

# Newsletter



## A Look Ahead

DECEMBER 11: TENANT HOLIDAY PARTY  
 WEEK OF DEC. 15: ELF ON THE RUN CHALLENGE  
 DEC. 17: FOOD DRIVE DEADLINE  
 DEC. 21: 1<sup>ST</sup> DAY OF WINTER  
 DEC. 25: CHRISTMAS (MGMT OFFICE CLOSED)  
 JAN. 1: NEW YEARS (MGMT OFFICE CLOSED)

## Tenant Holiday Party

### SAVE THE DATE!

It's the perfect chance to connect with fellow tenants for a festive evening you won't want to miss...

**DATE:** THURSDAY, DECEMBER 11

**TIME:** 5:00 - 7:00PM

**LOCATION:** CUCINA VITALE | FOSTER PLAZA 7



## Deals & Wheels

Carla Killen, Senior Vice President of Old Republic Title, at Foster Plaza 6 proudly showing off her **"New Chevy Corvette"** secured as part of recent negotiations with Carmen during office renovations!



Instagram  
@foster\_plaza



**SIGN UP FOR OUR NEWSLETTER!**



Facebook  
Foster Plaza

## Annual Food Drive

### DEADLINE IS DECEMBER 17!

WITH RISING FOOD INSECURITY, YOUR SUPPORT MATTERS MORE THAN EVER.

Please place donations within decorated present boxes in lobbies of Foster Plaza 1-7 & 10.



## Happy Birthday to YOU

ENTER FOR A CHANCE TO WIN & BE FEATURED IN OUR NEWSLETTER FOR YOUR BIRTHDAY!

### ALL BIRTHDAYS NEED RE-SUBMITTED FOR OUR DRAWINGS IN 2026...

Please use link on last page.

2 | KAROL FRANKLIN W. KEYSTONE CONSULTANTS

2 | MICHAEL STANTON W. L.B. FOSTER

10 | JOEL LANDIS W. TETRA TECH

12 | DANIELLE HENNON W. KEYSTONE CONSULTANTS

12 | MANDY GREGORY W. LB FOSTER

15 | LAURA BOLEY W. WEXFORD HEALTH SOURCES

17 | MARK BLEWETT W. WEXFORD HEALTH SOURCES

18 | BREANNA WAITE W. TENDER CARE

20 | ADRIANNA FLORY W. HERBEIN + COMPANY

21 | CHRISTINE MCKENNA W. AUDACY

21 | DOJE TOUSSAINT W. PIKE TELECOM

22 | DAVID FREUDENRICH W. KEYSTONE CONSULTANTS

22 | JULIA BOAMAH W. HAPANOWICZ

BROOKE WITH CBRE WILL CONTACT HIGHLIGHTED WINNERS WITH THEIR PRIZE

## Elf on the Run

### WEEK OF DECEMBER 15

A SNEAKY LITTLE ELF WILL BE HIDING AROUND THE PROPERTY, KEEPING A WATCHFUL EYE ON TENANTS...

### CAN YOU CATCH THEM IN ACTION?!

BE FIRST EACH DAY TO SPOT THE ELF, SNAP A PHOTO, THEN SEND IT IN TO CLAIM A PRIZE!



Send in a festive "elfie" as evidence for a bonus prize—ugly sweaters and Santa hats recommended!



### HOW TO REPORT A SIGHTING

EMAIL YOUR PHOTO TO  
[BROOKE.MALLOY@CBRE.COM](mailto:BROOKE.MALLOY@CBRE.COM)

