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**Condominium Association**  
Royal Oak, MI 48067

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**Annual Meeting Minutes**  
**December 1, 2025 at 6:30pm**

**1. Roll Call – Blair Miller call to order at 6:32 PM**

- A. Welcome Co-owners – Tony welcomed the co-owners to the Annual meeting and thanked everyone for taking the time to attend.
- B. Proof of Notice – Tony advised that the 1<sup>st</sup> and 2<sup>nd</sup> notices were mailed and emailed to co-owners. Please contact Tony if you did not receive the notices.

**2. Announcement of Quorum**

- A. 35% or more co-owners that are qualified to vote must be represented in person or by proxy.
  - (i) Quorum was reached by mail in ballot in the amount of 50%.
  - (ii) 9 Co-owners were present via zoom as well.

**3. Introductions**

- A. Introduction of Present Board Members and Managing Agent
  - (i) Tony Major – Community Manager, Blair Miller, Prasad Mohan, Bill Zheng, Vivian Shevitz, & Carol Ellingsworth.

**4. Approval of Prior Year's Meeting Minutes**

- A. Motion from the floor is needed to approve the minutes.
  - (i) Blair Miller moved to approve the minutes, Bill Zheng 2<sup>nd</sup>, motion carried.

**5. Management Report**

- A. Board President's Report
  - (i) Co-owner Survey – 50% responded.
    - 1. 80% of owners were Satisfied / Highly Satisfied with how things are going in the building.
    - 2. Majority of owners are pleased with AMI and Tony Major as Manager.
    - 3. Co-owners are pleased with security system installed.
    - 4. Whatsapp – Parking spot sharing group only. Blaire will send invites and post in the lobby.
    - 5. Co-owner concern: Landscape costs – Open to suggestions for new Vendors.
    - 6. Board Members are not required to live in the building to be on the board. New board Member Application in place.
    - 7. Jingle Mingle scheduled for Dec 22, 7-9 PM unit 28.
- B. Review of Current Financial Statements
  - i) Tony reviewed the current balance sheet. Total Cash \$267,231.59
  - ii) Income Statement (Operating Only). Tony reviewed the Operating only income statement spreadsheet and explained the 2025 forecast, as well as how it compares to prior years. The community has been at an operating net loss for the past 3 fiscal years.



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iii) Reserve Funding. Which includes one Money Market at \$83,963.64 and one CD at \$180,044.25. Tony reviewed the recent Reserve Study to prepare for future necessary repairs, with focus on the next 5 years' large expenses.

C. Water Meter Upgrade

- (i) Meters can be read remotely and synced to City of Royal Oak schedule.
- (ii) Leak detection protection with next day issue notification.
- (iii) Cost: \$195 per meter installed.
- (iv) Please send Tony feedback regarding meter installation via email.

**6. Election of Board Members**

A. 2 positions: two-year term

(i) 3 nominees for 2 positions. Alexis Ascher, Carol Ellingsworth, Vivian Shevitz

B. Board will vote on officer positions after annual meeting.

C. Election Results (Electronic Ballots)

(i) New board members are Vivian Shevitz 30.69% and Carol Ellingsworth 33.54%.

**7. Open Forum**

A. Questions submitted in advance to be answered at the annual meeting.

i) No questions were submitted in advance

B. Tony opened the floor to general questions related to the association

i) Alexis and Debbie expressed dissatisfaction with the Landscape company.

(1) Tony and Blair advised on challenges of finding vendors to service a small community in a timely manner. Tony also mentioned he is open to any new vendor suggestions the co-owners could provide.

ii) Debbie and Alexis expressed concern regarding increasing dues.

(1) Blair advised she is open to ideas and suggestions to try to cut costs, but everything we are currently expensing is necessary for the building.

(2) Vivian commented that costs are going up in all areas, not just at Metro Lofts.

**8. Announcement of Election Results**

i) Vivian Shevitz and Carol Ellingsworth.

**9. Adjournment**

(i) Blair Miller moves to adjourn at 7:49 PM, motion was 2<sup>nd</sup>, motion carried.