



CONDOMINIUM OWNERS ASSOCIATION 2025 ANNUAL MEETING MINUTES

MEETING DATE Tuesday, October 1, 2024 7:00 PM

LOCATION Cascade Prime Steak & Seafood – 320 E. Colfax Ave. Unit 110, South Bend, IN

BOARD MEMBERS PRESENT

Thompson, Mark (President | 402)
O’Grady, Tom (Vice President | 602)
Panzica, Tom (Secretary | 301)
Jones, Bruce (Treasurer | 201)
Glynn, Tyler (Asst. Treasurer | 503)

VOTING UNITS PRESENT

[NOTE: Unfortunately, the sign-in sheet was not found in the dining room after the meeting, however after the Roll Call by the President, the Secretary had certified and declared the presence of a quorum.]

GUESTS PRESENT

Dianne Kazmierczak, Cressy Property Mgmt. Services; Kurt Janowsky, Navarre Hospitality Group

CALL TO ORDER & ROLL CALL

There being a quorum of COA membership present, President Mark Thompson called the meeting to order at 7:05 PM.

ADMINISTRATION

Secretary Tom Panzica presented the minutes from the 2024 Annual meeting of April 2, 2024. By a motion duly made, seconded, and carried by acclamation, the minutes were approved as presented.

TREASURER’S REPORT

Treasurer Bruce Jones presented Cressy’s 2024 expense accounting. He reported despite the inevitable unexpected expenses and cost inflation, the COA has adequate cash reserves and the annual budget is being responsibly managed.

BUDGET & PROPERTY MANAGER'S REPORT

- A. Cressy's Property Manager Dianne Kazmierczak gave a report on some major expenses over the past year, including backup power generator maintenance and emergency service on the garage overhead door. Some preventive maintenance budget items for 2025 were still in discussion and it was proposed that final details would be settled upon with the Board.
- B. By a motion duly made, seconded, and carried by acclamation, the 2025 COA Operating Budget was approved as presented, subject to final approval by the COA Board of Directors.

ANNUAL ELECTION OF DIRECTORS

Being duly nominated and presented, the Secretary reported that the following Director candidate was re-elected by majority vote:

Tom Panzica (3-year term)

COMMITTEE REPORTSProperty Committee

Chair Tom Panzica gave a general overview of current building maintenance and improvements.

- A. It was suggested that a sign should be added in the main foyer directing restaurant patrons to the hidden toilet rooms down the west corridor.
- B. Additional signage marking-out front parking reserved for building residents was discussed and will be considered by the Property Committee.
- C. There was discussion of smoke odor from the restaurant's wood fire grill being strong at certain times on some balconies and detectable through exhaust fans and dryer vents and occasionally detected in the main Elevator Lobby. While noted that occasionally some odors are inevitable when living above a restaurant, the Property Committee and Wharf Partners will work diligently with Navarre Hospitality to explore and implement feasible means of abating this issue.
- D. Concerns were expressed about what so far is a lack of attractive landscaping in Seitz Park. We'll all have to wait and see how that looks when completed.

Finance Committee

The Finance Committee's business was covered in the Treasurer's report.

Social Committee

A report was deferred.

UNFINISHED BUSINESS

Frank Antonovitz reported on the work of an *ad hoc* Condominium Declarations/By-Laws Committee, so far consisting of himself, Frank Peri, and Tom Panzica. The original documents did not necessarily contemplate how our property has evolved and is being operated, so there are certain technical gaps and gray areas to resolve. Likely this process will take a while, as our COA will want to coordinate with and build upon what may be an entirely new set of documents expected to be created (at a time TBD) for the Phase 2 project next door, which will have its own COA. There will be more to come later, and any future change in the By-Laws will be subject to deliberation and a vote.

