

Mulberry Square

Condominium Association

August 16, 2024

Dear Mulberry Square Co-owner:

Pursuant to the Association Bylaws, notice is hereby given of the Annual Meeting of Co-owners of *Mulberry Square Condominium Association*. We will meet at the Clubhouse on **Tuesday, September 17, 2024. Registration begins at 6:30 p.m.; the meeting will start promptly at 7:00 p.m.**

The primary purpose of this meeting will be to elect two (2) co-owners to serve on the Board of Directors for a term of 2 years.

You may nominate yourself or a fellow co-owner on the enclosed *Nominating Ballot*, which should be **returned directly to AMI no later than Friday, August 30, 2024.** It is suggested that you email the nominating ballot to kterrell@amicondos.com rather than mailing it.

You will be advised in the *Final Notice* of the co-owners whose names have been placed in nomination. We remind everyone that the Association By-Laws require that any co-owner interested in running for the Board or in voting, must have a current account and otherwise are in good standing with Association governing policies.

Though we emphasize the importance of attending this meeting, we are aware that this is not always possible. Should you find that your schedule conflicts with the date of the Annual Meeting, we will enclose a *Proxy* here, and with the *Final Notice*; instructions for using the *Proxy* are on the Proxy Form (provide to an owner or Board.)

Finally, take a moment to update your *Resident Contact Info Form* so that your current emergency contact information is available, and your vehicle/license is up to date. Return the *Resident Contact Info Form* to AMI with any corrections or updates.

We look forward to seeing you at the Annual Meeting on **Tuesday, September 17, 2024.** Should you have any questions regarding the meeting, please do not hesitate to contact this office.

Sincerely,

Association Management, Inc.

Agent for Mulberry Square Condominium Association

Kelly Terrell

Community Manager

kterrell@amicondos.com

Board of Directors

Paul Loock, *President*

Carol Czechowski, *Vice President*

Sara Elmesin, *Treasurer*

Dan Stevens, *Board member*

Amy Sell, *Board Memeber*

Enclosures: ***Nomination Form, Proxy Form, Resident Contact Form***

Mulberry Square Condominium Association
c/o **Association Management, Inc. AMI**
47200 Van Dyke Avenue, Shelby Twp., MI 48317
(586) 739-6001 for all services, regular & after hours fax (586) 739-6006
kterrell@amicondos.com

Mulberry Square

Condominium Association

NOMINATING BALLOT for ANNUAL MEETING OF CO-OWNERS **September 17, 2024**

I wish to nominate the following individual(s) for election to the Board of Directors:

Nominee's Name

Nominee's Signature

Experience/qualifications and goals as a member of the Board: _____

Date: _____

Signature of Co-owner

(You may nominate yourself; nominee's signature required)

SPECIAL INSTRUCTIONS TO CO-OWNERS:

The Nominating Ballot is used to nominate co-owners in good standing as candidates for election to the Board of Directors. You may nominate as few or as many co-owners as you wish; however, we remind you that the form must be signed by the Nominee as well as the co-owner placing the name in nomination. Nominating Ballots received without the proper signatures cannot be accepted.

If you wish to nominate an individual to run for the Board of Directors, please complete this form and return no later than **August 30, 2024** to the below address, **or email it to: kterrell@amicondos.com**

Mulberry Square Condominium Association
c/o Association Management Inc.
47200 Van Dyke
Shelby Township, MI 48317

Mulberry Square

Condominium Association

ANNUAL MEETING OF CO-OWNERS – September 17, 2024

PROXY

I hereby constitute and appoint _____ (legal owner), as my true and lawful attorney, agent and Proxy to vote as my Proxy at the Annual Meeting of Co-owners of Mulberry Square Condominium Association, a Michigan non-profit corporation, to be held this 17th day of September, 2024, at 7:00 p.m. at the Mulberry Square Clubhouse and adjournment or adjournments thereof, upon any questions that may be brought before such meeting, including the election of Directors, according to the number of votes I should be entitled to make if personally present.

Print Co-owner Name

Co-owner Signature

Date

Address

Unit Number: _____

INSTRUCTIONS: While it is important for everyone to be present at the Annual Meeting, we realize that attendance is not always possible due to prior commitments. If this applies to you, complete this Proxy as follows:

1. Print the name of the fellow co-owner you wish to vote for you at the meeting.
2. Enter your name, signature, the date, your address, and unit number where indicated. Give this ballot to your designated Proxy.
3. **DO NOT** mail this Proxy to the Managing Agent. Your designated Proxy should bring this completed form to the meeting to vote on your behalf.

Make sure the co-owner you designated as your Proxy will be present at the meeting. Remember to instruct your Proxy to vote on your behalf for the candidates and/or issues.

Mulberry Square Condominium Association

Homeowner/Resident Contact Information

Homeowner Name(s): _____

Mulberry Square Address: _____ Unit#: _____ Upper / Lower (circle one)

List Names of All Residents at This Address: _____

Rental Tenant? : _____ *(If yes, remember it is the owner's responsibility to ensure that the Lease Agreement is Approved prior by Board and on file with AMI. Is it? If not, owner please forward.)*

Home Phone: _____ Business Phone: _____ Cell Phone: _____

E-Mail Address: _____

Name & Address of Mortgage Company:

Other Mailing Address: Non-Resident Owner / Seasonal "Snowbird" (circle one) _____

Other Phone Number(s): _____

In Case of EMERGENCY, Contact: _____

Telephone No: _____

Key Contact(s) with key to your unit/basement: Name _____

Telephone No: _____

Vehicle Information: _____
Year/Make/Model Color License Plate #

Vehicle Information: _____
Year/Make/Model Color License Plate #

The information submitted is strictly for official contact from the Association and AMI on behalf of the Association. The emergency and key contact information is for health, safety and maintenance purposes and not for publication unless signed by resident. Thank you.

PLEASE FORWARD COMPLETED FORM TO: Signed: _____

Resident Signature/permission to publish in directory.

Mulberry Square Condominium Association
c/o AMI
47200 Van Dyke Avenue
Shelby Township, MI 48317

FAX to: (586) 739-6006
Email to: lburns@amicondos.com
***Please complete and return to AMI