



CITY of NOVI CITY COUNCIL

Agenda Item C
March 26, 2018

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: Autumn Park (\$5,000.00), Barclay Estates (\$5,000.00), Country Place (\$5,000.00), Mystic Forest (\$5,000.00), and Whispering Meadows (\$5,000.00).

SUBMITTING DEPARTMENT: Community Relations / City Manager's

CITY MANAGER APPROVAL: 

| | |
|-------------------------------|---------------------------|
| EXPENDITURE REQUIRED | \$25,000.00 |
| AMOUNT BUDGETED | \$25,000.00 |
| APPROPRIATION REQUIRED | \$25,000.00 |
| 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.

Seven applications were received before the deadline of February 2, 2018. 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 12 to discuss the applications and vote on them in a public meeting where attendance by neighborhood representatives was optional. Only one neighborhood sent a representative to the meeting. Prior to the meeting on March 12

questions were sent to the applicants to allow them an opportunity to address questions that arose as applications were reviewed by staff and the Commission.

All applicants proposed significant improvements to their entrances. Work proposed included new or updated signage, landscaping, and lighting. Many proposals incorporated more than one element, and some were part of a multi-phase plan to upgrade the neighborhood.

Autumn Park, Barclay Estates, Country Place, Mystic Forest, and Whispering Meadows received the greatest amount of support from the Commission members and staff representatives to award the requested amounts of \$5,000.00 each. Awards were not recommended to Asbury Park and Liberty Park.

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

- Autumn Park – requested grant of \$5,000.00
- Barclay Estates – requested grant of \$5,000.00
- Country Place – requested grant of \$5,000.00
- Mystic Forest – requested grant of \$5,000.00
- Whispering Meadows – requested grant of \$5,000.00

Country Place Condominiums is the first multi-year recipient of the Neighborhood Entryway Enhancement Matching Grant, as they received a grant of \$5,000.00 in 2015. The funds were used for two entrance sign replacements, electrical repairs, and landscaping enhancements.

Draft meeting minutes from the Beautification Commission's March 12, 2018 meeting are enclosed.

Awarded projects must be completed by November 1, 2018, at which time the City will reimburse the organizations for the awarded amount. The total recommended award is \$25,000.00

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: Autumn Park (\$5,000.00), Barclay Estates (\$5,000.00), Country Place (\$5,000.00), Mystic Forest (\$5,000.00), and Whispering Meadows (\$5,000.00).

Entryway Grant Program Distribution 2015 to Present

| Year | Awardee Name |
|------|---|
| 2015 | Chase Farms Country Place Condos North Haven Woods Olde Orchard Country Homes Orchard Ridge |
| 2016 | Charrington Farms Riverbridge Taft Knolls Turtle Creek Vista Hills |
| 2017 | Briarwood Camden Court Meadowbrook Glens Meadowbrook Lake Oakland Ridge Roma Ridge Yerkes Manor |

**Beautification Commission
Minutes
Monday, March 12, 2018
5:00-8:00 pm
Novi Civic Center**

Call to Order: 5:12 pm

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

Excused: Ratna Rao, Jennifer Ryan

Absent:

Approval of Minutes: Moved Celia, Seconded Carolyn

Approval of Agenda: Moved Cindy H., Seconded Carolyn

Potential Resources for Future Projects:

Youth Council

AKA Sorority - Carol Donaldson - cddcooks@gmail.com

Community Relations list maintained according to volunteer interest

Home Depot - Sarah Johnson - 248-347-6746

Waste Management - Brian Conaway - 248-204-0829

DTE quarterly community grants

Reports:

Chair: Cindy Lang

Secretary: Cindy Haley (Carolyn Upton back-up)

Treasurer: Jennifer Ryan

Social Media Chair: Lindsay Wyskowski

Community Projects Chair: Open

Adopt an area programs, environmental initiatives, entryway signs, holiday decorating contests

Grants/Partnerships/Sponsorships Chair: Open

Seek out grants and partnerships

Waste Management: Brian Conaway 248-204-0829

Fundraising Chair: Ratna Rao

Education/Certifications Chair: Open

Bring in people to talk about projects

Anniversary Chair:

Novi's 50th Anniversary Community Project

City Liaison: Wendy DuVall

Announcements:

- Spring Palooza Friday, May 18 at Civic Center Campus- bookmarks & milkweed
- City entry signs partnership project
 - Businesses would adopt signs – criteria to be developed

Current Projects:

1. National Wildlife Federation Certification
 - Encourage home owners to apply
 - Kick-off meeting
 - Have information ready for the Novi Spring Palooza
 - Raffle of kits with items
2. Entryway sign holiday decorating contests
3. School projects; pollinator garden
4. Novi's 50th Anniversary community project
5. Fuerst Park Monarch Waystation maintenance
6. Beautification Council of Southeastern Michigan
7. Adopt an area programs, environmental initiatives, entryway signs

Old Business:

Discussion of Current and Future Projects:

1. Entryway Grants
 - March - Commission tallied recommendations and summarized rationale
 - Unanimous approval to recommend awards of matching grants up to \$5,000 to Autumn Park, Barclay Estates, Country Place, Mystic Forest and Whispering Meadows and to recommend against awards for Asbury Park and Liberty Park
 - April – Recommendations to be presented to City Council; city awards grants
 - November 1 – Project completion date; the entire project must be completed or reimbursement/grant award will be forfeited
2. Spring Palooza
 - Milkweed seeds for distribution to be purchased by Rick Meader
 - MSU literature has been requested
 - Oak wilt information to be available
 - Carnival game to be planned
 - Beautification Commission booth to be outdoors in high traffic area
 - Plant exchange publicity to include Next Door app and contact with other beautification commissions
3. National Wildlife Federation Certification Project
 - Laura has established contact with NWF Representative Dot Boisen 703-438-6199
 - Currently Novi has 15 homes and 3 commons certified
 - Member questions to be directed through Laura by Friday, March 16

New Business:

Library kiosk available for Beautification Commission display

Events:

March-Entryway Sign Distribution

April 21, 9-11 am, Earth Day, MSU Tollgate

April 28, 9-11 am, Arbor Day, Rotary Park

May 5, 9-11 am, River Day, Rotary Park

May 18, 6-9 pm, Spring Palooza and Perennial Exchange, Civic Center Campus

June 2, 9-11 am, Cemetery Day, Novi Road Cemetery

October 13, 10am-2pm, Sustainable Novi, Novi Library

Publicity:

Nathan Mueller for postings on Next Door emails

Completed Projects:

Million Pollinator Garden Challenge, Civic Center

Meetings:

January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, **November 19**, December 10

Adjournment: 8:00 pm Moved Lindsey, Seconded Carolyn

Neighborhood Entryway Enhancement Matching Grant Program City Manager's Office 2018



Contact:
City Manager's Office
248.347.0445
EntrywayGrant@cityofnovi.org

Table of Contents

| | |
|---|----|
| Grant Program Explanation | 2 |
| Policies | 3 |
| Selection Criteria & Evaluation Process | 5 |
| Grant Application | 6 |
| Checklist | 11 |

Attachments: *Residential Entranceway Signage Guide*



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, their 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 2018.
2. Complete the application providing all required information and any supplemental materials. If you have any questions or concerns, you may contact the Novi City Manager's Office at 248.347.0445 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 the City of Novi Manager's Office at EntrywayGrant@cityofnovi.org by **5:00 PM on Friday, February 2, 2018**. **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, November 1, 2018.**

5. An organization/homeowner association is only eligible for a Neighborhood Entryway Enhancement grant **once within three grant cycles.** Grant awardees are ineligible for another grant in the following two grant cycles in order for 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, November 1, 2018.**

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?nodeId=COORNOMI or contact the Community Development Department.* 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, November 1, 2018.**

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 the City Manager's Office at 248.347.0445 or EntrywayGrant@cityofnovi.org to make an appointment during these two meeting times, which have been scheduled for applicants to meet with City staff:

Tuesday, January 9, 2018 from 1 p.m. – 5 p.m.