NEW BUSINESS/OPEN FORUM/PRIVILEGE OF THE FLOOR

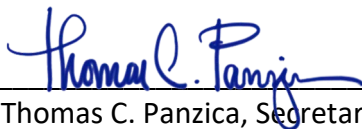
- A. Dianne K. reported the new “Zego” COA fees management/payment online interface has had some growing pains, but it now should be working better.
- B. There was a question about potential late-night noise coming from the restaurant terrace(s), and Kurt Janowsky of Navarre Hospitality assured that the terrace(s) will close by 10PM.
- C. The wood smoke topic was again raised, and while again noting the occasional odors and sounds from living above a large and busy restaurant, Kurt J. stated that Navarre is committed to working with the Property Committee, Wharf Partners, and their own designers and contractors to reasonably abate the issue ASAP.
- D. Navarre Hospitality has committed to supplying complementary water softener salt for all condo residents. With the shared Service Bay being crowded out by restaurant storage and operations, concerns were raised about access to stacked salt bags. Kurt J. said that restaurant personnel will be made available to haul salt bags upstairs for any residents when so requested. Cressy and the Property Committee shall work with Navarre on an orderly process for this.
- E. It was noted Navarre’s curating of the outdoor planters is very beautiful and appreciated.
- F. A question was raised about potential nuisances from the Riverwalk and Seitz Park when finally opened. It was suggested we may reach out to Stephenson Mills management to present to city of South Bend VPA a united front for island residents.

NEXT MEETING

The next Annual Meeting shall be [tentatively] on Tuesday October 7, 2025.

There being no further business, upon a motion duly made, seconded, and carried by acclamation, the meeting was adjourned at 7:38 PM.

Minutes compiled and submitted by:

A handwritten signature in blue ink, reading "Thomas C. Panzica", is written over a horizontal line.

Thomas C. Panzica, Secretary



CONDOMINIUM OWNERS ASSOCIATION ANNUAL MEETING MINUTES

MEETING DATE Tuesday, April 2, 2024 6:00 PM

LOCATION SJCPL Community Learning Center Rm. E – 305 S. Main St. South Bend, Ind.
and Zoom Video Conference

Note: This meeting was preceded by an informal presentation and Q&A by Kurt Janowsky and Matt Soutra of Navarre Hospitality Group concerning Cascade Prime Steak & Seafood restaurant set to open on the first floor this summer. No formal minutes were taken, though a theme was that there will certainly be adjustments and growing pains to having hundreds of invitees entering our building regularly, however Navarre worked-through such issues with residents when Café Navarre first opened in American Trust Place, and they intend to be a good and responsive neighbor to all.

BOARD MEMBERS PRESENT

Thompson, Mark (President | 402)
O’Grady, Tom (Vice President | 602) [Zoom]
Panzica, Tom (Secretary | 301)
Jones, Bruce (Treasurer | 201)
Glynn, Tyler (Asst. Treasurer | 503) [Zoom]

VOTING UNITS PRESENT

Antonovitz, Carolyn and Frank (702)
Baumgartner, Nancy and John (303) [Zoom]
Chrovat, Elizabeth (302)
Downes, Mary (603)
Glynn, Tyler (503) [Zoom]
Hall, Matt (403)
Jones, Bruce (3617 McKinley, LLC | 201)
Lemert, Christine & Chris (601) [Zoom]
Panzica, Diana and Thomas (301)
Panzica, William (Wharf Partners, LLC 110 Commercial) [Zoom]
Perri, Frank (701)

Slinko, Sergei (502) [Zoom]
Thompson, Mark (402)

GUESTS PRESENT

Dianne Kazmierczak and Kindra Seifert, Cressy Property Mgmt. Services; Kurt Janowsky and Matt Soutra, Navarre Hospitality Group

CALL TO ORDER

There being a Quorum of COA membership present, President Mark Thompson called the meeting to order at 6:03 PM.

ADMINISTRATION

Secretary Tom Panzica presented the minutes from the Annual meeting of April 45, 2023. There being a quorum, by a motion duly made, seconded, and carried by acclamation, the minutes were approved as presented.

ANNUAL ELECTION OF DIRECTORS

Being duly nominated and presented, the Secretary reported that the following Director candidates were elected by majority vote:

Bruce Jones	(3-year term)
Thomas O'Grady	(3-year term)

TREASURER'S REPORT

- A. Treasurer Bruce Jones presented Cressy's 2023 expense report. Costs are up due to inflation, but the budget is being responsibly managed.

