



CITY of NOVI CITY COUNCIL

Agenda Item C
March 18, 2019

SUBJECT: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the requested grant amount for the following neighborhoods upon successful completion of the entryway work depicted in the applications: Jamestowne Green (\$2,875), Mirabella Estates (\$5,000), and Westminster Village (\$4,000).

SUBMITTING DEPARTMENT: Community Relations / City Manager's

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$25,000.00
AMOUNT BUDGETED	\$25,000.00
APPROPRIATION REQUIRED	\$11,875.00
LINE ITEM NUMBER	101-172.00-816.002

BACKGROUND INFORMATION:

The idea for a neighborhood entryway enhancement matching grant program originated in 2013 after the City Council and the City Administration visited Fishers, Indiana, and learned of that community's program which offered subdivisions a matching grant for the beautification of neighborhood entrances.

From there, City staff developed a similar grant program- the Neighborhood Entryway Enhancement Matching Grant Program- which offers associations a 50/50 matching grant of up to \$5,000.00 for the beautification of neighborhood entrances through permanent physical improvements, such as the addition or rehabilitation of entrance signs, the construction of flower beds, the planting trees, the upgrading of lighting, and the installation of other related entryway improvements. The grant stipulations include: all improvements must be located on the perimeter of the neighborhood and be visible from the public right-of-way; projects cannot include recurring or maintenance improvements items; and organizations are not eligible for be awarded a grant in consecutive years.

Included with the grant application is the Residential Entranceway Signage document created by the Community Development Department as a detailed guideline of entryway signage and construction regulations. This document is intended to provide applicants with an understanding of City Ordinance during the design process, and applicants are encouraged to meet with the Community Development staff prior to application submission to ensure that their project abides all City regulations.

Three applications were received before the deadline of February 1, 2019. City staff organized the applications for review by the Beautification Commission and provided the evaluation criteria and 75-point ranking system. Project need, impact, feasibility, and sustainability were taken into consideration when assessing applications. Bonus points were awarded for those proposals that incorporated environmentally sound practices and

sustainable elements, such as use of native plants, LED lighting, and locally-sourced materials.

The Beautification Commission met on Monday, March 11, 2019 to discuss the applications and vote in a public meeting where attendance by neighborhood representatives was optional.

The Commission made recommendations to award the requested grant amounts for the following three neighborhoods:

- Jamestowne Green – requested grant of \$2,875
- Mirabela Estates – requested grant of \$5,000
- Westminster Village – requested grant of \$4,000

Draft meeting minutes from the Beautification Commission's March 11, 2019 meeting are attached. Awarded projects must be completed by October 31, 2019, at which time the City will reimburse the organizations for the awarded amount. The total recommended award is \$11,875.00. The remaining \$13,125 will be rolled-over to the next budget year.

RECOMMENDED ACTION: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the requested grant amount for the following neighborhoods upon successful completion of the entryway work depicted in the applications: Jamestowne Green (\$2,875), Mirabella Estates (\$5,000), and Westminster Village (\$4,000).

**Beautification Commission
Minutes
Monday, March 11, 2019
5:00-6:30 pm
Novi Civic Center**

Call to Order: 5:05 pm

Roll Call: Colleen Crossey, Cindy Haley, Cindy Lang, Jennifer Ryan, Islay Szetela, Celia Todd, Carolyn Upton, Laura Williams, Lindsay Wyskowski

Excused: Christen Pietraz

Absent:

Approval of Minutes: Moved Lindsay, Seconded Jen

Approval of Agenda: Moved Lindsay, Seconded Jen

Old Business:

Current Projects: The following projects were discussed:

1. National Wildlife Federation Certification (Laura & Colleen)
 - Kick-off at Spring Palooza
 - Ranger Rick to be there and will need handler from Youth Council
 - Laura obtained sunflower seeds from Feed Store that will be packaged
 - Wendy will check on available labels for sunflower picture and directions
 - Jen will work on "Memory" card game with items related to NWF
 - Cindy Lang presented an updated timeline
 - Laura will provide materials for a semi-permanent display at the library
 - Colleen moved and Jen seconded a proposal that Novi's iconic plant be designated as the Red Columbine, and the motion was approved unanimously
2. 2019 Entryway Grants (Carolyn & Celia)
 - A total of three applications were received
 - Carolyn called for a vote and Lindsay seconded to approve the applications received
 - Commission voted unanimously to recommend approval of all three applications
 - Commission discussed the fact that remaining funds can be rolled over for use the following year
3. Website Information
 - Three articles have been provided with information about invasive, native plants, animals, pollinators or insects
4. Gateway Sign Adoption (Cindy L & Lindsay)
 - Develop the applications and submit for approval
5. Beautification Commission of SE Michigan Luncheon (Wendy, Celia & Cindy H.)
 - Hosting June 20, 2018 (58 attended last year)
 - Volunteer needed to check with Castles for crafts-I will remove this before submitting, Carolyn was going to do this.
 - Members are to read planning guidelines for next meeting
 - Need volunteers to set up

- Plan to use fishbowls with fresh flowers for centerpieces (approximately 8 tables)
 - Loose flowers can be purchased for arrangements
- Members to watch for possible silent auction items (approximately 15 items needed)
 - Wendy will provide a letter to take to businesses
 - Zoo poo
 - Packets of sunflower seeds to be used as favors
- Wendy will check on catering budget
 - Celia offered to check on special prices for dessert items
- 6. Keep Michigan Beautiful Award 2019 (Celia)
 - Applications due in August; awards at October meeting in Lansing
 - Possible entries are NWF project and Entryway Grant project
- 7. Home/Neighborhood decorating and landscaping recognition (Jen, Lindsay, Cindy H)
 - Lindsay has put together a list of questions to encourage people to submit pictures
 - Members should email additional ideas to Lindsay

Grants:

Waste Management

- Signage for Monarch Garden
- NWF Certification

Events:

April 27, 2019 Detroit Zoo Greenfest (10 am – 3 pm)

May 17, 2019, Spring Palooza, Civic Center Campus

June 1, 2019 MSU Tollgate Plant Sale (First Saturday in June)

June 8, 2019 Spring Perennial Exchange

June 20, 2019, SE Michigan Beautification Commission Luncheon

Meetings:

April 8, May 13, June 10, July 15, August 12, September 9, October 14, November 18, December 9

Adjournment: 5:58 pm Moved Lindsay, Seconded Laura



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: Friday, February 1, 2019

I. Applicant Information

Association's Name:

Age of the subdivision:

First-time Applicant: Yes No

If No, date of last application submitted:

Project Leader:

Position within HOA/organization:

Address:

Telephone: E-Mail:

II. Project Information

If more space is required more than is given, answers to the questions below can be provided on separate sheets of paper.

- a. Provide a clear description of the project's plan and design, including the location, existing conditions, specific need, and public benefit. Attach project planning documents such as landscaping drawings, plans, maps, and/or photos of project area.

Please see the PowerPoint Presentation, sent via email.

- b. Give the proposed project area's location. Please provide a written description of location, along with an attached map with location identified. City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.

The project is located at the Jamestowne Green subdivision entrance at the intersection of 10 Mile Rd. and Jamestowne Rd. See PowePoint presentation for photos/details.

- c. Explain how the project meets the review criteria listed in the "**Grant Selection Criteria & Evaluation Process**" section.

1. Project Need & Impact:

- a. Jamestowne Green is approximately 38 years old. The HOA was incorporated in 1980.
- b. The PowerPoint presentation included with this application includes a detailed budget.
- c. The project will give a much needed facelift to the Jamestowne Green entryway. The entryway consists of mirror-image flower beds, paver stones and lighted signage. The signage is in need of repair and maintenance and the flower beds have looked a bit sad in the past few years. Updating these areas, along with removal of the white fencing along 10 Mile will modernize and revitalize the entrance.
- d. The entrance gives residents and visitors the overall impression of the subdivision and, being located on 10 Mile Rd. directly across the street from the Civic Center, the entrance is highly visible to visitors to the community and commuters. The project will result in a much more aesthetically pleasing entrance that reflects the pride of ownership common to Jamestowne Green residents.

- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. Road Commission for Oakland County), please explain here, and attach written permission / approval from the necessary entity.

As the proposed improvements are cosmetic, and the proposed location of arbor vitae far from the utility lines, there should be no negative impact on the surrounding environment. Property owners will benefit from the addition of arbor vitae because of the added privacy and the reduction of road noise from 10 Mile Rd. Proposed changes do not affect the private property of any homeowners.

- e. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual at <http://cityofnovi.org/Government/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/LandscapeDesignManual.aspx>

Please see the PowerPoint presentation for a complete list of proposed plants.

III. Funding Information

a. Estimated total project costs:

b. Who provided this cost estimate?

(Name, Title, Company)

(Phone Number)

c. Total amount of funds requested:

(50% project costs up to \$5,000)

d. If the project cost is projected to exceed the 1:1 match from the City (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the additional cost:

e. Total amount to be donated through in-kind donations and/or cash assistance:

Provide a summary of in-kind donations, such as professional services or donated materials (excluding volunteer labor):

Remember to include formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

f. Itemized cost/unit estimates :

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
Example:			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

Please include:

- The Association's current budget in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future; **Please remove all account numbers from any bank statements that are submitted as part of the grant application;**
- Documentation reflecting the Association's current and previous spending on landscape and landscape maintenance;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project *(if applicable)*;
- Written permission / approval from the necessary entity if there is an impact on property owners or other non-city agencies *(if applicable)*;
- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting;
- Map with project location identified.

Applications will not be considered if any necessary documentation is not included.

2019 Important Dates

- **January 8 (1 p.m. – 5 p.m.) or January 10 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 14 – February 1** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **October 31** | Project completion date; the entire project must be completed or reimbursement/ grant award will be forfeited.

5:58 PM
01/23/19
Cash Basis

Jamestowne Green Homeowners Association
Balance Sheet
As of January 23, 2019

	Jan 23, 19
ASSETS	
Current Assets	
Checking/Savings	
Capital One	22,462.94
Citizens Bank - checking	3,578.77
Total Checking/Savings	26,041.71
Accounts Receivable	
Accounts Receivable	-107.75
Total Accounts Receivable	-107.75
Total Current Assets	25,933.96
TOTAL ASSETS	<u>25,933.96</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	25,552.96
Net Income	381.00
Total Equity	25,933.96
TOTAL LIABILITIES & EQUITY	<u>25,933.96</u>

5:52 PM

08/07/18

Cash Basis

Jamestowne Green Homeowners Association
Profit & Loss
January 1 through August 7, 2018

	Jan 1 - Aug 7, 18
Ordinary Income/Expense	
Income	
Homeowners Dues	13,017.75
Total Income	13,017.75
Expense	
Association	1,894.00
Liability Insurance	82.00
P.O. Box	100.00
Tax Prepare Fee	100.00
Total Association	2,076.00
Honariums	575.00
Landscaping items	
Fertilizer/Weed Service	231.54
Lawn Service	495.00
Snow Removal	660.00
Weeding/Maintenance	1,512.00
Landscaping items - Other	2,100.00
Total Landscaping items	4,998.54
Maintenance	
Entrance Signs	374.00
Landscaping	103.11
Pond Treatment	1,475.00
Total Maintenance	1,952.11
Office Supplies	
Stamps Expense	227.60
Office Supplies - Other	122.07
Total Office Supplies	349.67
Total Expense	9,951.32
Net Ordinary Income	3,066.43
Net Income	<u>3,066.43</u>

Jamestowne Green

2019 Subdivision Entrance
Upgrades Proposed by
Homeowner's Association

Jamestowne Green subdivision would like to formally request a grant to assist in the cost of its front entrance upgrades. The Homeowners Association feels it is important to maintain curb appeal for not only the residents of the subdivision, but also for the City of Novi.

We are located across the street from the Novi Civic Center and are highly visible to the community. As one of the older subdivisions, the main entrance is in need of repair and upgrades to bring new life to one of the community's most visible subdivision entrances.

The following slides will depict what upgrades we are proposing to not only upgrade visual appeal, but be environmentally conscientious and energy efficient. Also included are some pictures of the landscaping we maintain on the subdivision islands.

Sign Upgrades

Tuck and point all
Deteriorating joints

Power wash entire structure
and base perimeter

Paint top stone sections

Remove old rail fence



New indigenous plant life
Planned by designer

Paint lettering
and border

Replace inefficient high pressure sodium lighting
with energy efficient LED lighting

New plants and flowers

Rendition of proposed flowers to be planted provided by gardener. The plants were chosen for reliability, drought and animal resistance, and succession of bloom times. The plants are also perennial and will provide beauty for several years to come.



Nepeta Walkers Low



Calamintha

Proposed plants are:
Thuja Green Arbor Vitae
Nepeta Walkers Low
Calamintha
Angelina sedum
Millenium Allium
Autumn Joy sedum



Angelina sedum



Millennium Allium



Autumn Joy sedum

Fence Replacement

Replace 2 rail fence with
Arborvitae trees.



Fence Replacement

Arborvitae will be planted to provide a natural barrier to the adjacent properties, providing privacy and noise suppression from busy 10 Mile Rd. Only east side of entrance shown; the west side will be similar, providing aesthetic symmetry.