Thursday, January 11, 2018 from 8 a.m. – 12 p.m.

11. **The use of invasive species will not be permitted.** Please refer to 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 2, 2018.** 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.

2018 Important Dates

- **January 9 (1 p.m. – 5 p.m.)** or **January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 12 – February 2** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **November 1** | 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 2, 2018

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:

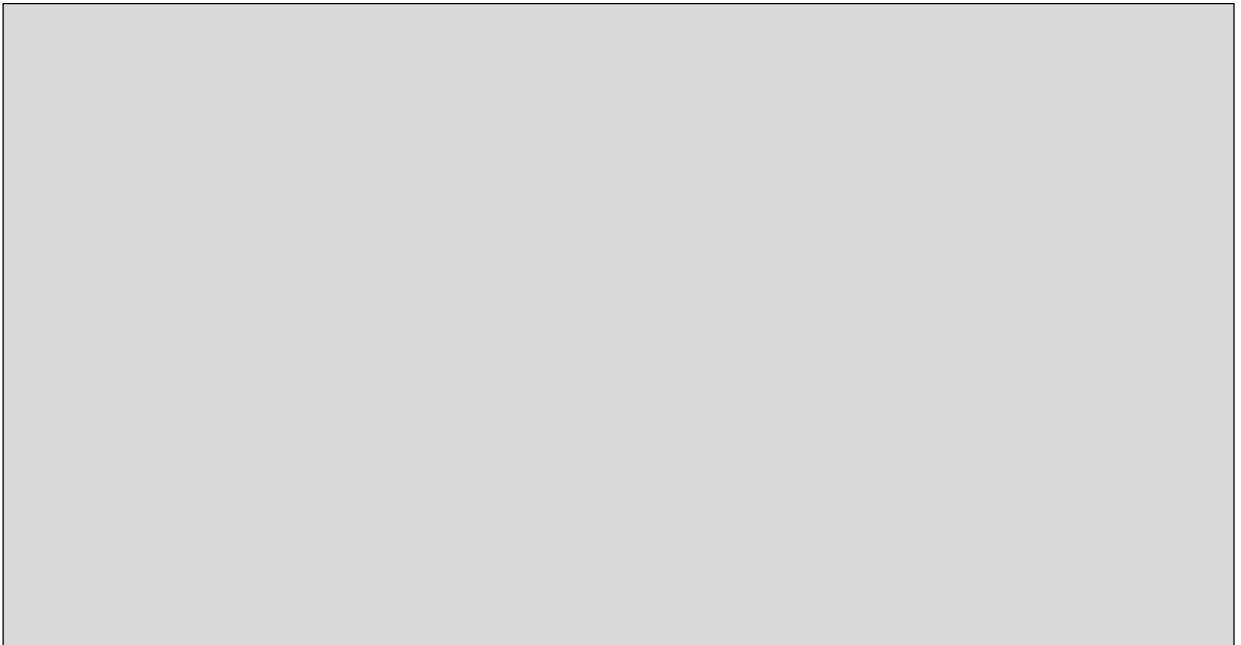
II. Project Information

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.

