

**THE SHERWIN CONDOMINIUM MANAGEMENT ASSOCIATION, INC.**  
**OBNOTICE OF SPECIAL ASSESSMENT MEETING OF THE BOARD OF**  
**DIRECTORS**

**DATE OF NOTICE: February 12, 2021**

**DATE OF MEETING: March 2, 2021**

**TIME: 10:00 a.m.**

**via GOTOMEETING (dial-in number below)**

Dear Unit Owner,

This letter serves as formal Notice of a Special Assessment Meeting of the Board of Directors of THE SHERWIN CONDOMINIUM MANAGEMENT ASSOCIATION, INC. (the "Association") to be held telephonically on Tuesday, March 2, 2021 at 10:00 a.m. via GOTOMEETING using the following dial-in information:

**Phone Number: (872) 240-3412**

**Access Code: 973-009-469**

The purpose of the meeting is to discuss a special assessment, and to conduct a Board vote to approve such assessment, for the purpose of engaging in a fenestration replacement project, in which all windows and sliding doors in all condominium units will be replaced.

The estimated cost associated with these measures is **\$4,265,878.45**. Each unit owner will be responsible for a pro rata share of these estimated expenses in the amount of **\$20,000.00**, payable as follows:

- The sum of \$5,000.00 shall be due on or before June 1, 2021;
  - The sum of \$5,000.00 shall be due on or before September 1, 2021;
  - The sum of \$5,000.00 shall be due on or before January 1, 2022; and •
- The sum of \$5,000.00 shall be due on or before March 1, 2022.

This is only an estimate and may be modified at the time of the meeting, or upon other terms to be established at the meeting. The Association reserves the right to reallocate these amounts to address potential issues, change orders, changing market conditions, etc. If the special assessment is passed as presented, it will be levied pursuant to a resolution adopted at the meeting.

**AGENDA**

1. Proof of notice of meeting
2. Confirmation of quorum
3. Call to order
4. Discuss, determine and approve special assessment
5. Adjournment
6. Open Forum

Please attend the meeting so that you can be informed as to the status of this project, and your questions can be answered.

The Board of Directors