Fence Replacement

Google Earth view depicting the anticipated location of the Arborvitae. Some trees in the image are no longer present.



Jamestowne Green Subdivision Upgrades



Several islands at cul-de-sacs within the subdivision have been cleaned, groomed, and landscaped with new plant life to create a fresh, maintained appeal over the past couple of years.

Jamestowne Green Entrance Budget

Estimated budget for project:

<input type="checkbox"/> Arborvitae, flowers, mulch (see detailed list)	\$2,976
<input type="checkbox"/> LED lighting:	\$ 500
<input type="checkbox"/> Sign painting:	\$ 750
<input type="checkbox"/> Masonry repair	\$1000
<input type="checkbox"/> Estimated Total	\$5,226



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: Friday, February 1, 2019

I. Applicant Information

Association's Name:

Age of the subdivision:

First-time Applicant: Yes No

If No, date of last application submitted:

Project Leader:

Position within HOA/organization:

Address:

Telephone: E-Mail:

II. Project Information

If more space is required more than is given, answers to the questions below can be provided on separate sheets of paper.

- a. Provide a clear description of the project's plan and design, including the location, existing conditions, specific need, and public benefit. Attach project planning documents such as landscaping drawings, plans, maps, and/or photos of project area.

Mirabella Entrance Sign

- 1) Replace existing entrance sign on North side brick wall
- 2) Add a 2nd sign on the South side brick wall

Existing sign is limestone with severe erosion and faded letters. Several stone companies have evaluated and said it is not repairable or they do not recommend repairing. We're pursuing an additional sign on the south side as many people come to our street traveling South on Meadowbrook Rd., and we have heard from multiple homeowners/friends that they go right past our neighborhood because you don't get a good view of the Mirabella sign from that direction. We recognize we will have to go through the permit/variance process for the 2nd sign, and are prepared to do so.

Entrance Landscape Beds

- 3) Replace border mulch with pachysandra ground cover to give color and improve rain run-off
- 4) Add decorative stone to give depth and improve look
- 5) Add two columnar hornbeam trees on each side, behind wall/yews, to give color and add height

- b. Give the proposed project area's location. Please provide a written description of location, along with an attached map with location identified. City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.

Mirabella Estates is on Meadowbrook Rd, just north of 8 Mile, on the east side.

Project location map -- see Attachments, page 8

- c. Explain how the project meets the review criteria listed in the “**Grant Selection Criteria & Evaluation Process**” section.

1. Project Need & Impact

The HOA took over from the builder in 2016 (development began in 2005), and the front entrance had been neglected for many years. As part of the switch from the builder, the HOA had to fund \$30,000 to finish the road. In 2017 we began a multi-phase plan to improve the front entrance: 4Q2017 - \$25,000 to replace dying/dead trees/shrubs, regrade and add new plantings; 4Q2018 - \$15,000 to add LED ground lighting and LED lamp posts. We're excited for this phase to improve the signs and finish off the front entrance plantings.

2. Project Feasibility

Our Board has the experience and commitment to see the project to completion, as we've done with our prior projects described above. In addition, we have strong plan around all maintenance work and use reputable companies – Begonia Brothers and Great Oaks.

3. Project Sustainability - We have recent quotes for all work and are ready to go.

- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. Road Commission for Oakland County), please explain here, and attach written permission / approval from the necessary entity.

Our overall vision for the upgrades since 2017 has been to improve visibility to our neighborhood and create a welcoming, classic front entrance.

To improve visibility – this project replaces/add entrance signs; 2017/18 upgrades replaced obstruction trees with background trees and added LED lights,

To create a welcoming, classic front entrance – this project adds pachysandra ground cover and accent rocks; 2017/18 upgrades included hedges of yews and boxwoods, with dense roses in front. Additionally, our new ground cover will improve rain run-off to sidewalks.

- e. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual at <http://cityofnovi.org/Government/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/LandscapeDesignManual.aspx>

1. Pachysandra - we will use this as ground cover along the entrance sidewalk area to replace the existing mulch

2. Columnar Hornbeam trees - these will go behind the wall/yews (two on each side)

III. Funding Information

a. Estimated total project costs:

\$10,280

b. Who provided this cost estimate?

#1 Landscape: \$4,750
Peter Bonde, Design, Begonia Brothers

(Name, Title, Company)

#2 Entrance Sign - \$5,530
Jeff Wild, Project Manager
Graphic Visions, Northville
248-347-3355

888-889-8282

(Phone Number)

c. Total amount of funds requested:

\$5,000

(50% project costs up to \$5,000)

d. If the project cost is projected to exceed the 1:1 match from the City (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the additional cost:

\$280

e. Total amount to be donated through in-kind donations and/or cash assistance:

0

Provide a summary of in-kind donations, such as professional services or donated materials (excluding volunteer labor):

None

Remember to include formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

f. Itemized cost/unit estimates :

ITEM	# UNITS	COST/UNIT	TOTAL
Columnar hornbeam trees	4 trees	\$600	\$2,400
Pachysandra	40 flats	\$48.75	\$1,950
Accent Boulders	4	\$100	\$400
Entrance Sign (painted)	2	\$2,250	\$4,500
Sign Design, Install	1	\$1,030	\$1,030
TOTAL			\$10,280

IV. Attachments

Please include:

- The Association's current budget in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future; **Please remove all account numbers from any bank statements that are submitted as part of the grant application;**
- Documentation reflecting the Association's current and previous spending on landscape and landscape maintenance;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable);
- Written permission / approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable);
- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting;
- Map with project location identified.

Applications will not be considered if any necessary documentation is not included.

2019 Important Dates

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- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **October 31** | Project completion date; the entire project must be completed or reimbursement/ grant award will be forfeited.

ATTACHMENTS

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Mirabella Estates

North side

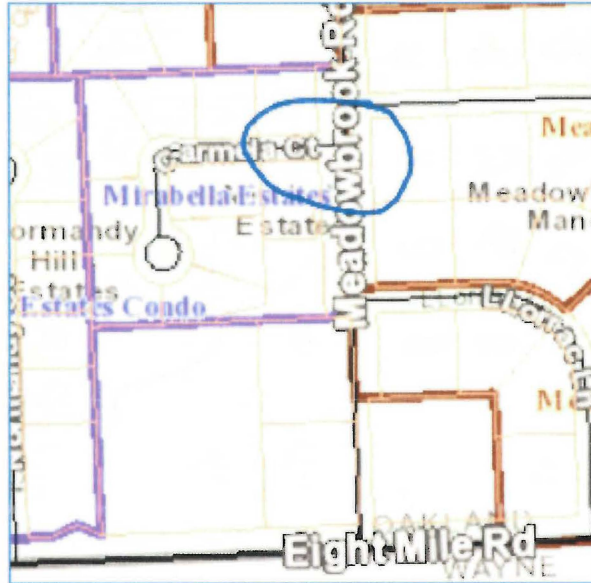


South side

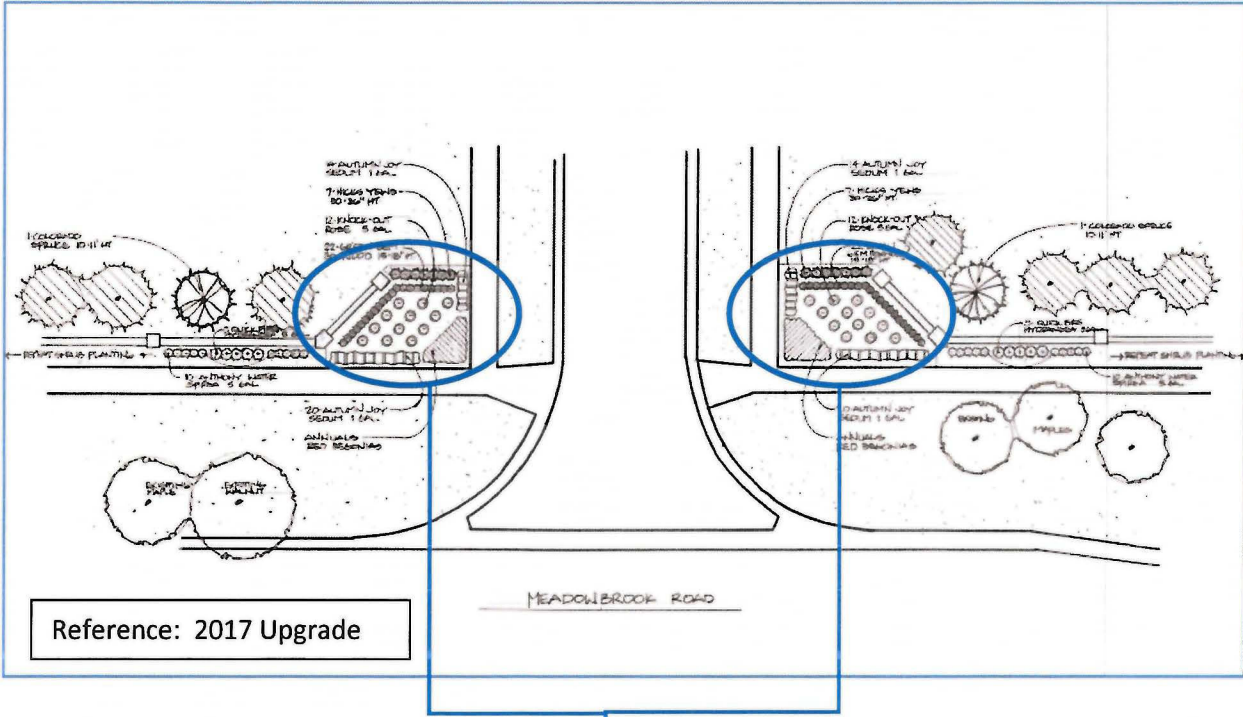


Mirabella Estates

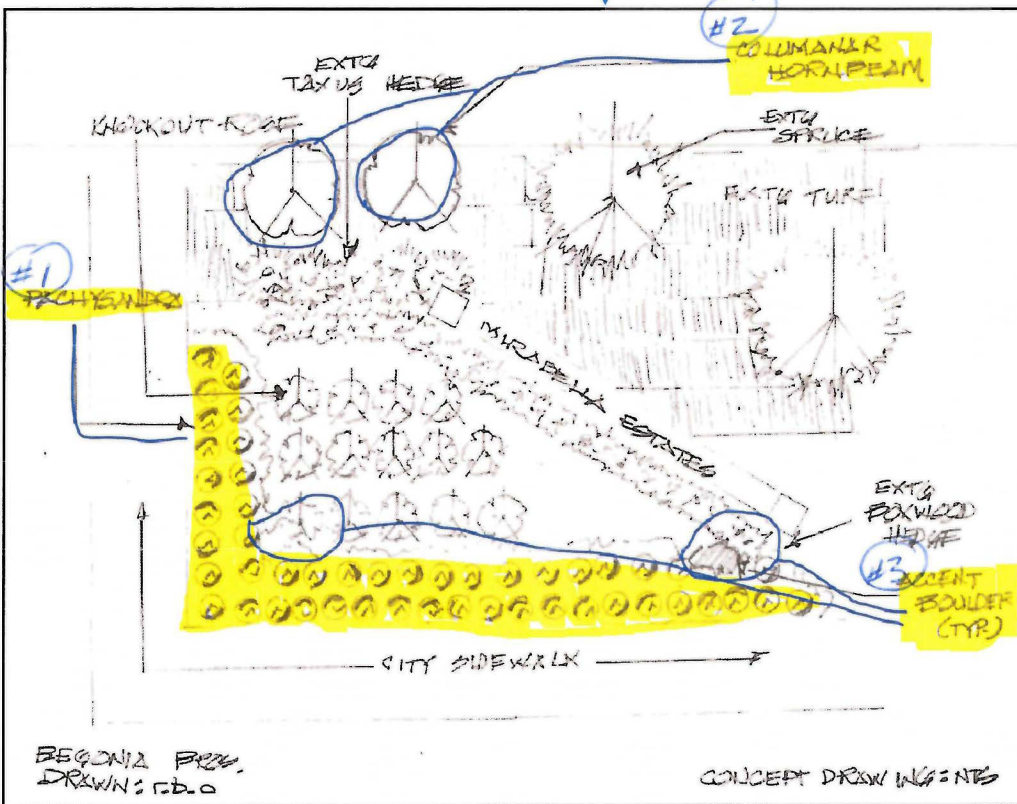
Location: Meadowbrook Rd, north of Eight Mile Rd, on west side



Landscape Upgrades



2019 Upgrade – This Project



1. Replace mulch along sidewalk with ground cover (20 flats/side)
2. Add columnar hornbeam trees (2/side)
3. Add accent boulders (2/side)

Begonia Brothers
21141 Brickscape Drive
Northville, MI 48167-2527

1/24/2019

Mirabella Estates Condo Association
Amy Robertson
41600 Carmela Ct
Northville, MI 48167

Dear Amy:

Please find the estimate for the work that you recently requested from Begonia Brothers Outdoor Services below.