BUDGET & PROPERTY MANAGER'S REPORT

- A. Cressy's Property Manager Dianne Kazmierczak presented the proposed 2024 COA Operating Budget and answered questions, while explaining details of CAM charges.
- B. There is a continuing issue with multiple emailed invoices not getting through to residents. The problem seems isolated to certain email providers. Cressy is working on it.
- C. It was questioned that Cressy appears to be using property management software (Yardi) that is geared to commercial office/industrial and not well-suited for multi-housing/condominiums. Suggestion was made that Cressy should investigate converting to a multi-housing specific management program. Dianne said that Cressy will investigate that.
- D. There was a question about expanding future charging ability for electric vehicles in the garage. At time initial building occupancy, two current resident EV users in the SE corner together paid a substantial cost premium to install 200A/220V electric charging infrastructure in the garage. If EVs should proliferate, there will be need for a future policy to plan and expand this system to other areas of the garage, and to allocate future installation and operating costs among users.
- E. It was noted that when Cascade restaurant opens, frequency of building rubbish removal will need to increase. Per the informal pre-meeting presentation made by Kurt Janowsky of tenant Navarre Hospitality Group, the restaurant will bear that expense, including emptying both of the resident dumpster(s) as needed.

- F. By a motion duly made, seconded, and carried by acclamation, the 2024 COA Operating Budget was approved as presented.

COMMITTEE REPORTS

Property Committee

Chair Tom Panzica gave an overview of current building maintenance and improvements.

- A. The Property Committee presented a draft interim building policy on “E-Conveyances”, but is finding such to be a nuanced issue that will require ongoing review and future adjustment for new technology trends in batteries and charging safety.

Finance Committee

The Finance Committee’s business was covered in the Treasurer’s report.

Social Committee

Chair Tom O’Grady reported that future Social Committee events may include text invitations to get together for impromptu dinner outings, or jazz evenings at Merriman’s Playhouse across the street in The Commerce Center, among other things.

- A. Suggestion was made that residents having unused tickets to the theater or sporting events may offer them to other residents in some sort of informal exchange.

OLD BUSINESS

By meeting consensus and/or polling, multiple changes in the COA By-Laws and the Property Regime have been endorsed. A committee consisting of Frank Antonovitz, Tom Panzica, and Frank Perri has been formed to study and write-up these changes for proper vote and legal recording. The committee reports that rather than have a patchwork of amendments to the current documents, a total re-write is preferred, which will take some time. This will likely be the topic of a future Special Meeting to be held this summer.

NEW BUSINESS

- A. A BMX keypad has been ordered to integrate elevator cab access into the ButterflyMX system, preventing unauthorized persons from reaching resident-only elevator stops. Tom Panzica and Dianne Kazmierczak will jointly oversee and coordinate with various IT, access control, elevator, and electrical vendors necessary for this work, expected to be complete and operational before the restaurant opens.
- B. As part of the restaurant improvements, Wharf Partners will be installing a decorative “isolation wall” in the outer foyer to better separate and secure the restaurant’s interior entry from the resident’s elevator lobby. Tom Panzica is working with the Board and the Property Committee on final design details. The COA may consider also having wall signage and/or a logo floor mat for the resident entry.

QUESTIONS/PRIVILEGE OF THE FLOOR

Q: How will Cascade residents deal with any nuisances—such as disruptive after hours activity or vandalism—that may arise from (eventual) re-opening of the Riverwalk and Seitz Park?

A: Suggestions were made about being very pro-active and engaging attorneys to represent us, or engaging in “soft politics” with VPA and the City on a reactive basis. After discussion the consensus was “wait and see if there’s a problem”. We should ask the city to post prominent signage about the statutory nightly 11PM park closing.

NEXT MEETING

The next Annual Meeting shall be [tentatively] on Tuesday October 1, 2024.

