



Condominium Association
Royal Oak, MI 48067

Official Notice of Annual Meeting 2023

September 14, 2023

Dear Co-owner:

This constitutes your official notice of the **2023** Annual Meeting. The principal order of business will be the election of **2 individuals to the Board of Directors. Each individual will serve a term of 2 years.** Data on the meeting is as follows:

DATE:	Wednesday, October 25, 2023
REGISTRATION	6:15 – 6:30 pm
MEETING:	6:30 – 7:30 pm
Meeting Location:	Zoom – Meeting ID, Passcode and call-in numbers will be announced in the 2 nd notice.

Your current board members are listed below. The members in bold are up for election. Please keep in mind that the officer positions are decided by the board after the annual meeting. If you run, you do not have to occupy the same position.

President:	Debora Dubensky	Secretary:	Open Position
Vice President:	Carol Smith	Member at Large:	Dane Cabrera-Elsila
Treasurer:	Prasad Mohan		

The Board has voted to conduct this year's election by way of mailed ballots, which will be issued with the 2nd meeting notice in **October**. The ballot form will also serve towards the required quorum needed to make the meeting official. The voting results will be announced at the live meeting via Zoom. This notice is to begin the election process and will proceed as stated below. Nominations will not be accepted from the floor at the annual meeting. **Your ballot/proxy is necessary as it counts toward the minimum quorum requirement needed to conduct the meeting.**

The election will be held via regular mail outlined in the steps below:

- **Step 1** - Nomination forms are enclosed. If you are interested in serving on the Board, please complete the nomination form and send to AMI by mail or email. Your nomination form must be received at the AMI office by **Friday, September 29, 2023.**
- **Step 2** - The nominations will be compiled, and the proxy/ballots will be sent to co-owners by **Friday, October 6, 2023.**
- **Step 3** - Your ballot must be returned and received at AMI by **Friday, October 20, 2023.**
- **Step 4** - Election results will be announced at the Annual Meeting on **Wednesday, October 25, 2023.**

If you wish to submit questions that will be answered during the Annual meeting, please email them to tony@amicondos.com. All questions must be received by the deadline date of **Friday, October 20, 2023** to allow time for responses to be generated for the meeting.

Attendance at the Annual Meeting (via Zoom) is greatly encouraged! Discussion topics will range from a review of this year to future plans for the community.

Sincerely,

Tony Major, CMCA, AMS
Metropolitan Lofts Community Manager
Association Management, Inc.
tony@amicondos.com



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Royal Oak, MI 48067

NOMINATION FORM

I wish to nominate the following co-owners(s) for the Metropolitan Lofts Condominium Association Board of Directors:

CO-OWNER

ADDRESS

Note: If you are nominating another co-owner for a seat on the board of directors, please be sure that you obtain his/her approval before you submit his/her name.

I, _____ (*print name*), wish to run for a seat on the Metropolitan Lofts Condominium Association Board of Directors. My address is: _____ and I may be reached by phone at: _____.

Date:

Signature:

Please include a **brief resume** of experience, educational background and thoughts on why you would like to run for a seat on the board of directors.

PLEASE RETURN THIS FORM, WITH YOUR RESUME OR INFO, TO OUR OFFICE AT THE ADDRESS BELOW
OR VIA E-MAIL TO tony@amicondos.com.

Metropolitan Lofts c/o Association Management, Inc.
47200 Van Dyke Ave Shelby Township, MI 48317