Description	Quantity	Rate	Amount
✓ Installation of (2) 1.5-2" caliper hornbeams behind each yew hedge next to sign walls.	4	600.00	2400.00
✓ Install a pachysandra border between the roses and sidewalk on both sides of the entrance. (20) flats per side.	1	1950.00	1950.00
✓ Install 2 accent boulders in each bed at entrance.	4	100.00	400.00

Please indicate your approval of this estimate and contract by scrolling to the bottom of this document and clicking in the blue box. By doing this your document will be sent back to us with your changes. This gives us an automated "accepted date" and puts your job on the schedule. We cannot start processing your order without a documented approval.

If you have any questions or comments, please contact us at Services@BegoniaBrothers.com.

Thank you for giving us the opportunity to earn your business. Since 1997, we have been providing our customers with the best value in landscaping and outdoor services. We look forward to showing you why we have established a reputation for high quality work and outstanding value.

Sincerely,
Begonia Brothers Estimating Team



Based on your selections your Subtotal is: 4750.00

Entrance Sign

2019 Upgrade: Replace existing sign and add new on south side



OPTION 1

Qty: 2 entry signs to cover existing limestone sign on brick base (24 sqft each).

Substrate: 1 1/2" HDU painted faux limestone.

Lettering & details: V-carved, painted semi-gloss SW Black.

GVI to install over existing 3/4" deep limestone face on one wall & over brick on the other wall.

LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS • WEB SITES			
CLIENT NAME: <u>Mirabella Estates HOA</u>	PROOF: <u>3</u>		
FILE NAME: <u>mirabella44584.fs</u>	SCALE: <u>1"=1"</u>	PROOF DATE: <u>1-23-19</u>	
APPROVED BY: _____	APPROVAL DATE: _____		
visit our online portfolio at www.graphicvisionsinc.com 16857 Northville Rd., Northville, MI 48168 • (248) 347-3355 • FAX (248) 347-3368			
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Location:
Meadowbrook Rd., North of 8 Mile Rd.



16857 Northville Rd.
Northville, MI 48168
248.347.3355 phone
www.graphicvisionsinc.com

DESIGN • SIGNS • BRANDING • PRINT • WEB

Date | 1/21/2019
Rep | JW
P.O. No.
Terms | 50% DOWN/COD

QUOTE

19K44584

Billing Name and Address

MIRABELLA ESTATES HOA
C/O AMY ROBERTSON

Primary Customer Contact:

CONTACT:
PHONE: 248-767-3703
AMYR@PEOPLEPC.COM

Billing Contact:

Alt. Contact | AMY ROBERTSON
Alt. Phone | 248-767-3703
E-mail | AMYR@PEOPLEPC.COM

Qty	Item	Description	Price Ea.	Total
		19K44584B ENTRY SIGN REFACE		
1	DSS	Design/Art Set Up: On-site survey and measurements. Creative development of (2) design concepts (scaled drawing) for client review, revise and prep final art. Includes (2) rounds of minor revisions.	225.00	225.00
2	SF	Sign/Signfoam: DOUBLE PANEL - 36" h x 96" w x 1.5" deep 18# High-density/Signfoam panel painted (2) colors (Sherwin Williams Industrial Enamel, Colors: TBD) and includes V-carving (graphics carved into face). The back and sides of the sign will be painted.	2,125.00	4,250.00T
2	BX	Labor/Paint: Faux painted finish (limestone/stone) on (2) faces, 1-side/ea. Includes a test sample for HOA approval.	125.00	250.00
1	IN	Installation: (2) Single panels, on-site installation performed at Mirabella Estates (Meadowbrook Rd. and Carmela Ct.). Installation to North and South monuments (masonry wall). Includes all mounting hardware. NOTE: Client to apply for the City of Novi "Neighborhood Entryway Enhancement Grant Program". It will be determined if Graphic Visions, Inc. will be required to assist in the acquisition of the sign permit and processing.	550.00	550.00

<i>We appreciate the opportunity to quote this project for you.</i>	Sales Tax (6.0%)	\$255.00
Submitted by; Jeffery Wild	Total	\$5,530.00

Client Approval / Date _____ Deposit Amount Requested: _____

This proposal is valid for 30 days. The quote reflects our interpretation of this job. If details differ from proposal Graphics Visions will requote based on actual work required. Electronic Artwork will remain the property of Graphic Visions, Inc. and may be negotiated for purchase. Note on Print & Imprinted Orders: Standard printing trade practice of 10% over or under quantity ordered may apply. Final billing will reflect actual quantity delivered.

2017 Balance Sheet and Income Statement

4:36 PM
01/25/19
Accrual Basis

Mirabella Estates Trial Balance As of December 31, 2017

	Dec 31, 17	
	Debit	Credit
Mirabella Estates CHASE Acct	7,350.28	
Opening Balance Equity		21,619.66
Unrestricted Net Assets	14,311.28	
Dues Collected		32,500.00
Accounting	550.00	
Development Costs		3,229.26
Front Entrance Landscape redo	24,335.00	
Insurance Expense	3,623.65	
Landscaping and Groundskeeping	4,509.70	
Repairs and Maintenance	681.00	
Utilities	1,988.01	
TOTAL	57,348.92	57,348.92

4:35 PM
01/25/19
Accrual Basis

Mirabella Estates Balance Sheet As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Mirabella Estates CHASE Acct	7,350.28
Total Checking/Savings	7,350.28
Total Current Assets	7,350.28
TOTAL ASSETS	7,350.28
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	21,619.66
Unrestricted Net Assets	-14,311.28
Net Income	41.90
Total Equity	7,350.28
TOTAL LIABILITIES & EQUITY	7,350.28

4:34 PM
01/25/19
Accrual Basis

Mirabella Estates Profit & Loss January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Dues Collected	32,500.00
Total Income	32,500.00
Expense	
Accounting	550.00
Development Costs	-3,229.26
Front Entrance Landscape redo	24,335.00
Insurance Expense	3,623.65
Landscaping and Groundskeeping	4,509.70
Repairs and Maintenance	681.00
Utilities	1,988.01
Total Expense	32,458.10
Net Ordinary Income	41.90
Net Income	41.90

2018 Balance Sheet and Income Statement

4:36 PM 01/25/19 Accrual Basis	Mirabella Estates Trial Balance As of December 31, 2018	
	Dec 31, 18	
	Debit	Credit
Mirabella Estates CHASE Acct	10,261.03	
Opening Balance Equity		21,619.66
Unrestricted Net Assets	14,269.38	
Dues Collected		27,500.00
Accounting	550.00	
bank service charge	34.00	
Front Entrance Landscape redo	9,012.99	
Improvements	6,496.01	
Insurance Expense	2,014.00	
Landscaping and Groundskeeping	1,647.00	
Legal		123.57
Repairs and Maintenance	3,010.00	
Utilities	1,948.82	
TOTAL	49,243.23	49,243.23

4:35 PM 01/25/19 Accrual Basis	Mirabella Estates Balance Sheet As of December 31, 2018	
	Dec 31, 18	
ASSETS		
Current Assets		
Checking/Savings		
Mirabella Estates CHASE Acct		10,261.03
Total Checking/Savings		10,261.03
Total Current Assets		10,261.03
TOTAL ASSETS		10,261.03
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity		21,619.66
Unrestricted Net Assets		-14,269.38
Net Income		2,910.75
Total Equity		10,261.03
TOTAL LIABILITIES & EQUITY		10,261.03

4:34 PM 01/25/19 Accrual Basis	Mirabella Estates Profit & Loss January through December 2018	
	Jan - Dec 18	
Ordinary Income/Expense		
Income		
Dues Collected		27,500.00
Total Income		27,500.00
Expense		
Accounting		550.00
bank service charge		34.00
Front Entrance Landscape redo		9,012.99
Improvements		6,496.01
Insurance Expense		2,014.00
Landscaping and Groundskeeping		1,647.00
Legal		-123.57
Repairs and Maintenance		3,010.00
Utilities		1,948.82
Total Expense		24,589.25
Net Ordinary Income		2,910.75
Net Income		2,910.75

2019 Balance Sheet and Income Statement

	Dec 31, 19	
	Debit	Credit
4:36 PM		
01/25/19		
Accrual Basis		
Mirabella Estates		
Trial Balance		
As of December 31, 2019		
Mirabella Estates CHASE Acct	7,593.36	
Opening Balance Equity		21,619.66
Unrestricted Net Assets	11,358.63	
Front Entrance Landscape redo	2,622.67	
Snow Removal	45.00	
TOTAL	21,619.66	21,619.66

	Dec 31, 19	
4:35 PM		
01/25/19		
Accrual Basis		
Mirabella Estates		
Balance Sheet		
As of December 31, 2019		
ASSETS		
Current Assets		
Checking/Savings		
Mirabella Estates CHASE Acct	7,593.36	
Total Checking/Savings	7,593.36	
Total Current Assets	7,593.36	
TOTAL ASSETS	7,593.36	
LIABILITIES & EQUITY		
Equity		
Opening Balance Equity		21,619.66
Unrestricted Net Assets		-11,358.63
Net Income		-2,667.67
Total Equity		7,593.36
TOTAL LIABILITIES & EQUITY		7,593.36

	Jan - Dec 19	
4:35 PM		
01/25/19		
Accrual Basis		
Mirabella Estates		
Profit & Loss		
January through December 2019		
Ordinary Income/Expense		
Expense		
Front Entrance Landscape redo		2,622.67
Snow Removal		45.00
Total Expense		2,667.67
Net Ordinary Income		-2,667.67
Net Income		-2,667.67

2019 Budget

Mirabella Estates - Spending Summary

	<u>2016 *</u>	Actual <u>2017</u>	Actual <u>2018</u>	Budget <u>2019</u>
Carryforward		7,308	7,350	6,964
Dues	17,500	17,500	17,500	17,500
Other/Legal		3,229	124	
Assessment	30,000	15,000	10,000	
Total Income		<u>43,038</u>	<u>34,974</u>	<u>24,464</u>

Landscaping

- Begonia/Great Oaks		2,472	3,339	4,000
- Great Oaks (2018CY)				2,623
- Mulch		215	2,145	
- Fresh Start		1,005	1,200	1,300
- Fresh Start (2017CY)		-	350	
- True Green/Wagenschutz		818	371	400
- Wagenschutz (2018CY)				224

Utilities

- Water (Island)			165	
- Water		1,810	1,519	1,600
- DTE		178	265	280
- City of Novi/Lighting				300

Other

Insurance		3,624	2,014	2,000
Bank Fee			34	
Accounting		550	550	550
Repairs/Maintenance				
- Titan Sprinklers		681	700	700

Subtotal - Regular Expenses

11,353	12,652	13,977
---------------	---------------	---------------

Income Less Regular Expenses

\$ 31,685	\$ 22,322	\$ 10,487
------------------	------------------	------------------

Upgrades

- Finish road	30,000			
- New Plantings		24,335	2,743	4,750
- Lighting			9,905	
- Irrigation			2,710	
- Mirabella Sign				5,530

Subtotal - Upgrade Expenses

-	24,335	15,358	10,280
---	---------------	---------------	---------------

Total Expenses

\$ -	\$ 35,688	\$ 28,010	\$ 24,257
-------------	------------------	------------------	------------------

Income less Total Expenses

7,350	6,964	207
-------	-------	-----

* Transitioned from Builder to HOA in 2016

2018 Landscape Maintenance



GREAT OAKS
MAINTENANCE

Invoice

Bill To
Mirabella Estates 41449 Carmela Ct Northville, MI 48167 USA

Date 11/28/2018	Invoice # 2018-4622
Ship To	
Mirabella Estates Jobsite 2018 Maintenance Consolidated Invoice	

Due Date	Terms	Project
11/28/2018		Mirabella Estates-Mtn18

Description	Contract Amount	Prior Invoiced	Amount
Bed Maintenance (Per Month)	3,088.00		3,088.00
Pruning & Trimming (Per Month)	990.00		990.00
Spring Clean Up - Beds Only (Per Month)	215.00		215.00
Fall Clean-Up - Beds Only (Per Month)	420.00		420.00
Spring and Summer Foliage Spray (Per Month)	300.00		300.00
* Maintenance: Spring CLEAN-UP			
--- April 25			
* Maintenance: BED CARE			
--- June 8			
--- July 2			
--- July 20			
--- Aug. 14			
--- Sept. 6			
--- Oct. 3			
* Maintenance: FALL CLEAN-UP			
--- Nov. 12			
--- Nov. 18			
* Maintenance: Pruning			
--- July 2			
--- July 3			
--- Oct. 17			
* TREE: I/D			
--- July 2			
--- Aug. 23			
Job Total Balance	\$2,622.67	Total	\$5,013.00
28025 Samuel Linden Ct. Novi, MI 48377 Phone:(248) 349-8555		Payments/Credits	-\$2,390.33
		Balance Due	\$2,622.67

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to Community Relations. **All requirements must be met.** Thank you!

- Project is a permanent, physical improvement located at the entrance of the neighborhood, and is not on-going or routine maintenance.
- Your Association did not receive City of Novi Neighborhood Entryway Enhancement grant funding in 2017 or 2018.
- You included in the grant application a current Association budget demonstrating the ability to fully fund the project prior to receipt of the reimbursement award.
- If in-kind donations are being used, formal documentation from the donating entity is included.
- Documentation reflecting the Association's current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all *Residential Entranceway Signage Guide* regulations (see attachment). *Will pursue variance request for 2nd sign*
- Project complies with all City ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency. If project has an impact on an adjacent property owner or non-city agency, written permission or approval of project from the necessary entity is provided.
- Project does not include use of identified invasive species.
- All project documents are included in application (see *Required Application Materials on Grant Application and Program Description*).
- Map with project location identified is provided.
- Project budget, including all itemized cost estimates, is completed on application.