There being no further business, upon a motion duly made, seconded, and carried by acclamation, the meeting was adjourned at 7:34 PM.

Minutes compiled and submitted by:

A handwritten signature in blue ink, reading "Thomas C. Panzica", is written over a horizontal line.

Thomas C. Panzica, Secretary



CONDOMINIUM OWNERS ASSOCIATION ANNUAL MEETING MINUTES

MEETING DATE Tuesday, April 4, 2023 7:00 PM

LOCATION Cascade Main Lobby / [Zoom Video Conference]

BOARD MEMBERS PRESENT

Thompson, Mark (President | 402)
O'Grady, Tom (Vice President | 602) [Zoom]
Panzica, Tom (Secretary | 301)
Jones, Bruce (Treasurer | 201`) [Zoom]

VOTING UNITS PRESENT

Antonovitz, Carolyn and Frank (702) [Zoom]
Baumgartner, Nancy and John (303)
Chrovat, Elizabeth (302)
Chorvat, Terry (302) [Zoom]
Downes, Mary (603)
Glynn, Kim and Tyler (503) [Zoom]
Hall, Matt (403)
Jones, Bruce (3617 McKinley, LLC | 201)
Lemert, Christine & Chris (601) [Zoom]
Panzica, Diana (301)
Perri, Frank (320-2, LLC | 203)
& (Wharf Partners, LLC | 303, 502, 701, 110 Commercial)
Perri, Frank (401) [Zoom]
Slinko, Sergei (502)

GUESTS PRESENT

Dianne Kazmierczak, Property Manager-Cressy Commercial

CALL TO ORDER

There being a Quorum of COA membership present, President Mark Thompson called the meeting to order at 7:01 PM.

ADMINISTRATION

Secretary Tom Panzica presented the minutes from the Annual meeting of April 5, 2022. There being a quorum, by a motion duly made, seconded, and carried by acclamation the minutes were approved as presented.

ANNUAL ELECTION OF DIRECTORS

Being duly nominated and presented, the following Director candidates were elected by majority vote:

Dr. Mark Thompson	(3-year term)
Tyler Glynn	(3-year term)

PROPERTY MANAGERS REPORT

Property Manager Dianne Kazmierczak of Cressy Commercial presented a verbal report on current operating expenditures and conditions in and around the property. Highlights included:

- A. Cressy is changing financial programs for our property to provide more detailed reporting.
- B. There were resident questions and discussion of landscaping maintenance (specifically choice of items placed in planters) and housekeeping costs.
- C. Dianne reported that Spiderkill additive to the exterior glass cleaning solution appears to have little long-term effect and the practice will be discontinued.

FINANCIAL AND BUDGET REPORT

- A. Treasurer Bruce Jones and Dianne Kazmierczak provided a detailed 2022 expense report and a proposed 2023 budget for review. After discussion and resident input a decision on the 2023 Budget was by acclamation deferred to the Board of Directors for final review and approval at their April 15, 2023 meeting.
- B. Bruce and the Board recommend all future property transfers within the building be assessed a \$3,000 "Onboarding Fee" (the same as ultimately charged to all original buyers) to be paid at unit closing for deposit in the Long-Term Replacement Reserve fund. After consideration, and by a motion duly made and carried, this was approved with details deferred to the Board of Directors to interim-execute as a policy and to prepare such a clause for inclusion in a future update of Condominium Declarations.
- C. Bruce explained that to overcome annual confusion of having a special assessment in Q1 to retroactively adjust COA fees for a new budget adopted in April, it makes sense to hold the Annual Meeting budget vote in Q4 each year so each January can begin with the correct COA fees. A later meeting may also enhance attendance. It was decided Cressy will conduct an online poll of all residents for changing the date of the Annual Meeting.

COMMITTEE REPORTSProperty Committee

Chair Tom Panzica gave a quick rundown on current building maintenance. Ongoing package delivery issues were discussed, and Tom stated our building is doing everything we can to guide and facilitate proper package deliveries, but we can't control drivers delivering to the wrong building or ignoring posted instructions. This is an ongoing struggle for multifamily buildings everywhere and we'll continue reaching-out to known vendors where possible.

