



**TOWER PLAZA  
CONDOMINIUM**  
555 East William Street  
Ann Arbor, MI 48104



## FIRST NOTICE OF ANNUAL MEETING ~ 2017

The 21<sup>st</sup> Annual Meeting of the Ann Arbor Tower Plaza Condominium Association will be held on Thursday, November 16, 2017, at 7:00 p.m. in Room D on the third floor of the Michigan League, 911 North University Avenue, Ann Arbor, Michigan. Registration will begin at 6:30 p.m.

The purpose of the meeting is to comply with the requirements of the Bylaws of the Association and to elect board members. There are two open positions on the Board of Directors since the service terms of Brian Tomsic and Mort Chethik expire this year.

If you are interested in becoming a candidate for the Board, please complete the enclosed *Nomination Profile* and return it to Associa Kramer-Triad Management. In order to be included on the official ballot, kindly return the form by Friday, November 10, 2017. There will also be a call for nominations from the floor during the meeting.

**A special vote of the membership will also be held for funding lobby renovations and the installation of a fitness area in the Mezzanine in the spring of 2018 (Ballot & Proxy enclosed).**

This is an excellent opportunity to become involved in the business of your condominium association and contribute to the community.

In order to conduct the meeting, a minimum quorum of **20%** of all co-owners must be present. It is, therefore, critical that you either attend the meeting or be represented by proxy. In past years, it has been very difficult to obtain a quorum.

If you cannot attend the meeting, simply complete the enclosed proxy form and give it to someone to represent you at the meeting. Or you can check the "Quorum Only" box on the proxy and mail or fax it to Kramer-Triad (see contact information below). Your proxy will be used to establish quorum without assigning your voting rights. **Please make every effort to attend the meeting or to send your proxy.**

Sincerely for the Board of Directors,

Thayer Moran, CMCA, AMS  
Executive Vice President

Enclosures (4)

# ANN ARBOR TOWER PLAZA CONDOMINIUM ASSOCIATION

## NOMINATION PROFILE

\_\_\_\_\_ Yes, I would like to be a candidate for the Board of Directors.

### PERSONAL DATA:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_

BUSINESS OR PROFESSION: \_\_\_\_\_

REASON FOR RUNNING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return this form by Friday, November 10, 2017 to:**

**Associa Kramer-Triad Management Group, LLC**  
**Lisa Holbrook - 1100 Victors Way, Suite 50 - Ann Arbor, MI 48108**  
**Email: [lhoolbrook@kramertriad.com](mailto:lhoolbrook@kramertriad.com) or Fax: 734.973.0001**

**Ann Arbor Tower Plaza  
Condominium Association  
2017 Annual Meeting  
November 16, 2017**

**PROXY**

The undersigned, being the Designated Voter of (address)  
\_\_\_\_\_ in the Tower Plaza Condominium  
Association hereby authorizes \_\_\_\_\_ as  
representative to cast votes for the Designated Voter at the Tower Plaza Condominium  
Association Annual Meeting to be held at the Michigan League, Ann Arbor, Michigan at  
7p.m. on **Thursday the 16<sup>th</sup> of November, 2017**, or in the event a quorum shall fail to  
attend, at such time and place as the adjourned meeting shall be resumed. Pursuant to  
Article I, Section 2, Paragraph *h* of the Condominium Bylaws, please issue a ballot to  
the individual named upon this proxy.

I authorize the form to be used to fulfill quorum but not to vote on my behalf.