Neighborhood Entryway Enhancement Matching Grant Application

Due Date: Friday, February 1, 2019

I. Applicant Information

Association's Name:

Age of the subdivision:

First-time Applicant: Yes No

If No, date of last application submitted:

Project Leader:

Position within HOA/organization:

Address:

Telephone: E-Mail:

II. Project Information

If more space is required more than is given, answers to the questions below can be provided on separate sheets of paper.

- a. Provide a clear description of the project's plan and design, including the location, existing conditions, specific need, and public benefit. Attach project planning documents such as landscaping drawings, plans, maps, and/or photos of project area.

Our intention is to rebuild the sign wall because the existing condition of the sign wall is in poor condition. The bricks are cracking, cracks in the wall and deteriorating along with mortar. Need is to improve the existing condition which affects the subdivision front entrance appearance and affects subdivision value.

Rebuilding of the subdivision entrance sign will add value to subdivision. Also adds value to Novi's appreciation towards its residents concerns about the areas where they live. Also it will enhance the look and feel of the subdivision entrance.

- b. Give the proposed project area's location. Please provide a written description of location, along with an attached map with location identified. City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.

The location of the project is on Haggerty Road between 9 mile and 10 mile road. The subdivision entrance is on Haggerty road south of 10 mile intersection.

- c. Explain how the project meets the review criteria listed in the "**Grant Selection Criteria & Evaluation Process**" section.

The Age of the wall is 27 years old and its condition is deteriorated. It will beautify the subdivision entrance, also it will attract the potential home buyers. We as the board, are very committed to maintaining the conditions of our subdivision. For the past 27 years the board maintained the appearance of the subdivision and performed all the maintenance required on-time. Last year we worked with city of Novi and installed decorative post with double LED lights. Also we installed LED lights on existing posts.

- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. Road Commission for Oakland County), please explain here, and attach written permission / approval from the necessary entity.

The rebuilding of the entrance sign wall will positively affects the subdivision which causes no negative affect on surrounding environment.

- e. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual at <http://cityofnovi.org/Government/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/LandscapeDesignManual.aspx>

We already planted variety of perennials around the sign-wall. Not planning to add anything this time.

III. Funding Information

a. Estimated total project costs:

b. Who provided this cost estimate?

(Name, Title, Company)

(Phone Number)

c. Total amount of funds requested:

(50% project costs up to \$5,000)

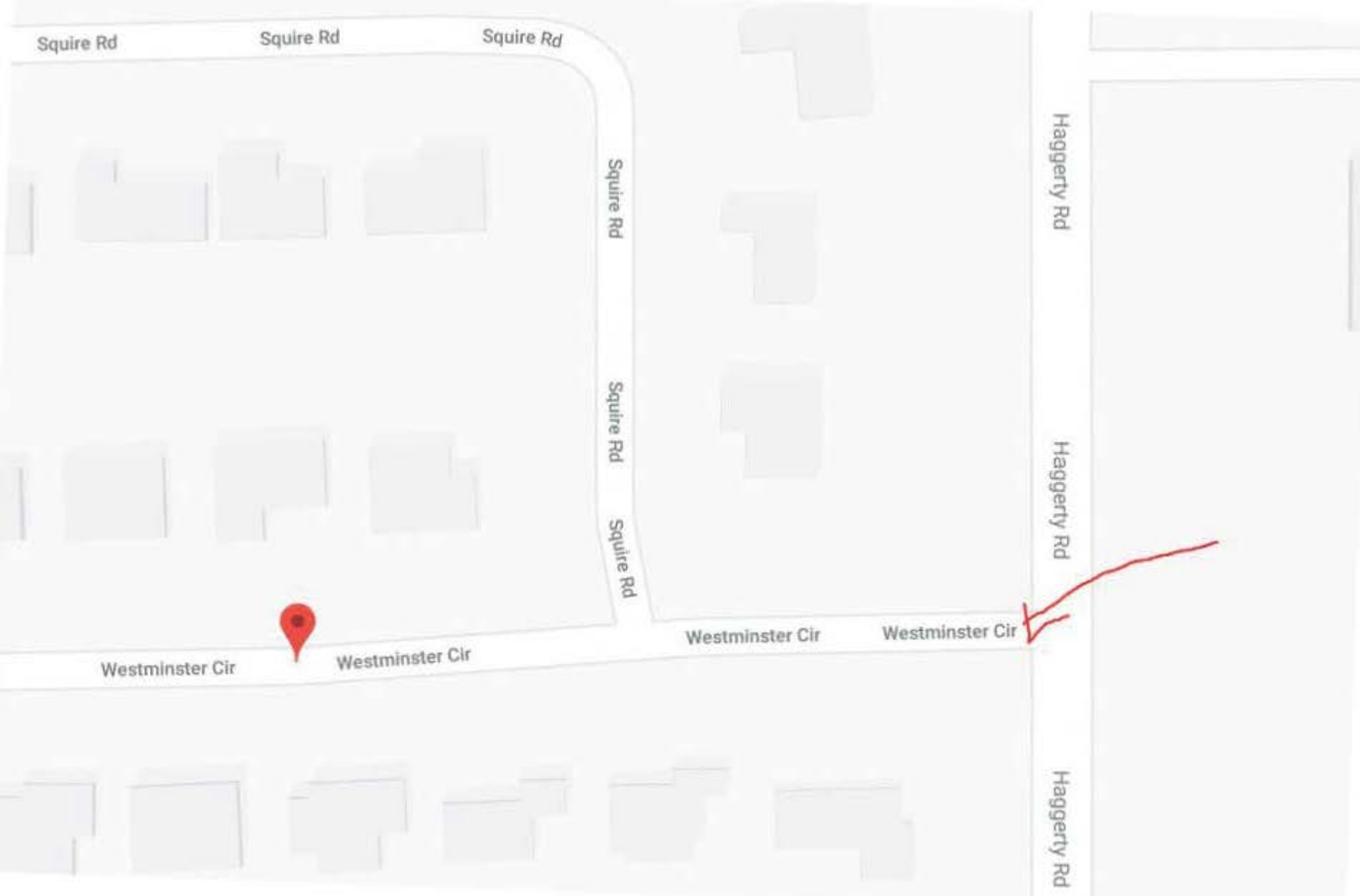
d. If the project cost is projected to exceed the 1:1 match from the City (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the additional cost:

e. Total amount to be donated through in-kind donations and/or cash assistance:

Provide a summary of in-kind donations, such as professional services or donated materials (excluding volunteer labor):

NA

Remember to include formal documentation from the donating entity on company letterhead confirming their specific donation for the project.



Squire Rd

Squire Rd

Squire Rd

Squire Rd

Squire Rd

Squire Rd

Haggerty Rd

Haggerty Rd

Haggerty Rd

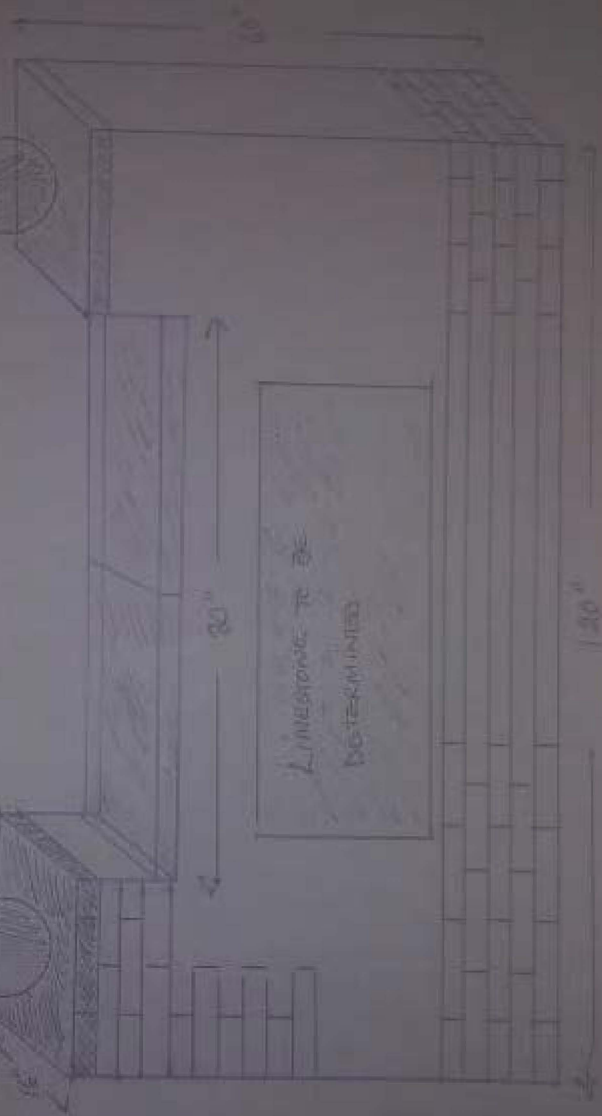
Westminister Cir

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Westminister Cir

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PROPOSED CONTACT WILL BE NEGOTIATED.



Westminster Village Subdivision Homeowners Association										
2018 Expenses										
Date	Description	Electricity	PO Box Fee & Postage	Office Supplies	Lawn Maint.	Landscape &Supplies	Clean-up Rebate	Maint. & Repairs	Christmas Lighting	Water
1/5/2018	City of Novi CK 824									\$198.00
1/12/2018	DTE Energy	\$49.76								
2/16/2018	DTE Energy	\$58.78								
3/9/2018	Deposit									
3/19/2018	DTE Energy	\$49.29								
3/30/2018	Deposit									
3/30/2018	Deposit									
4/6/2018	US Poatal Service #825		\$82.00							
4/9/2018	Deposit									
4/17/2018	DTE Energy	\$45.43								
4/20/2018	Deposit									
5/18/2018	DTE Energy	\$43.85								
5/25/2018	GreenTech #826				\$250.00					
6/18/2018	DTE Energy	\$38.35								
7/12/2018	TKM Landscaping #827					\$180.00				
7/18/2018	DTE Energy	\$39.80								
7/30/2018	Paragon Properties #828							\$145.00		
7/30/2018	Paragon Properties #829							\$171.99		
7/31/2018	Dynamic Lawn serv #830				\$1,561.00					
8/17/2018	DTE Energy	\$40.31								
9/10/2018	TKM Landscaping #831					\$585.00				
9/17/2018	City of Novi CK # 832	\$3,522.00								
9/17/2018	DTE Energy	\$40.04								
9/20/2018	Venkat NandiM#833									
9/21/2018	Jagruti Kadakia # 834									
9/21/2018	Parveen Monga #836									
9/21/2018	venkat NandiM#837							\$71.97		
10/16/2018	DTE Energy	\$32.41								
11/16/2018	TKM Landscaping #838					\$225.00				
11/19/2018	Bellacino's #835									
11/19/2018	Paragon Properties #839							\$65.00		
11/23/2018	Joseph Brikho								\$664.00	
12/3/2018	Venkat NandiM#841								\$736.00	
12/3/2018	Jagdeep Monga # 842		\$49.75							

Description		Summary Amt.	
Beginning balance as of 01/01/2018		64236.25	
Total credits		10200.01	
Total debits		-13770.84	
Ending balance as of 01/01/2019		60665.42	
Date	Description	Amount	Running Bal.
1/1/2018	Beginning balance as of 01/01/2018		64236.25
1/9/2018	Check 824	-198	64038.25
1/16/2018	DTE ELECTRIC CO DES:8004774747 ID:318328	-49.76	63988.49
2/20/2018	DTE ELECTRIC CO DES:8004774747 ID:336331	-58.78	63929.71
3/9/2018	Counter Credit	390	64319.71
3/20/2018	DTE ELECTRIC CO DES:8004774747 ID:354249	-49.29	64270.42
3/30/2018	Deposit	4290	68560.42
3/30/2018	Deposit	780	69340.42
4/9/2018	Deposit	4095	73435.42
4/9/2018	Bank Adjustment	0.01	73435.43
4/17/2018	Check 825	-82	73353.43
4/18/2018	DTE ELECTRIC CO DES:8004774747 ID:370520	-45.43	73308
4/20/2018	Deposit	645	73953
5/18/2018	DTE ELECTRIC CO DES:8004774747 ID:387415	-43.85	73909.15
5/25/2018	Check 826	-250	73659.15
6/18/2018	DTE ELECTRIC CO DES:8004774747 ID:403637	-38.35	73620.8
7/12/2018	Check 827	-180	73440.8
7/18/2018	DTE ELECTRIC CO DES:8004774747 ID:421145	-39.8	73401
7/30/2018	Check 828	-145	73256
7/30/2018	Check 829	-171.99	73084.01
7/31/2018	Check 830	-1561	71523.01
8/17/2018	DTE ELECTRIC CO DES:8004774747 ID:438196	-40.31	71482.7
9/10/2018	Check 831	-585	70897.7
9/17/2018	Check 832	-3522.08	67375.62
9/17/2018	DTE ELECTRIC CO DES:8004774747 ID:454773	-40.04	67335.58
9/20/2018	Check 836	-117.02	67218.56
9/21/2018	Check 833	-1104.27	66114.29
9/21/2018	Check 834	-117.96	65996.33
9/21/2018	Check 837	-71.97	65924.36
10/16/2018	DTE ELECTRIC CO DES:8004774747 ID:473234	-32.41	65891.95
11/16/2018	Check 838	-225	65666.95
11/19/2018	Check 835	-130	65536.95
11/19/2018	Check 839	-65	65471.95
11/23/2018	Check 840	-664	64807.95
12/3/2018	Check 841	-736	64071.95
12/3/2018	Check 842	-49.75	64022.2
12/7/2018	AUTO-OWNERS DES:INS. PREM ID:CB0033763	-927	63095.2
12/11/2018	Check 843	-180	62915.2
12/17/2018	Check 844	-2195	60720.2
12/18/2018	DTE ELECTRIC CO DES:8004774747 ID:508940	-54.78	60665.42

