

Memorandum

Date: October 14, 2010
To: Members of the Monroe Downtown Development Authority
From: Andrea Jones, Executive Director
Re: 86 West Front Street Reimbursement-Jim Reilly

The invoices for masonry repair and tuckpointing; cleaning the front of the building; and painting window trim, door and awning of the building at 86 West Front Street have been submitted for reimbursement. The replacement of three first story windows and one door that was included in the contract was not completed. Therefore, the property owner (Jim Reilly) is not eligible for the full rebate amount. I told him that the contract is deemed complete at this time and he is not eligible to claim the remaining funds if he does complete those portions of the project. The text on the projecting sign has also been removed.

The property owner paid in cash, therefore a copy of the payment check was unable to be submitted as required. I did confirm with the companies that payment was received in full.

After inspection I found that the project was completed as amended (windows and door were not replaced) with the exception of the metal awing trim being replaced instead of painted. Therefore, the applicant is eligible to receive a reduced rebate in the amount of \$5,837.50 approved for those project elements that were completed.

Thank you.