Finance Committee

Chair Bruce Jones announced that newly elected Board member Tyler Glynn had agreed to join the Finance Committee. Other Finance Committee business was covered in the Treasurer's report.

Social Committee

Chair Tom O'Grady reported on November's successful Townhall Meeting and social mixer, for which refreshments were provided by committee members Nancy Baumgartner and Diana Panzica, Tom suggested future resident social events may include outings to Notre Dame's Raclin-Murphy Art Museum opening this Autumn, and perhaps visits to the South Bend Cubs or the Studebaker Museum.

NEW BUSINESS

There was no new business.

QUESTIONS/PRIVILEGE OF THE FLOOR

Q: What is the status of the on-premises restaurant?

A: Tenant Navarre Hospitality's improvement plans and schedule are still pending construction progress on long-delayed Seitz Park and the Riverwalk. It's hoped that those will be completed by this Autumn to facilitate opening of the restaurant late this year.

NEXT MEETING

The next meeting shall be at a time and place to be determined on Tuesday April 2, 2024.

There being no further business, upon a motion duly made, seconded, and carried by acclamation, the meeting was adjourned at 8:07 PM.

Minutes compiled and submitted by:



Thomas C. Panzica, Secretary



THREE TWENTY *at The Cascade*

THE CASCADE CONDOMINIUMS OWNERS ASSOCIATION, INC.

320 E Colfax Ave. Unit 101 South Bend, Indiana 46617

CONDOMINIUM OWNERS ASSOCIATION ANNUAL MEETING MINUTES

MEETING DATE Tuesday, April 5, 2022 7:00 PM

LOCATION Cascade Restaurant Space / [Zoom Video Conference]

BOARD MEMBERS PRESENT

Perri, Frank (President) [Zoom]
Philip Panzica (Vice President)
Panzica, Tom (Secretary)
Panzica, Bill (Treasurer)

VOTING UNITS PRESENT

Antonovitz, Carolyn and Frank (702) [Zoom]
Chrovat, Elizabeth and Terry (302) [Zoom]
Downes, Mary & Greg (603)
Glynn, Kim and Tyler (503) [Zoom]
Jones, Bruce (3617 McKinley, LLC | 201)
Lemert, Christine & Chris (601)
Panzica, Diana & Tom (301)
Panzica, Bill (320-2, LLC | 203)
& (Wharf Partners, LLC | 303, 502, 701, 110 Commercial)
Perri, Jennifer & Frank (401) [Zoom]
Polyzoides, Stefanos (202)
Solomon Hall, Brittany (403)
Thompson, Mark (402)

GUESTS PRESENT

Dianne Kazmierczak (Cressy), Debbie and Bob Urbanski (203 lessees)

CALL TO ORDER

President Frank Perri turned the meeting over to Secretary Tom Panzica.

ADMINISTRATION

Secretary Tom Panzica presented minutes from the Annual meeting of April 15, 2021. There being a quorum (more than a “Majority of Owners” present), by a motion duly made, seconded, and carried by acclamation the minutes were approved as presented.

ANNUAL ELECTION OF DIRECTORS

Having attained the “Applicable Date”, the following new Directors were duly elected by majority vote:

Dr. Mark Thompson	(1-year term)*
Thomas O’Grady	(2-year term)*
Thomas Panzica	(3-year term)*
Bruce Jones	(2-year term)*

**Note: This being the initial election, per the By-Laws the initial Directors have staggered terms. All future Directors will have three (3) year terms. Officers were elected at a subsequent April 13, 2022 Board Meeting as follows: Mark Thompson (President), Tom O’Grady (Vice President), Tom Panzica (Secretary), and Bruce Jones (Treasurer).*

PROPERTY MANAGERS REPORT

Property Manager Dianne Kazmierczak of Cressy Commercial presented a verbal report on current conditions in and around the property.