Lutz's Masonry bid
sign construction

Estimation:

1. Construct brick sign with 2 ... 6 ft high columns and center wall.
2. Limestone caps for wall and columns.
3. Limestone insert. double sided . 2 signs. engraved limestone... neighborhood logo.
4. All material included.
5. Chemical clean sign.

total job price. 8,000.00

Half down half upon completion




P.O. Box 15284
Wilmington, DE 19850


WESTMINSTER VILLAGE HOMEOWNERS ASSOC
PO BOX 175
NOVI, MI 48376-0175

Bus Platinum Privileges

Customer service information

 1.888.BUSINESS (1.888.287.4637)

 bankofamerica.com

 Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Business Advantage Checking Bus Platinum Privileges

for January 1, 2017 to January 31, 2017

WESTMINSTER VILLAGE HOMEOWNERS ASSOC

Account summary

Beginning balance on January 1, 2017	\$59,376.90
Deposits and other credits	0.00
Withdrawals and other debits	-70.68
Checks	-927.20
Service fees	-0.00
Ending balance on January 31, 2017	\$58,379.02

Account number:

of deposits/credits: 0

of withdrawals/debits: 3

of items-previous cycle¹: 0

of days in cycle: 31

Average ledger balance: \$58,754.96

¹Includes checks paid, deposited items & other debits

Here's a tip

Don't miss important account notifications — keep your contact information updated.

It's quick and easy to keep your phone number, email and mailing address up to date. Go to **Profile & Settings** and review your information. You'll help make sure you receive all of your notices and help stay on top of your account.

Is your contact info up to date? Check now in Online Banking at bankofamerica.com.

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking. Or, you can call our Customer Service team.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you for, and you agree to not make a claim against us for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us at the telephone number listed on the front of this statement to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Bank of America, N.A. Member FDIC and  Equal Housing Lender

Withdrawals and other debits

Date	Description	Amount
01/12/17	DTE ELECTRIC CO DES:8004774747 ID:12710431 INDN:Westminster Village Ho CO ID:3380478650 PPD	-70.68

Total withdrawals and other debits **-\$70.68**

Checks

Date	Check #	Amount
01/12/17	805	-830.40

Date	Check #	Amount
01/19/17	806	-96.80

Total checks **-\$927.20**

Total # of checks **2**

Thank you for choosing Bank of America.

Service fees

Based upon the activity below, the monthly fee on your Business Advantage checking account was waived for the statement period ending 12/30/16:

You are an active user of one of the following services

Bank of America Merchant Services

Payroll Services

OR

At least one of the following occurred during the previous month

\$2,500+ in net new purchases on a linked Business credit card

\$15,000+ average monthly balance in primary checking account

\$35,000+ combined average monthly balance in linked business accounts

A check mark indicates that you have qualified for a monthly fee waiver on the account based on your usage of these products or services. For information on how to open a new product or to link an existing service to your account please call 1-888-BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
01/01	59,376.90	01/12	58,475.82	01/19	58,379.02




P.O. Box 15284
Wilmington, DE 19850

Bus Platinum Privileges

Customer service information

 1.888.BUSINESS (1.888.287.4637)

 bankofamerica.com

 Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

WESTMINSTER VILLAGE HOMEOWNERS ASSOC
PO BOX 175
NOVI, MI 48376-0175

Your Business Advantage Checking Bus Platinum Privileges

for December 1, 2017 to December 31, 2017

WESTMINSTER VILLAGE HOMEOWNERS ASSOC

Account summary

Beginning balance on December 1, 2017	\$65,882.26
Deposits and other credits	0.00
Withdrawals and other debits	-1,006.01
Checks	-640.00
Service fees	-0.00
Ending balance on December 31, 2017	\$64,236.25

Account number:

of deposits/credits: 0

of withdrawals/debits: 4

of items-previous cycle¹: 2

of days in cycle: 31

Average ledger balance: \$64,734.67

¹Includes checks paid, deposited items & other debits

Thank you for choosing Bank of America.

SSM-02-17-0616.A1 | ARG777TT

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

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For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

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Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Withdrawals and other debits

Date	Description	Amount
12/07/17	AUTO-OWNERS DES:INS. PREM ID:CBXXXXXXXXX INDN:WESTMINSTER VILLAGE HO CO ID:1380315280 PPD	-956.00
12/14/17	DTE ELECTRIC CO DES:8004774747 ID:30206680 INDN:Westminster Village Ho CO ID:3380478650 PPD	-50.01
Total withdrawals and other debits		-\$1,006.01

Checks

Date	Check #	Amount
12/15/17	822	-605.00

Date	Check #	Amount
12/18/17	823	-35.00

Total checks		-\$640.00
Total # of checks		2

Bank of America **Business Advantage**



Thank you for your business.
Here's to your continued success.

We're committed to finding the smartest path to long-term growth for your business. Our small business specialists will work to help you strengthen your business and plan for the future. Please visit bankofamerica.com/smallbusiness to learn more.

ARLLD94V | SSM-02-17-0642.B

Service fees

Based upon the activity below, the monthly fee on your Business Advantage checking account was waived for the statement period ending 11/30/17:

You are an active user of one of the following services

- Bank of America Merchant Services
- Payroll Services

OR

At least one of the following occurred during the previous month

- \$2,500+ in new net purchases on a linked Business credit card
- \$15,000+ average monthly balance in primary checking account
- \$35,000+ combined average monthly balance in linked business accounts

A check mark indicates that you have qualified for a monthly fee waiver on the account based on your usage of these products or services. For information on how to open a new product or to link an existing service to your account please call 1-888-BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
12/01	65,882.26	12/14	64,876.25	12/18	64,236.25
12/07	64,926.26	12/15	64,271.25		

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P.O. Box 15284
Wilmington, DE 19850

Bus Platinum Privileges

Customer service information

1.888.BUSINESS (1.888.287.4637)

bankofamerica.com

Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

WESTMINSTER VILLAGE HOMEOWNERS ASSOC
PO BOX 175
NOVI, MI 48376-0175

Your Business Advantage Checking Bus Platinum Privileges

for January 1, 2018 to January 31, 2018

WESTMINSTER VILLAGE HOMEOWNERS ASSOC

Account summary

Beginning balance on January 1, 2018	\$64,236.25
Deposits and other credits	0.00
Withdrawals and other debits	-49.76
Checks	-198.00
Service fees	-0.00
Ending balance on January 31, 2018	\$63,988.49

Account number:

of deposits/credits: 0

of withdrawals/debits: 2

of items-previous cycle¹: 2

of days in cycle: 31

Average ledger balance: \$64,063.66

¹Includes checks paid, deposited items & other debits

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Withdrawals and other debits

Date	Description	Amount
01/16/18	DTE ELECTRIC CO DES:8004774747 ID:31832891 INDN:Westminster Village Ho CO ID:3380478650 PPD	-49.76

Total withdrawals and other debits **-\$49.76**

Checks

Date	Check #	Amount
01/09/18	824	-198.00

Total checks **-\$198.00**
Total # of checks **1**

Bank of America **Business Advantage**



Online Banking
TIP OF THE MONTH

Stay informed around the clock

Online Alerts¹ help keep you informed.

- Monitor your account balances and receive alerts when payments are due
- Be notified when transactions have cleared

Log in or enroll at bankofamerica.com/smallbusiness and click on **Alerts** in the Activity Center.

¹Alerts received as text messages on your mobile access device may incur a charge from your mobile access service provider. This feature is not available on the Mobile website. Wireless carrier fees may apply. ©2017 Bank of America Corporation. | ARVB5JGG | SSM-04-17-0040.B

Service fees

Based upon the activity below, the monthly fee on your Business Advantage checking account was waived for the statement period ending 12/29/17:

You are an active user of one of the following services

- Bank of America Merchant Services
- Payroll Services

OR

At least one of the following occurred during the previous month

- \$2,500+ in new net purchases on a linked Business credit card
- \$15,000+ average monthly balance in primary checking account
- \$35,000+ combined average monthly balance in linked business accounts

A check mark indicates that you have qualified for a monthly fee waiver on the account based on your usage of these products or services. For information on how to open a new product or to link an existing service to your account please call 1-888-BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
01/01	64,236.25	01/09	64,038.25	01/16	63,988.49

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P.O. Box 15284
Wilmington, DE 19850

Bus Platinum Privileges

Customer service information

 1.888.BUSINESS (1.888.287.4637)

 bankofamerica.com

 Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

WESTMINSTER VILLAGE HOMEOWNERS ASSOC
PO BOX 175
NOVI, MI 48376-0175

Your Business Advantage Checking Bus Platinum Privileges

for December 1, 2018 to December 31, 2018

WESTMINSTER VILLAGE HOMEOWNERS ASSOC

Account summary

Beginning balance on December 1, 2018	\$64,807.95
Deposits and other credits	0.00
Withdrawals and other debits	-981.78
Checks	-3,160.75
Service fees	-0.00
Ending balance on December 31, 2018	\$60,665.42

Account number:

of deposits/credits: 0

of withdrawals/debits: 6

of items-previous cycle¹: 4

of days in cycle: 31

Average ledger balance: \$62,116.54

¹Includes checks paid, deposited items & other debits

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Withdrawals and other debits

Date	Description	Amount
12/07/18	AUTO-OWNERS DES:INS. PREM ID:CBXXXXXXXXX INDN:WESTMINSTER VILLAGE HO CO ID:1380315280 PPD	-927.00
12/18/18	DTE ELECTRIC CO DES:8004774747 ID:50894076 INDN:Westminster Village Ho CO ID:3380478650 PPD	-54.78
Total withdrawals and other debits		-\$981.78

Checks

Date	Check #	Amount
12/03/18	841	-736.00
12/03/18	842	-49.75

Date	Check #	Amount
12/11/18	843	-180.00
12/17/18	844	-2,195.00

Total checks **-\$3,160.75**
Total # of checks **4**

Bank of America **Business Advantage**

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AR634K95 | SSM-01-18-2949.B

Service fees

The Monthly Fee on your Business Advantage Checking account was waived for the statement period ending 11/30/18. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- \$2,500+ in new net purchases on a linked Business credit card
- \$15,000+ average monthly balance in primary checking account
- \$35,000+ combined average monthly balance in linked business accounts
- active use of Bank of America Merchant Services
- active use of Payroll Services
- enrolled in Business Advantage Relationship Rewards

For information on how to open a new product, link an existing service to your account, or about Business Advantage Relationship Rewards please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
12/01	64,807.95	12/07	63,095.20	12/17	60,720.20
12/03	64,022.20	12/11	62,915.20	12/18	60,665.42



Westminster
Village

Westminster
Village





Westminster
Village

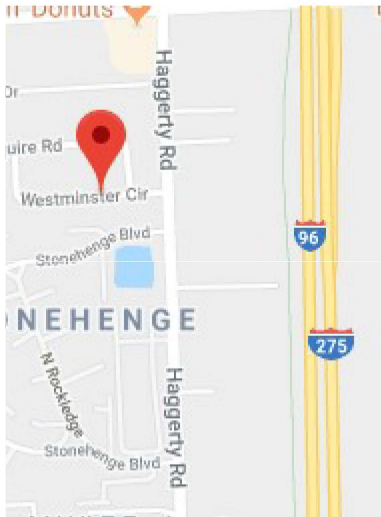


Image capture: Jul 2018 © 2019 Google

Novi, Michigan

Google

Street View - Jul 2018



Neighborhood Entryway Enhancement

Matching Grant Program

Community Relations Department

2019



Contact:
Community Relations
248.735.5628
EntrywayGrant@cityofnovi.org

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Grant Application	6
Checklist	11

References: Residential Entranceway Signage Guide and Neighborhood Entryway Matching Grant Invasive Plant List



Neighborhood Entryway Enhancement Matching Grant Program

Purpose

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi's Homeowner Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects. These projects are intended to enhance a subdivision entrance through significant and permanent physical improvements, which may include adding or modifying entrance signs, constructing flower beds, planting trees and shrubs, upgrading lighting, and making other entryway-related improvements. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion. A neighborhood is not eligible to be awarded a grant in consecutive years.