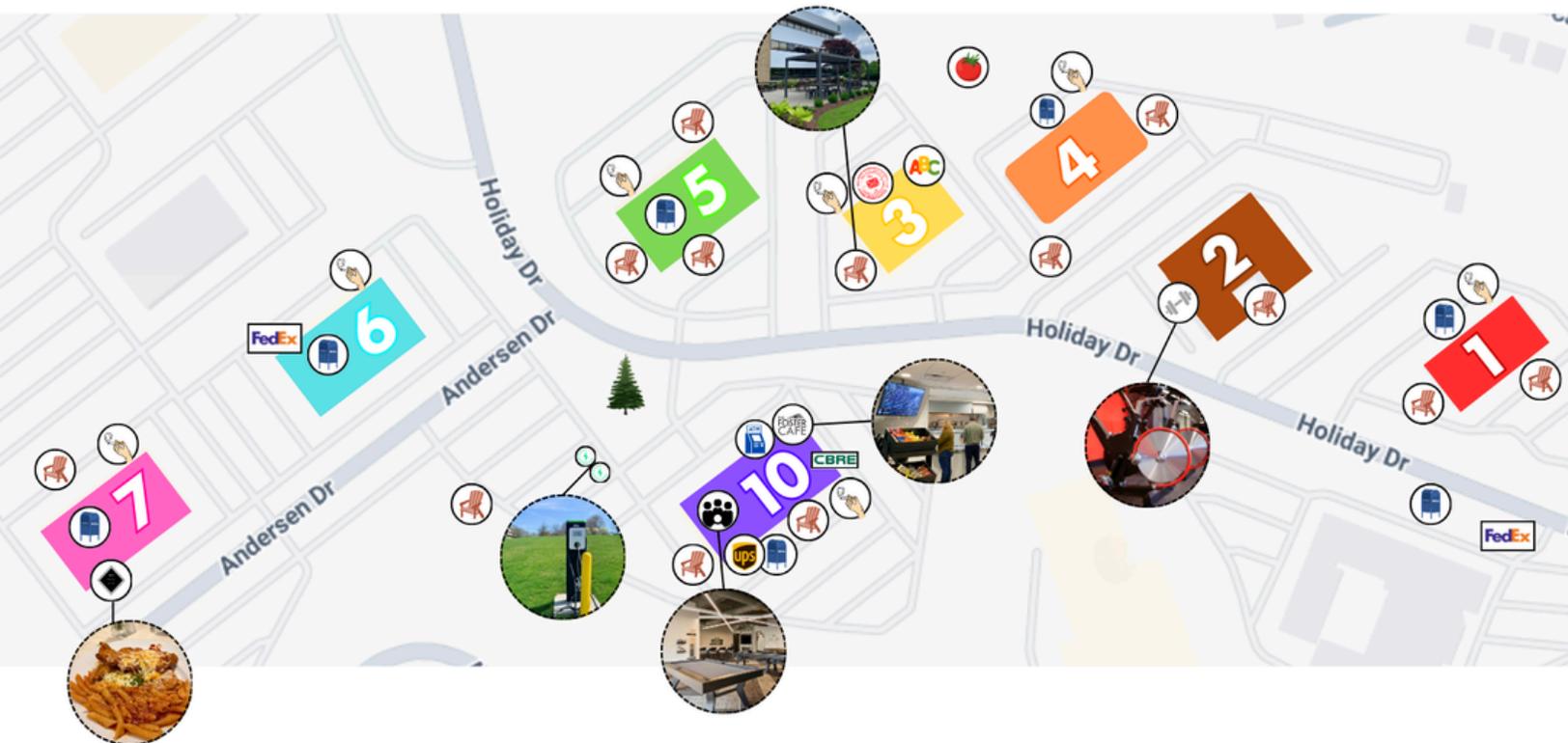
OR

TAG US ON SOCIAL MEDIA FROM A PUBLIC ACCOUNT SO WE CAN SEE!

# Property Map

## EVERYTHING YOU NEED, ALL IN ONE PLACE!

As a tenant of Foster Plaza 1-7 and 10, you have access to a wide range of amenities including affordable meeting rooms, a fitness center with a little bit of everything, an on-site ATM, convenient dining options such as Cucina Vitale and Foster Cafe, even complimentary notary services provided by Carmen Bochicchio, and more...



### MAP LEGEND

**FOSTER 1**

**FOSTER 2**

**FOSTER 3**

**FOSTER 4**

**FOSTER 5**

**FOSTER 6**

**FOSTER 7**

**FOSTER 10**

- Amenity Center
  ATM
  Cucina Vitale
  Designated Smoking
  EV Charger
- FedEx Dropbox
  Fitness Center
  Foster Cafe
  Management Office
- Picnic Seating
  Tenant Garden
  Tender Care Learning Center
- USPS Dropbox
  USPS Mailroom
  UPS Dropbox

# Tenant Amenities at Foster Plaza



## TENANT AMENITY CENTER

📍 Foster Plaza 10 | 680 Andersen Drive

📌 Step outside the norms of your usual office setting and host a meeting in our Tenant Amenity Center! Located on the 1<sup>st</sup> floor of Foster 10, our conference and training spaces are equipped with Wi-Fi, smart TVs including Apple TV and projectors, Polycom phone, microphone and sound system, collaborative whiteboard walls, and more - everything you need for a seamless meeting.

🕒 Meeting rooms are available Monday through Friday from 8:00A to 6:00P ONLY

📞 To reserve a room, visit [www.cbretenantrequests.com](http://www.cbretenantrequests.com) or call 412-921-8500.



## FOSTER CAFE

📍 Foster Plaza 10 | 680 Andersen Drive

📌 Order's up! Foster Cafe is a full-service cafeteria open for lunch daily. Dine in to enjoy daily specials, soups du jour, or hot items from the grill. You can even customize a sandwich or wrap just the way you like it! There's truly something for everyone at Foster Cafe. Receive Foster Cafe weekly emails directly to your inbox by registering with link on last page.