FINANCIAL AND BUDGET REPORT

A. Outgoing Treasurer William Panzica and Property Manager Dianne Kazmierczak provided a detailed 2021 expense report and a 2022 budget, which had been emailed to all residents prior to the meeting.

VOTE TO APPROVE 2022 OPERATING BUDGET – After a motion duly made and seconded, the 2022 operating budget was carried by acclamation.

B. Per the Condo By-Laws, all resident units should have been assessed \$3,000 at closing to start-up fund a long-term maintenance Replacement Reserve. As such wasn’t done at any closing, the Property Manager recommends that all sold units be invoiced for this contribution in June 2022, that such a sum should then be collected from all future closings, and that all future annual budgets include a pro-rata line item for each unit’s fees to contribute to growing the Reserve. A Finance Committee appointed by the Board shall oversee this fund.

VOTE TO ASSESS \$3,000 PER UNIT REPLACEMENT RESERVE – After consideration, a motion for the above was duly made, seconded, and carried by acclamation.

UNFINISHED BUSINESS

A. Tom Panzica briefed on a new secure Resident webpage at www.atthecascade.com/residentportal/. The PW was provided for all present. Items posted in the Portal include digital building handbooks and policies, COA meeting minutes and records, manuals and how-to videos for many common area and household components such as BMX consoles, electronic locks, thermostats, patio door locks, et al.

NEW BUSINESS

Tom Panzica explained the benefit and expected cost for replacing the DSX keypad at the Elevator Lobby door with a new model ButterflyMX keypad that can open the door with the same PINs or remote phone swipes used to open the Main Entry BMX.

VOTE TO INSTALL ELEVATOR ENTRY BMX KEYPAD – After consideration, a motion for the above was duly made, seconded, and carried by acclamation

QUESTIONS/PRIVILEGE OF THE FLOOR

Q: Should the Annual Meeting day be changed from a Tuesday to a Thursday?

A: This day is set by the By-Laws and there seems to be little communal benefit or interest in making such formal change.

Q: Should the parking garage floor be washed more regularly?

A: This is budgeted for once per year (in the Spring) and most find that cycle to be acceptable.

Q: What is the status of having the on-premises restaurant?

A: The lease begins next month and the tenant's improvement plans are underway, though construction likely will be timed to coincide its grand opening with completion of the Riverwalk.

Q: It seems that some units being overcharged for property tax?

A: Some units that were only partly completed at the time of assessment were assessed as fully complete. Wharf Partners has appealed those units to the Assessor and is awaiting a response.

NEXT MEETING

The next meeting shall be at a place or means to be determined on Tuesday April 4, 2023 at 7:00 PM.

There being no further business, upon a motion duly made, seconded, and carried by acclamation, the meeting was adjourned at 8:12 PM.

Minutes compiled and submitted by:



Thomas C. Panzica, Secretary



THREE TWENTY

at The Cascade

THE CASCADE CONDOMINIUMS OWNERS ASSOCIATION, INC.

320 E Colfax Ave. Unit 101 South Bend, Indiana 46617

CONDOMINIUM OWNERS ASSOCIATION ANNUAL MEETING

MEETING DATE Thursday, April 15, 2021 7:00 PM

LOCATION Zoom Video Conference

BOARD MEMBERS PRESENT

Perri, Frank (President)
Panzica, Tom (Secretary)
Panzica, Bill (Treasurer)

VOTING UNITS PRESENT

Chrovat, Elizabeth (302)
Downes, Mary & Greg (603)
Jones, Bruce (3617 McKinley, LLC | 201)
Lemert, Christine & Chris (601)
Panzica, Diana & Tom (301)
Panzica, Bill (320-2, LLC | 202 & 203)
& (Wharf Partners, LLC | 303, 502, 503, 701, 702, Commercial)
Perri, Jennifer & Frank (401)
Soloman Hall, Brittany (403)
Thompson, Mark (402)

GUESTS PRESENT

Moule, Liz & Polyzoides, Stefanos (202)

CALL TO ORDER

President Frank Perri turned the meeting over to Treasurer/Property Manager Bill Panzica.