Directions

1. Prior to submittal, applicants are strongly encouraged to schedule a meeting with City staff to discuss project details. This ensures projects are in line with City regulations, applications are complete, and the applicant is prepared to move forward in the event their project is awarded a grant. Please see page 4 for available meeting dates in 2019.
2. Complete the application providing all required information and any supplemental materials. If you have any questions or concerns, you may contact Community Relations at 248.735.5628 or at EntrywayGrant@cityofnovi.org.

Required Application Materials

- The Association's current budget in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future. Both an income statement and balance sheet for the previous two years, the current year, and the budget for the upcoming year should be provided.
 - Complete bank statements are **not required**. However, should the Association choose to provide these documents, please be sure all account numbers are removed before submitting the application.
 - If in-kind donations (such as donated professional services or materials, but excluding volunteer labor) will be used to assist in the fund matching, the association must submit formal documentation from the donating entity on company letterhead confirming their specific donation for the project.
 - Documentation reflecting the Association's current and previous spending on landscape and landscape maintenance.
 - If there is an impact on property owners or other non-city agencies, written permission from the necessary entity must be provided.
 - Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting.
 - Map with project location identified.
3. The complete application and all attachments must be submitted by email to Community Relations at EntrywayGrant@cityofnovi.org by **5:00 PM on Friday, February 1, 2019**. **All required materials must be submitted by this date for application consideration.**

Policies

1. To qualify, projects must be located at the entrance of a neighborhood and be clearly visible from the public right-of-way. Eligible projects may be either new construction/installation of physical improvements, or a rehabilitation of existing features. Examples include installation or rehabilitation of entryway signage, landscape beds, benches, lighting, and streetscape amenities. **Reoccurring and/or maintenance projects are not eligible.**
2. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
3. Grant project funding requires at least an equal (1:1) match from the Association and may not exceed 50% of the total cost of the project, or a maximum amount of \$5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference. **The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community.** The amount awarded will be reimbursed directly to the applicant organization upon successful completion of project and conformance with all standards of the program.
4. The City of Novi will disburse the awarded amount to the organization/homeowner association (not the contractor) upon proof of payment of the organization's cost and proof of completion of the entire project. Proof of payment may be shown through sworn statements, canceled checks, copy of contract, release of lien, etc. **The request for reimbursement and proof of project completion must be made by Thursday, October 31, 2019.**
5. An organization/homeowner association (HOA) is eligible for a Neighborhood Entryway Enhancement Matching Grant **once within three grant cycles.** **Example:** If an organization/homeowner association is awarded in 2019, it is eligible to reapply in 2022. To add further clarification the HOA would have to sit out the grant cycles for 2020 and 2021. This allows the City to provide assistance to as many interested neighborhoods as possible.
6. Grants are made with the understanding the City is in no way obligated to provide further financial or management assistance to ensure a project is completed. Property is and will continue to be maintained by the homeowner association into the future.
7. Project work must not begin and permits shall not be obtained until grant approval from City Council. **Project work must be completed by Thursday, October 31, 2019.**
8. Projects are strongly encouraged to be environmentally sensitive and be of a sustainable nature.
9. All selected projects must comply with City of Novi Ordinances, as well as state and local laws. Appropriate permits must be obtained after grant approval. *If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at https://library.municode.com/mi/novi/codes/code_of_ordinances?nodeld=COORNOMI or contact the Community Development Department at 248.347.0415.* The City has the right to

decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by **Thursday, October 31, 2019.**

10. Projects must abide by the regulations listed in the City's *Residential Entryway Signage Guide*. Please refer to these regulations attached at the end of this document. **Applicants are strongly encouraged to meet with City staff to ensure the project abides by these regulations prior to grant application submittal.** Please contact Community Relations at 248.735.5628/City Manager's Office at 248.347.0445 or EntrywayGrant@cityofnovi.org to make an appointment during these two meeting blocks, which have been scheduled for applicants to meet with City staff:

Tuesday, January 8, 2019 between 1 p.m. – 5 p.m.

Thursday, January 10, 2019 between 8 a.m. – 12 p.m.

11. **The use of invasive species will not be permitted.** Please refer to the invasive plant list attached to the end of this document or view the list of prohibited species in section 9c of the City's Landscape Design manual at <http://cityofnovi.org/Government/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/LandscapeDesignManual.aspx>. If a plant you intend to use is listed, you must replace it with a noninvasive plant.

12. Grant applications will be accepted once per calendar year. **The due date is Friday, February 1, 2019.** Recommendation for approval of qualifying projects will be provided by the Beautification Commission to the Novi City Council for final grant approval. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

2019 Important Dates

- **January 8 (1 p.m. – 5 p.m.) or January 10 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 14 – February 1** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **October 31** | Project completion date; the entire project must be completed or reimbursement/grant award will be forfeited.



Grant Selection Criteria & Evaluation Process

The evaluation process will be conducted by the City of Novi Beautification Commission. Find out more about the Commission at <http://cityofnovi.org/Government/Boards-and-Commissions.aspx#Beautification>. The Commission will identify qualifying projects and provide recommendations to City Council for final approval.

A representative from the applicant organization may choose to attend the March Beautification Commission Meeting to answer any questions regarding the application.

The evaluation will be scored on a 75 point system among the following three categories:

1. Project Need & Impact (0–25 points)

- a. The age of the subdivision.
- b. Improvement from existing conditions of the project area.
- c. The potential impact of the project on the neighborhood; project's ability to establish the neighborhood and create an inviting subdivision entrance.
- d. The potential impact of the project on the City of Novi; project's creativity and visibility along major corridors.

2. Project Feasibility (0-25 points)

- a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.
- b. An itemized account of how the money is to be spent.
- c. The organization's fiscal responsibility and management qualifications.
- d. History of maintenance; whether the association has implemented past improvement projects and has demonstrated the ability to maintain past neighborhood or entry improvement projects.

3. Project Sustainability (0-25 points)

- a. Project is well-planned and ready for implementation.
- b. Grant application includes well-defined, scaled plans and includes a description of how the finished project will look. *It is strongly encouraged to include a design sketch, with plant counts if project includes plants.*
- c. Project abides by all necessary laws and ordinances.
- d. Grant application is complete and accurate (see checklist on pg. 11).

Bonus Points: *The following list is meant to further encourage sustainability and environmentally sound practices.*

- Use of native plants in design.
- Use of xeriscaping (plants that do not require irrigation).
- Locally sourced materials.
- Use of LED lighting for signs (if lighting is proposed).
- Use of solar power for powering sign lighting.
- No peat included in soils or soil amendments – only compost/leaf mold/sand.
- Only hardwood or pine bark mulch (whole trees are sometimes used to create cypress mulch).
- Use of groundcovers not on the invasive list instead of mulch.



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: Friday, February 1, 2019

I. Applicant Information

Association's Name:

Age of the subdivision:

First-time Applicant: Yes____ No____

If No, date of last application submitted:

Project Leader:

Position within
HOA/organization:

Address:

Telephone:

E-Mail:

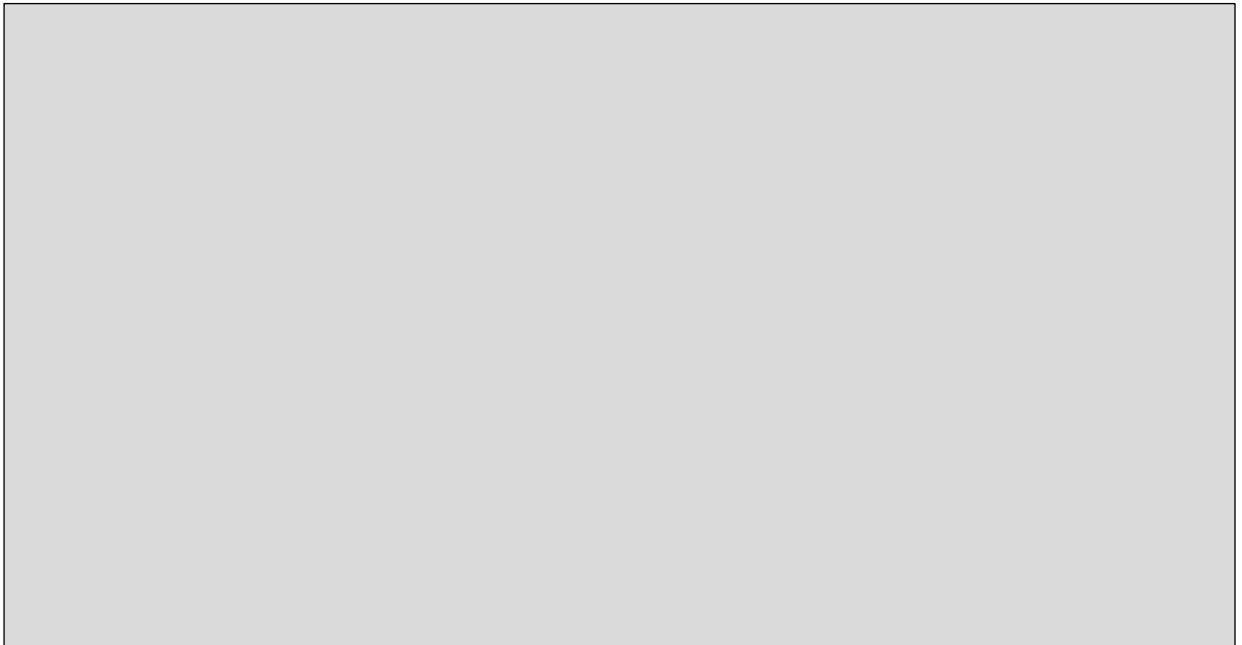
II. Project Information

If more space is required more than is given, answers to the questions below can be provided on separate sheets of paper.

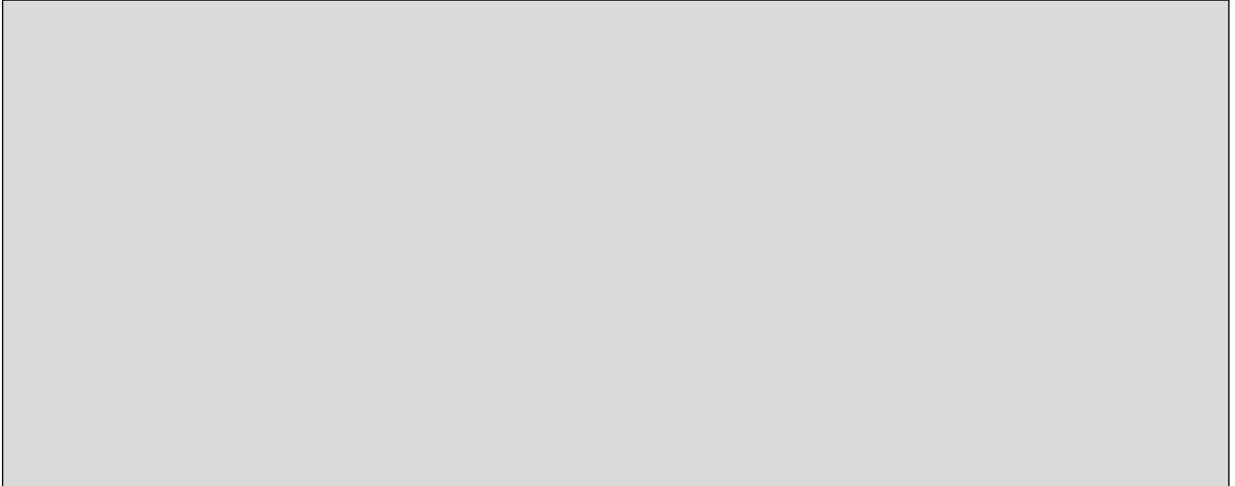
- a. Provide a clear description of the project’s plan and design, including the location, existing conditions, specific need, and public benefit. Attach project planning documents such as landscaping drawings, plans, maps, and/or photos of project area.

A large, empty rectangular box with a thin black border, intended for providing a clear description of the project’s plan and design, including location, existing conditions, specific need, and public benefit. It is currently blank.

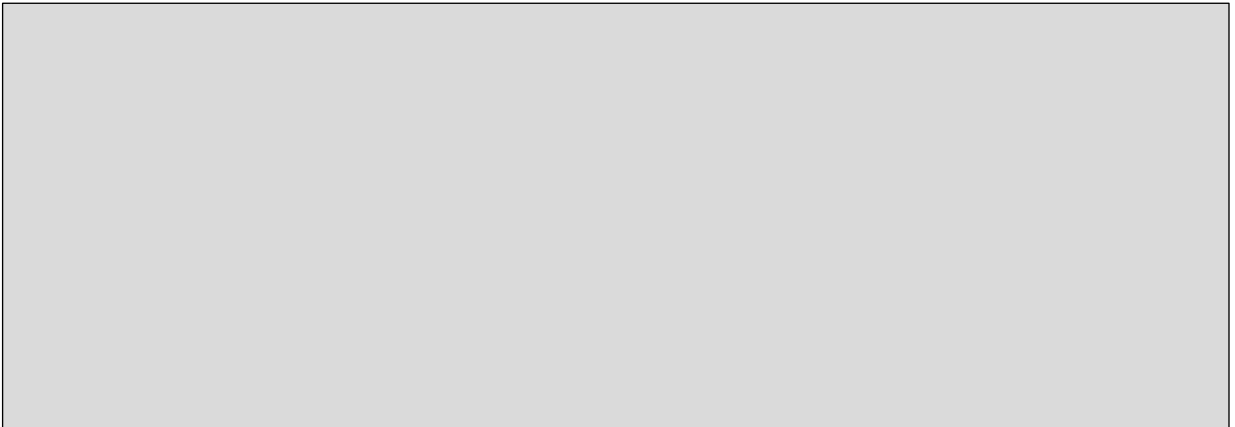
- b. Give the proposed project area’s location. Please provide a written description of location, along with an attached map with location identified. City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.