\_\_\_\_\_  
(Designated Voter)

\_\_\_\_\_  
(Address)

Name of Proxy Holder \_\_\_\_\_

Proxy Holder's Address \_\_\_\_\_

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**Associa Kramer-Triad Management Group, LLC  
Lisa Holbrook - 1100 Victors Way, Suite 50 - Ann Arbor, MI 48108  
Email: [lhobrook@kramertriad.com](mailto:lhobrook@kramertriad.com) or Fax: 734.973.0001**

## **CO-OWNER DECISION BALLOT**

### **ANN ARBOR TOWER PLAZA CONDOMINIUM LOBBY RENOVATIONS AND NEW MEZZANINE FITNESS CENTER**

The undersigned, being the duly designated voting representative (or proxy) of Unit \_\_\_\_\_ of Ann Arbor Tower Plaza Condominium, and, pursuant to Article VIII of the Condominium Bylaws, and Article II, Section 1 of the Ann Arbor Tower Plaza Condominium Association Corporate Bylaws, hereby casts this ballot on this proposal for lobby renovations at the same time as a new mezzanine fitness center as follows:

**PROPOSAL:** In 2012, the Association began collection of assessments levied to supplement the anticipated cost of replacing the north window curtain on the building. Eventually \$1,496,880 was collected via these assessments. Throughout 2017, these funds have been used for expenses to avoid paying interest on drawing on the loan that was obtained, also to fund the north window replacement. It is estimated that, once expenses related to the north window replacement project (with the exception of ongoing payments on the loan related to the project) are completed, there will be approximately \$365,389 left over from the \$1,496,880 collected via the assessment.

The Association's Board of Directors has proposed that the residual \$365,389 be used to fund a renovation of the lobby together with the addition of a new mezzanine level fitness center in the community. It is estimated that the cost of the renovation and new fitness center, if done at the same time, would total approximately \$275,000, and the total cost would be \$25,000 - \$35,000 *more* if the renovation and fitness center were done separately. Because construction of a mezzanine fitness center would involve the addition to common elements in the community exceeding \$50,000 in one year, co-owner approval is required to proceed with the renovation of the mezzanine and fitness center together pursuant to Article II, Section 2(b) of the Condominium Bylaws. Renovations to the lobby may also involve some additions to common elements

Use of residual funds for renovation of the lobby together with the addition of a new mezzanine level fitness center requires the approval of more than sixty (60%) percent of all Co-owners in number and value per Article II, Section 2(b) of the Condominium Bylaws.

**Ann Arbor Tower Plaza - Co-owner Decision Ballot  
Lobby Renovations and New Mezzanine Fitness Center  
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- YES, I HEREBY VOTE IN FAVOR OF THE PROPOSAL AND AUTHORIZE THE ASSOCIATION TO EXPEND RESIDUAL FUNDS TO ADD A NEW MEZZANINE LEVEL FITNESS CENTER TOGETHER WITH LOBBY RENOVATIONS**
  
- NO, I HEREBY VOTE AGAINST AUTHORIZING THE ASSOCIATION TO EXPEND RESIDUAL FUNDS TO ADD A NEW MEZZANINE LEVEL FITNESS CENTER TOGETHER WITH LOBBY RENOVATIONS**

CO-OWNER:

\_\_\_\_\_

Dated: \_\_\_\_\_

(Signature)

Print Name: \_\_\_\_\_

\_\_\_\_\_

ADDRESS

**IF YOU WISH TO VOTE IN ADVANCE OF THE MEETING, THE ASSOCIATION REQUESTS THAT YOU PLEASE MAKE SURE YOUR COMPLETED BALLOT IS RECEIVED BY THE ASSOCIATION'S MANAGER NO LATER THAN FRIDAY, NOVEMBER 10, 2017.**

**ANN ARBOR TOWER PLAZA CONDOMINIUM ASSOCIATION**

**PROXY FORM**

The undersigned, being the designated voting representative of Unit \_\_\_\_\_, Ann Arbor Tower Plaza  
Condominium \_\_\_\_\_, hereby designates

\_\_\_\_\_, (address) pursuant to the Condominium Bylaws and  
(please print)

Association Corporate Bylaws, to act and vote on his/her behalf at the Annual Meeting of the Association regarding capital projects and financing for said projects scheduled for Thursday, November 16, 2017, at 7:00 p.m. in Room D on the third floor of the Michigan League, 911 North University Avenue, Ann Arbor, Michigan and at any adjournment of that meeting.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Dated: \_\_\_\_\_