ADMINISTRATION

Secretary Tom Panzica presented minutes from the Board meeting of January 19, 2021. There being a quorum (more than a "Majority of Owners" present), by a motion duly made, seconded. and carried the minutes were approved by acclamation.

ANNUAL ELECTION OF DIRECTORS

The “Applicable Date” not yet having been attained, the initial Board of Directors shall continue:

President:	Frank Perri
Vice President:	Phil Panzica
Secretary:	Tom Panzica
Treasurer:	Bill Panzica

PROPERTY MANAGERS REPORT

Bill Panzica presented a report on current conditions in and around the property, including:

- A. INTERIOR BUILD-OUT – of all condos, except for the 700-level penthouses being left in a semi-finished condition, so construction crews will soon be de-mobilizing until penthouses are sold.
- B. RESTAURANT – Frank reported that Wharf Partners has a restaurant prepared to lease the commercial space. Subject to the progress of surrounding projects, it’s hoped it will be in operation by mid-October.
- C. PUBLIC WORK SURROUNDING – Ongoing public work around the site for ND Hydro/Seitz Park and the River Walk that will continue for the rest of this year. Bill, Tom and Frank will keep residents informed of progress as appropriate.

UNFINISHED BUSINESS

Tom Panzica stated that a digital Resident Manual is finished and was emailed out to all residents today, along with a current Resident Directory. Input for future improvements to the manual will be welcomed by Tom.

NEW BUSINESS

- A. VOTING & PROXY – Tom Panzica stated that before future votes on important matters such as budget, proper Voting Representative statements should to be sent to all unit owners to be completed and returned to the Secretary identifying who is authorized to vote the Pro rata share for each unit.

VARIOUS BUILDING OPERATING ISSUES

- A. BUILDING ACCESS & SECURITY Bill gave an update on the proper operation and use of the ButterflyMX and DSC door security systems. Bill will issue special DSX fobs to those requesting them for domestic service personnel.
 - 1. Tom stated he had reminded UPS and FedEx dispatchers of their respective BMX security PINS and again walked-through procedures. Some drivers are using the systems properly and putting items in the Package Room cabinet. Amazon with their high turnover of third-party delivery drivers continues to be a problem and we are looking for ways to reach out to them.
 - 2. Tom thanked the Halls for their suggestion to place dry cleaning hooks on the sides of the Package Room cabinet. This is working-out well.
 - 3. Tom will be posting a sign on the front door requesting that vendors not leave packages out on the sidewalk.

- B. TRASH CHUTE/TRASH ROOM – Bill discussed procedures. Residents are reminded they should take their key fob with them if going down to the Trash Room/Service Bay as the door locks from inside to maintain corridor security.
- C. BALCONY DO'S & DON'T'S – Tom explained the “wood” wall on the balconies is an embossed/ woodgrain fiber cement product. It may be cleaned by sponging with a mild detergent. Avoid metal legs or dragging things across the decks that may damage the water-resistant coating. Rugs with a moisture-trapping rubber or plastic backing should not be used. Also a reminder that no open-flame grills are allowed on the balconies, only electric grills.
- D. WINDOW WASHING – Bill said the windows are scheduled to be washed on Monday, Apr. 26. We are seeking quotes to a group rate on voluntary interior window washing at each condo owner's expense.
- E. COMMON AREA CLEANING – This takes place every Friday, and more often as needed in the winter.

QUESTIONS/PRIVILEGE OF THE FLOOR:

Q: Can a Google Docs page be set-up to schedule the Club Room and/or Fitness Center?

A: Something like this can be done when heavy usage of either space requires it.

Q: Can COA dues be paid electronically?

A: We aren't set-up for that currently. Paper checks or e-checks are preferred.

NEXT MEETING

The next meeting shall be at a place or means to be determined at 7:00 PM on Tuesday April 5, 2022 at 7:00 PM.

There being no further business, upon a motion duly made, seconded, and unanimously carried, the meeting was adjourned at 7:55 PM.

Minutes compiled and submitted by:


Thomas C. Panzica, Secretary