A large, empty rectangular box with a thin black border, intended for providing a written description of the proposed project area’s location and an attached map with the location identified. It is currently blank.

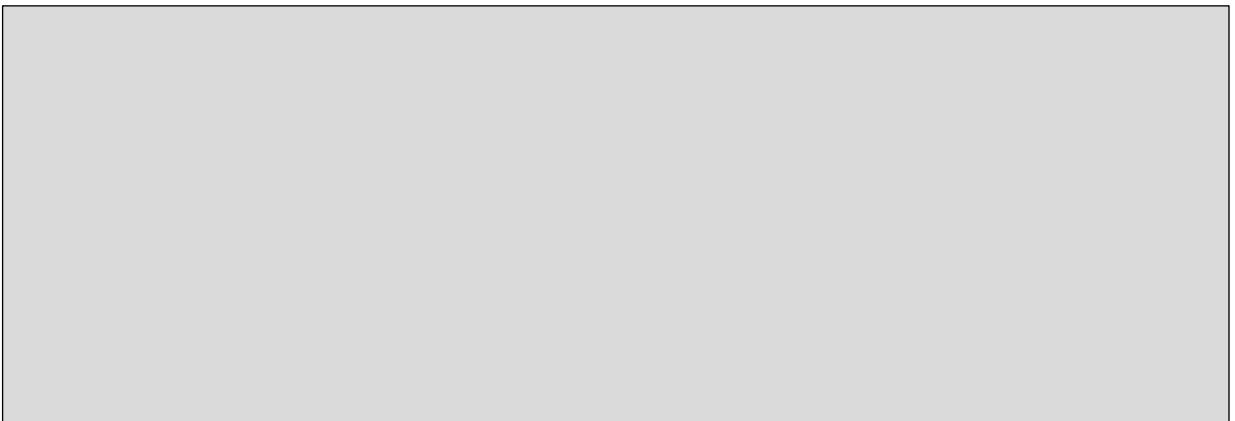
- c. Explain how the project meets the review criteria listed in the “**Grant Selection Criteria & Evaluation Process**” section.



- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. Road Commission for Oakland County), please explain here, and attach written permission / approval from the necessary entity.



- e. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City’s prohibited species list in section 9c of the City’s Landscape Design Manual at <http://cityofnovi.org/Government/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/LandscapeDesignManual.aspx>



III. Funding Information

a. Estimated total project costs:

b. Who provided this cost estimate?

(Name, Title, Company)

(Phone Number)

c. Total amount of funds requested:

(50% project costs up to \$5,000)

d. If the project cost is projected to exceed the 1:1 match from the City (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the additional cost:

e. Total amount to be donated through in-kind donations and/or cash assistance:

Provide a summary of in-kind donations, such as professional services or donated materials (excluding volunteer labor):

Remember to include formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

f. Itemized cost/unit estimates :

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
<i>Example:</i>			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

Please include:

- The Association’s current budget in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future; ***Please remove all account numbers from any bank statements that are submitted as part of the grant application;***
- Documentation reflecting the Association’s current and previous spending on landscape and landscape maintenance;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (*if applicable*);
- Written permission / approval from the necessary entity if there is an impact on property owners or other non-city agencies (*if applicable*);
- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting;
- Map with project location identified.

Applications will not be considered if any necessary documentation is not included.

2019 Important Dates

- **January 8 (1 p.m. – 5 p.m.) or January 10 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 14 – February 1** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **October 31** | Project completion date; the entire project must be completed or reimbursement/ grant award will be forfeited.

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to Community Relations. **All requirements must be met.** Thank you!

- Project is a permanent, physical improvement located at the entrance of the neighborhood, and is not on-going or routine maintenance.
- Your Association did not receive City of Novi Neighborhood Entryway Enhancement grant funding in 2017 or 2018.
- You included in the grant application a current Association budget demonstrating the ability to fully fund the project prior to receipt of the reimbursement award.
- If in-kind donations are being used, formal documentation from the donating entity is included.
- Documentation reflecting the Association's current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all *Residential Entranceway Signage Guide* regulations (see attachment).
- Project complies with all City ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency. If project has an impact on an adjacent property owner or non-city agency, written permission or approval of project from the necessary entity is provided.
- Project does not include use of identified invasive species.
- All project documents are included in application (see *Required Application Materials on Grant Application and Program Description*).
- Map with project location identified is provided.
- Project budget, including all itemized cost estimates, is completed on application.



Residential Entranceway Signage Guide



Whether you are looking to construct a new sign or upgrade an existing sign at the entryways into a residential subdivision, condominium, or apartment complex, please refer to this handout as a guide to the regulations, process, applications, fees, and most importantly, who to contact for assistance. The process typically starts with a sign permit application, and may include a right-of-way permit, building permit, and submittal of a landscape plan.



For more information,
visit cityofnovi.org
or contact:

Brian Riley | Community Development Department
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
e: briley@cityofnovi.org t: 248.735.5678 f: 248.735.5600

Sign Regulations



Number

One ground sign (a sign not attached to any building, supported by a monument placed in the ground surface such that the entire bottom of the sign is affixed to the ground and is not supported by poles, columns, or uprights) is permitted at each entrance to a neighborhood. Two sign faces greater than two feet apart are permitted.

If a neighborhood has a boulevard entrance, one single-face ground sign is permitted on each side of the boulevard.

Size

Signs shall have a maximum height of 5 feet and a maximum area of 24 square feet. The area of sign is considered the entire area within the smallest circle, triangle, parallelogram, or other geometric shape that encloses the extreme limits of any writing, picture, logo, representation, emblem, or figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area.

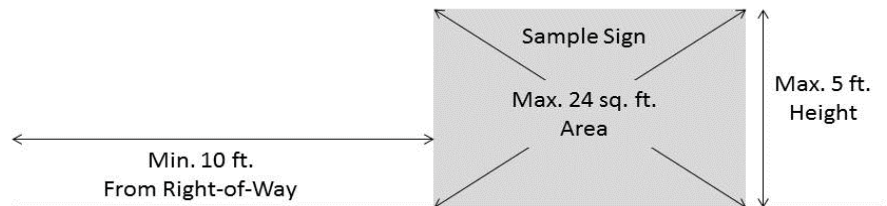
Location

Signs shall be located at least 10 feet from any street right-of-way and only in yards adjacent to streets at the entrance to the neighborhood or within the median of a boulevard street when a license for such is granted by the City Engineer.

Signs in yards adjacent to the entrance require either a recorded sign easement for the property or a letter of authorization from the property owner for the placement of the sign.

Signs are permitted on a previously approved landscape wall as part of an approved site plan, provided the sign meets the size requirements above. To install a wall larger than the sign requirements, a revised site plan must be submitted for review by the Planning Commission.

Signs must meet corner clearance regulations: walls, plant material, signs or other obstruction to vision above a height of 2 feet shall not be permitted within the clear view zone which is the triangular area formed at the intersection of any existing public street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of 25 feet from their point of intersection. Medians shall be included in this measurement.



Complete Regulations

Refer to the [Sign Code](#) and [Zoning Ordinance](#) for complete regulations

Application

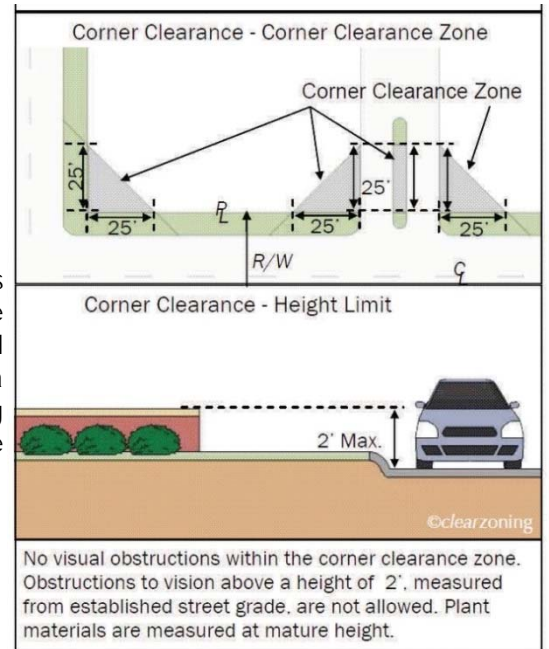
[Sign Permit Application](#) (One application required per sign)

Fee

\$75

Inspections

One final inspection once sign is complete (plus any applicable building, engineering, or right-of-way inspections)



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Brian Riley | Community Development Department
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 e: briley@cityofnovi.org t: 248.735.5678 f: 248.735.5600

Engineering Regulations

Right-of-Way (ROW) Permits

If the sign will be located or any work will be completed in the public ROW (the boundary between private property and the public lands under the legal control of the agency having jurisdiction over a road), a permit will be required from the City of Novi's Engineering Division. An additional permit may be required from the Road Commission for Oakland County for ROWs under their jurisdiction ([see map here](#)). The Engineering Division can review the application and determine if permits are required from other agencies. A sketch showing the location of the sign is required with the permit application.

Breakaway Design

All signs located within the ROW shall be designed to be crashworthy. The sign shall include breakaway devices that are designed and constructed to break or yield when struck by a vehicle. This can be accomplished by designing the signs to be as lightweight as possible and with a breakaway plane near the ground surface to protect motorists in case of a crash.

Sight Distance

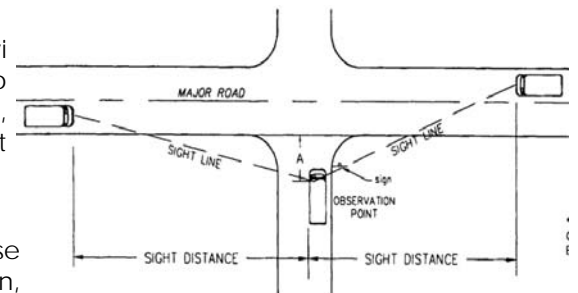
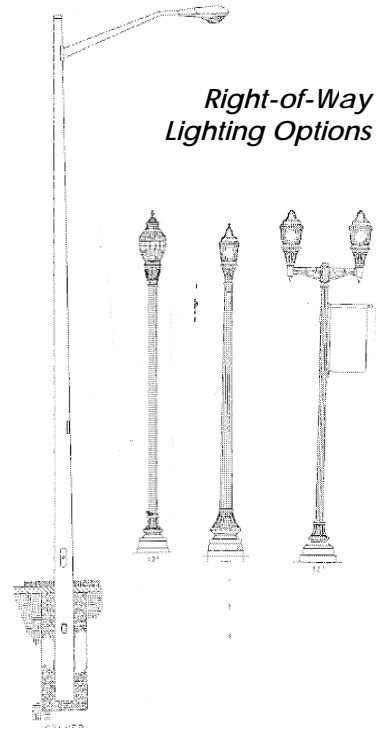
Signs shall not be placed in a location such that they impede sight distance. Sight distance is the length of the sight line over which an object is visible to a driver. The minimum sight distance is set by the ordinance as illustrated below. Please contact the Department of Public Services for more information.

Lighting

Any lighting in the ROW will require coordination with the City of Novi and DTE Energy. Four pre-determined light fixtures are available to choose from, including three decorative and one overhead fixture, which will be installed by DTE Energy in accordance with the street light policy.

Subdivision Sign License Agreement

When a sign is located within the ROW, a subdivision sign license agreement must be completed and signed by the City and subdivision, which specifies that maintenance of the sign is the responsibility of the subdivision. The license agreement requires the licensee to procure and maintain general liability insurance, naming the City of Novi as an additional insured. The Engineering Division will provide a copy of the license agreement as part of the ROW process.



MAJOR THROUGH ROAD POSTED SPEED IN MPH	SUBDIVISION STREETS RESIDENTIAL DRIVEWAYS COMMERCIAL DRIVEWAYS	
	2 LANE IN FEET	MULTI LANE
25	260	280
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35	360	400
40	410	450
45	460	510
50	510	560
55	560	620

Guide for Corner Sight Distance

Complete Regulations

Refer to the [Design and Construction Standards](#) for complete regulations

Application & Fee

Novi ROW Permit is initiated with the Sign Application (waived for subdivision entranceway signs) \$100

[Oakland Co. ROW Permit Application](#) (for entrances on County roads only) \$100

Inspections

One final ROW inspection (if applicable)



For more information, contact:

Darcy Rechten | Department of Public Services
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
e: drechten@cityofnovi.org t: 248.735.5695 f: 248.735.5600

Landscape Regulations

Island Plantings

Islands must be landscaped. If an island is to be re-landscaped by the subdivision association, a landscape plan shall be submitted to the City for administrative approval.

