was requested that both a ‘Horizontal’ and ‘Vertical’ version be prepared for use. (Attached).

2. Centennial Park – Light Pole Banners

- a. Banner design selected by COPOA will be shared with the Cascade DDA seeking their approval (11.15.16 Meeting). Subsequent to their approval an order will be placed for the design / purchase of the banners with the order being ‘capped’ at \$4,000.
 - i. 30 Banners; Every 3rd pole installed
 - ii. 3 different colors as proposed
 - iii. Installation and storage provided by Cascade Township
 - iv. Two (2) sets of banners will be purchased eventually, one (1) set is approved for purchase.

**Meeting to be held on 10.27.16 at Fleis & VandenBrink to meet with Rick to finalize the order, PR Committee to attend.*

***Thanks to the Fleis & VandenBrink staff (Karen and Rick) for their assistance with this effort.*

3. Website Initiative

Sub-Committee: Valery Young, Karen (F&V), John Lagazo, Glenn Turek

- a. Brochureware website to be brought online to allow for an Internet 'searchable' presence for Centennial Office Park
 - i. Domain Names ... John Legazo will arrange to have the appropriate Domain Names researched.
 - ii. Website Hosting ... Mike Kasmauskis will arrange to have a website hosting account established.
 - iii. Website Design / Content ... TBD
 - iv. Email Address 'info@centennialofficepark.com' to be secured by Mike Kasmauskis

d. Organization

i. Organizational / Legal Documentation

- 1. Varnum has been contacted regarding a review of existing COPOA organizational documentation and the need to update and/or revise ... efforts have just recently started.

e. Centennial Park Master Plan - TABLED

- i. Entrance Upgrades ... removal of existing, design of new
- ii. Wayfaring Signage ... discussion
- iii. Funding Plan (beyond near term initiative)

VI. Meeting ... Next scheduled meeting of the CPBOA

Crowne Plaza Hotel
Thursday, January 19, 2017
9:00 a.m.

Minutes Submitted By: Dan Wiersma