🕒 Foster Cafe is open Monday through Friday from 11:30A to 1:00P

🏧 Our on-site ATM is available 24/7 at the entrance of Foster Cafe! There is a \$3 standard fee on withdrawals.



## TENANT FITNESS CENTER

📍 Foster Plaza 2 | 425 Holiday Drive

📌 Get ready to move! Our Tenant Fitness Center is packed with top-of-the-line equipment — from treadmills, ellipticals, and bikes to full strength training machines and free weights. Plus for your convenience we have (2) unisex shower and (3) unisex changing rooms to freshen up before heading back to the office.

🕒 Fitness Center is open Monday through Friday from 6:00A to 6:00P.

🔒 Access is by card only! Anyone wanting access must submit proper paperwork complete with photo ID by using link on past page. After submitting paperwork, we ask to allow 24-48 hours for (1) an access card to be delivered to your suite or (2) your existing card to become active at the fitness center.

# Notes from Management

## MAINTENANCE REQUESTS ✂

FOSTER PLAZA UTILIZES AN ONLINE WORK ORDER SYSTEM. CBRE TENANT SERVICES PORTAL PROVIDES A USER-FRIENDLY SYSTEM THAT ENSURES YOUR SERVICE REQUEST IS RECEIVED, PROCESSED, ADDRESSED TIMELY, & ENABLES TRACKING OF YOUR REQUEST TO ITS COMPLETION. YOUR USE THE PORTAL WILL ALSO HELP US ADDRESS YOUR REQUESTS MORE EFFICIENTLY. WE STRONGLY ENCOURAGE USE OF THIS SYSTEM TO PLACE NON-EMERGENCY REQUESTS. [WWW.CBRETENANTREQUESTS.COM](http://WWW.CBRETENANTREQUESTS.COM)

## DESIGNATED SMOKING AREAS 🚭

PLEASE BE REMINDED THAT ALL BUILDING ENTRANCES ARE NON-SMOKING! SMOKING INSIDE THE BUILDING IS STRICTLY PROHIBITED, INCLUDING THE USE OF ANY ELECTRONIC DEVICES. THERE ARE DESIGNATED SMOKING AREAS AT EACH BUILDING. SMOKING IS NOT PERMITTED ANYWHERE OTHER THAN THIS LOCATION. PLEASE DISPOSE OF YOUR CIGARETTE BUTTS IN THE PROPER RECEPTACLES TO ELIMINATE POTENTIAL FIRE RISKS, LITTER & ADDED CLEANING EXPENSE.

## RECYCLING ♻

FOSTER PLAZA OFFERS A RECYCLING PROGRAM THAT ACCEPTS THE FOLLOWING ITEMS: PLASTIC BOTTLES & CONTAINERS, FOOD & BEVERAGE CANS, PAPER, & FLATTENED CARDBOARD. IT IS REQUIRED THAT ALL TENANTS BREAK DOWN ANY CARDBOARD BOXES PRIOR TO DISPOSING. THE JANITORIAL STAFF HAS BEEN INSTRUCTED TO NOT DISPOSE OF BOXES THAT HAVE NOT BEEN BROKEN DOWN. THANK YOU FOR YOUR COOPERATION.

## DELIVERIES 📦

ALL MAJOR MOVES NEED TO BE SCHEDULED WITH OUR OFFICE AFTER 5:30PM DURING THE WEEK & ANYTIME SATURDAY & SUNDAY. PLEASE CONTACT THE MANAGEMENT OFFICE PRIOR TO ANY LARGE DELIVERY. PLEASE ALSO REMIND DAILY DELIVERY DRIVERS TO USE LOADING ZONES FOR ANY DELIVERIES.

## NOTARY SERVICES 📄

NOTARY SERVICES ARE AVAILABLE & OFFERED AT NO EXPENSE FOR OUR TENANTS. PLEASE CONTACT CARMEN BOCHICCHIO AT 412-921-8500 OR [CARMEN.BOCHICCHIO@CBRE.COM](mailto:CARMEN.BOCHICCHIO@CBRE.COM) FOR MORE INFORMATION.

## LINKS

[Cucina Vitale](#)

[Old Republic Title](#)

[Report Elf Spotting](#)

[Donate to Food Drive](#)

[Enter Your Birthday For 2026](#)

[Get Foster Cafe Weekly Menu](#)

[Newsletter Signup](#)

 [Instagram @foster\\_plaza](#)

[Gym Access](#)

[Notary Service](#)

[CBRE Portal](#)

 [Facebook Foster Plaza](#)

## CBRE Management Team



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