At least 75% of the island must be landscaped with a mixture of shrubs, groundcover, perennials, and ornamental grasses, along with canopy and subcanopy trees in accordance with the minimum planting area widths in the table to the right.

Maintenance

Maintenance of the island is the responsibility of the subdivision association. All landscaping must be irrigated.

For more information, contact:

Rick Meader | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: rmeader@cityofnovi.org t: 248.735.5621 f: 248.735.5600

Tree Species Type	Tree Lawn Size
Small Tree (Subcanopy Deciduous)	4 to 6 ft.
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Large Tree (Canopy Deciduous)	Greater than 8 ft.

Zoning Board of Appeals (ZBA) Regulations

Application

If the regulations of the sign ordinance are not met, applicants may petition the Zoning Board of Appeals (ZBA) for a variance from the regulations. In order to seek a variance, a sign permit must be submitted and denied. Then a ZBA application, fee, and 14 copies of a scaled drawing indicating location, overall dimension, and sign verbiage must be submitted. A pre-ZBA application meeting can be scheduled by contacting Kate Oppermann in Community Development.

Meeting

The ZBA generally meets on the second Tuesday of each month. Completed applications are due six weeks prior to the meeting. Applicants should be prepared to explain the nature of the practical difficulty at the ZBA meeting.

Complete Regulations
 Refer to the [Zoning Ordinance](#) for complete regulations

Application
[ZBA Application](#)

Fee
 \$300

Standards for Granting a Sign Variance

1. The request is based upon circumstances or features that are exceptional and unique to the property and do not result from conditions that exist generally in the City or that are self-created.
2. The failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return.
3. The grant of relief will not result in a use of structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit of the ordinance.



For more information, contact:
Kate Oppermann | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: koppermann@cityofnovi.org t: 248.735.0459 f: 248.735.5600

Neighborhood Entryway Enhancement Matching Grant

Invasive Plant List

The list below contains invasive species unsuitable for this project. For a more comprehensive look, please refer to the list at <http://mnfi.anr.msu.edu/invasive-species/factsheets.cfm>. Please be advised that this is not a comprehensive list, and other plant species are subject to approval by the City.

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Black Alder - *Alnus glutinosa*

Russian Olive - *Elaeagnus angustifolia*

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Shrubs

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Dame's Rocket – *Hesperis matronalis*

Lyme-grass – *Leymus arenarius*

Purple Loosestrife – *Lythrum salicaria*

White Sweet Clover – *Melilotus alba*

Yellow Sweet Clover – *Melilotus officinalis*

Japanese Stilt Grass – *Microstegium viminium*

Wild Parsnip – *Pastinaca sativa*

Reed Canarygrass – *Phalaris arundinacea*

Phragmites – *Phragmites australis*

Japanese Knotweed – *Polygonum cuspidatum*

Giant Knotweed – *Polygonum sachalinense*

Mile – a minute Weed – *Polygonum perfoliatum*

Narrow – leaved Cat-tail - *Typha angustifolia*

Aquatic Plants

Flowering Rush – *Butomus umbellatus*

Water-hyacinth – *Eichornia crassipes*

Hydrilla – *Hydrilla verticillata*

European Frog-bit – *Hydrocharis morsus-ranae*

Eurasian Water Milfoil – *Myriophyllum spicatum*

Curly Pondweed - *Potamogeton crispus*



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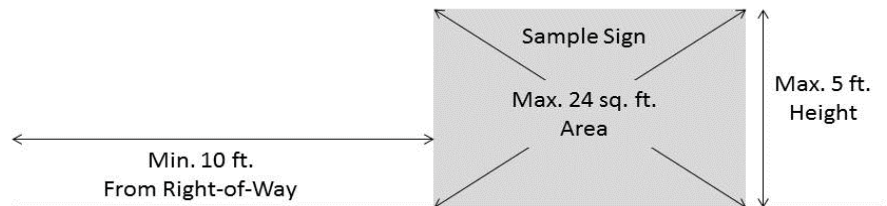
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Application

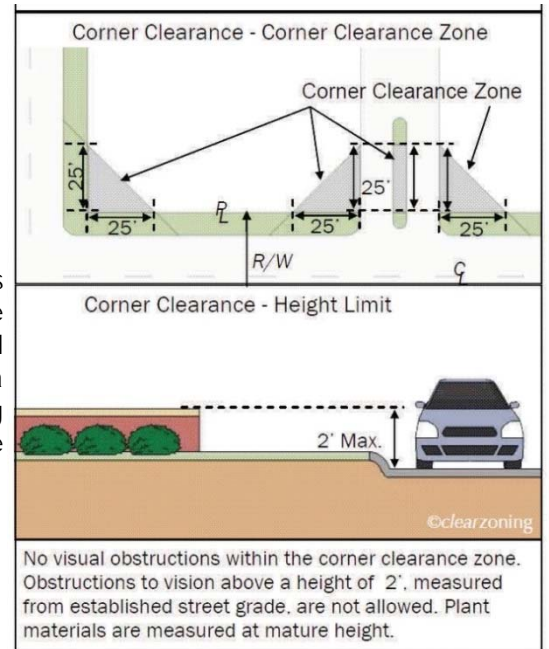
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Fee

\$75

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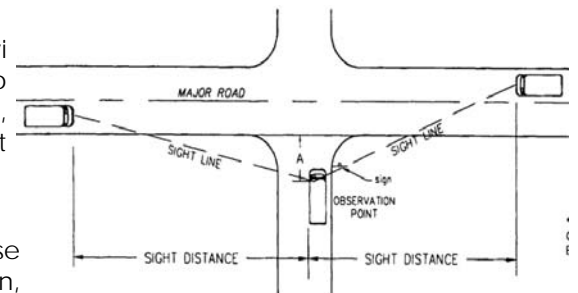
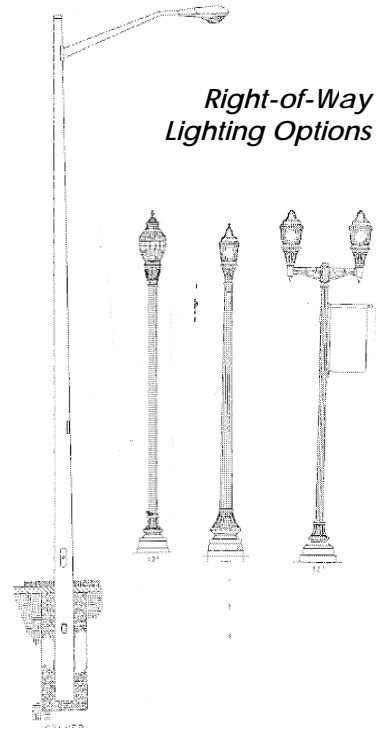
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 e: drechten@cityofnovi.org t: 248.735.5695 f: 248.735.5600

Sign Foundation Regulations

Composition

Construction materials and sign structures shall be of the quality and grade as specified for structures in the state construction code.

Fastenings

Signs erected to masonry, concrete, or steel shall be safely and securely fastened thereto by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to support safely the loads applied. All building fastenings must be of noncorrosive materials. Lightweight sign letters may be attached by means of an approved adhesive.

Lighting

Signs may be illuminated internally or externally but shall be either enclosed or directed away from roadways, traffic areas, and adjacent residential properties. Sign lighting should be focused on the sign to avoid stray lighting, and shall not be arranged to shine into the night sky. Any new lighting will require an electrical permit.

Windloads

For the purpose of design, wind pressure shall be taken upon the gross area of the vertical projection of all signs and sign structures at not less than 15 pounds per square foot for those portions above the ground.

Complete Regulations

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Application

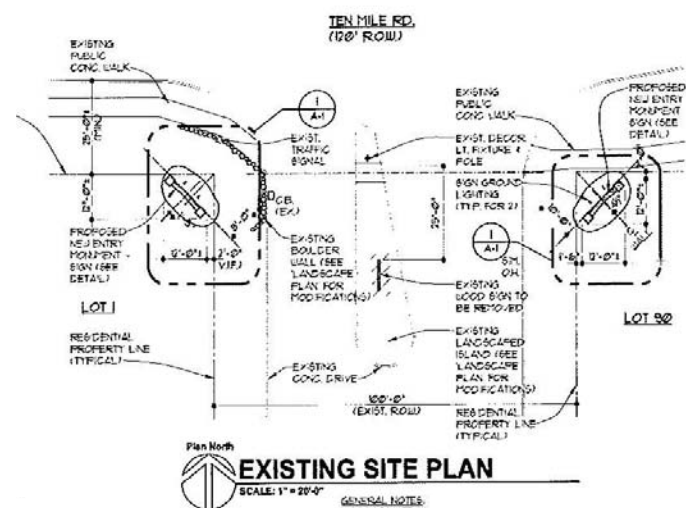
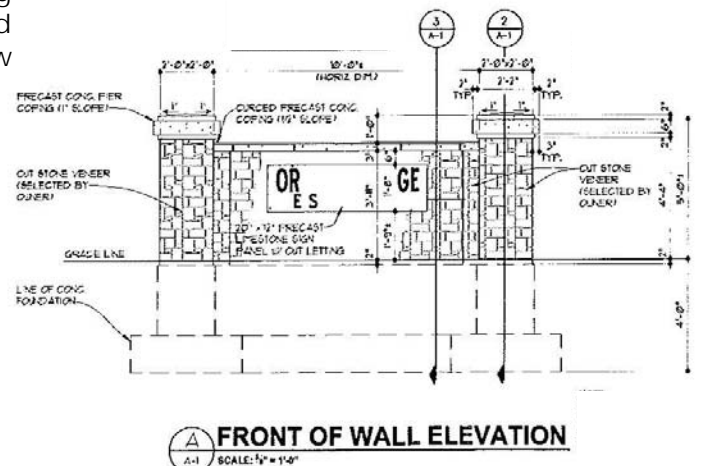
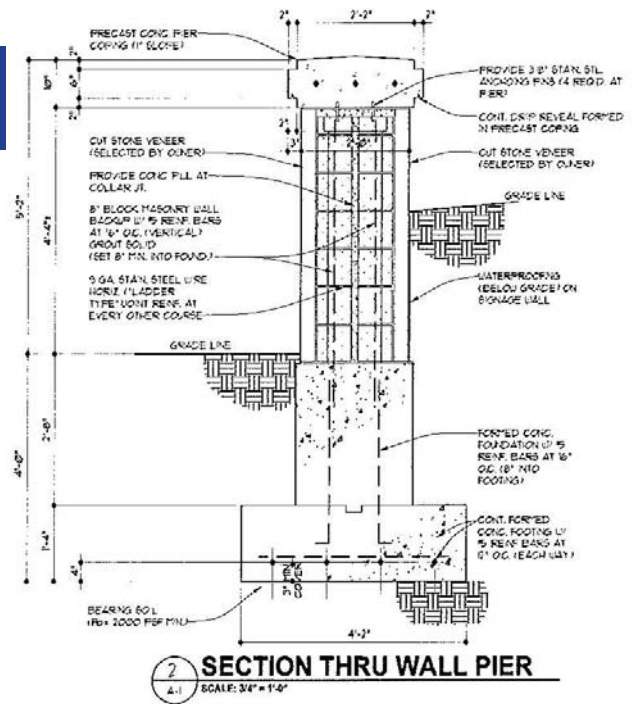
- [Building Permit Application](#)
- [Electrical Permit Application](#)

Fee

Building Permit: Varies, starting at \$180
 Electrical Permit: \$70

Inspections

Building: One for footing and one for final
 Electrical: Up to two for rough/underground and final



For more information contact:
Chris Weber | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: cweber@cityofnovi.org t: 248.347.0434 f: 248.735.5600

Sample details and site plan for a proposed sign location outside of the corner clearance zone or right-of-way

Landscape Regulations

Island Plantings

Islands must be landscaped. If an island is to be re-landscaped by the subdivision association, a landscape plan shall be submitted to the City for administrative approval.

At least 75% of the island must be landscaped with a mixture of shrubs, groundcover, perennials, and ornamental grasses, along with canopy and subcanopy trees in accordance with the minimum planting area widths in the table to the right.

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Neighborhood Entryway Enhancement Matching Grant

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Lyme-grass – *Leymus arenarius*

Purple Loosestrife – *Lythrum salicaria*

White Sweet Clover – *Melilotus alba*

Yellow Sweet Clover – *Melilotus officinalis*

Japanese Stilt Grass – *Microstegium viminium*

Wild Parsnip – *Pastinaca sativa*

Reed Canarygrass – *Phalaris arundinacea*

Phragmites – *Phragmites australis*

Japanese Knotweed – *Polygonum cuspidatum*

Giant Knotweed – *Polygonum sachalinense*

Mile – a minute Weed – *Polygonum perfoliatum*

Narrow – leaved Cat-tail - *Typha angustifolia*

Aquatic Plants

Flowering Rush – *Butomus umbellatus*

Water-hyacinth – *Eichornia crassipes*

Hydrilla – *Hydrilla verticillata*

European Frog-bit – *Hydrocharis morsus-ranae*

Eurasian Water Milfoil – *Myriophyllum spicatum*

Curly Pondweed - *Potamogeton crispus*

