

# Memorandum

---

**Date:** April 15, 2010  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** 118 East Front Street Reimbursement

---

The invoice for replacing nine windows, repairing and painting wood window trim, repairing damaged brick and cleaning and painting the rear of the building at 118 East Front Street has been submitted for reimbursement. After inspection I found that the project was completed as approved. Therefore, the applicant is eligible to receive the full rebate amount of \$7,174.00 originally approved for this project.

Thank you.