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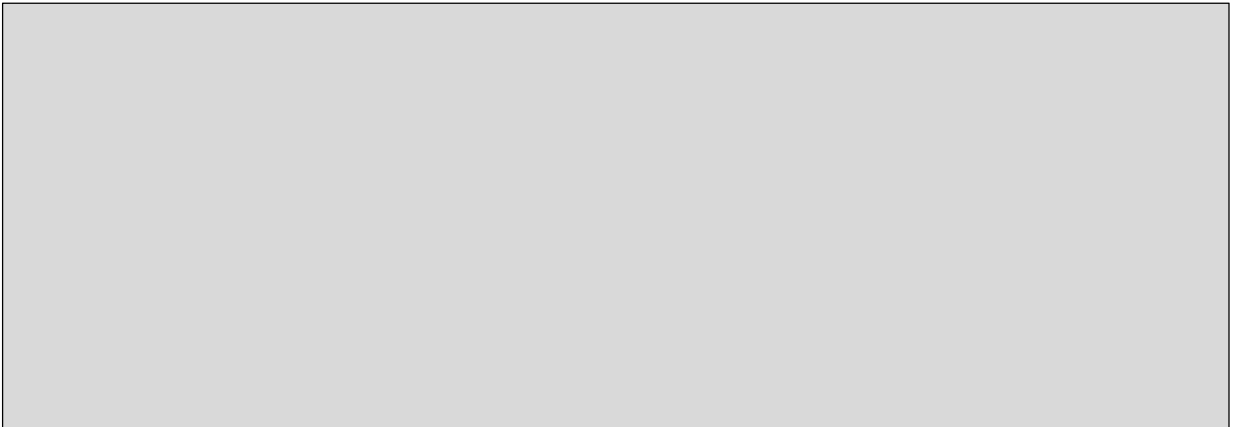
- b. Give the proposed project area’s location. Please provide a written description of location, along with an attached map with location identified. City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.

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.

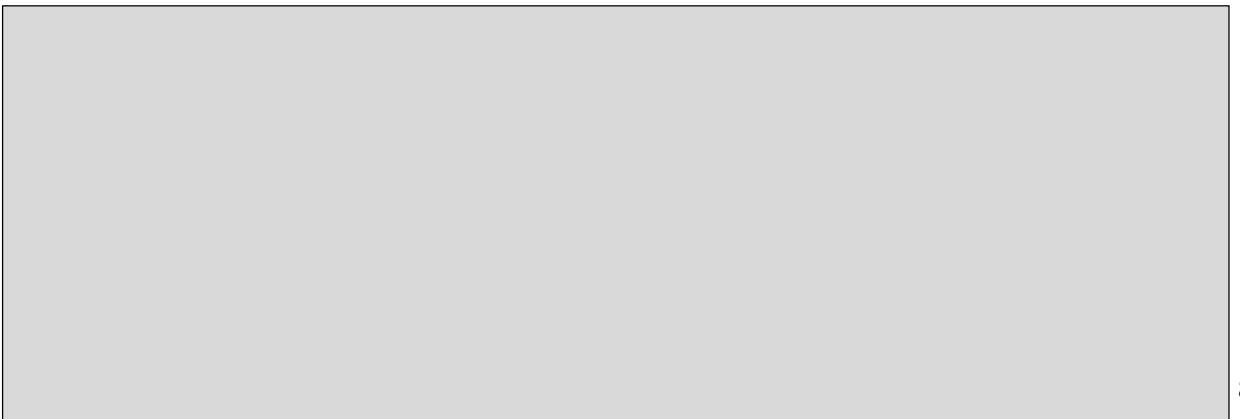
- c. Explain how the project meets the review criteria listed in the “**Grant Selection Criteria & Evaluation Process**” section.



- 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.

2018 Important Dates

- **January 9 (1 p.m. – 5 p.m.) or January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 12 – February 2** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **November 1** | 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 the Novi City Manager's Office. **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 2016 or 2017.
- 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.



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.

Trees

Norway Maple - *Acer platanoides*

Tree of Heaven - *Ailanthus altissima*

Black Alder - *Alnus glutinosa*

Russian Olive - *Elaeagnus angustifolia*

Black Locust - *Robinia pseudoacacia*

Shrubs

Japanese Barberry – *Berberis thunbergii*

Autumn Olive – *Elaeagnus umbellata*

Glossy Buckthorn - *Frangula alnus/Rhamnus frangula*

Privet- *Ligustrum vulgare*

Amur Honeysuckle – *Lonicera maackii*

Morrow's Honeysuckle – *Lonicera morrowii*

Tartarian Honeysuckle – *Lonicera tatarica*

Bell's Honeysuckle – *Lonicera xbella*

Common Buckthorn – *Rhamnus cathartica*

Black Jetbead – *Rhodotypos scandens*

Multiflora Rose - *Rosa multiflora*

Woody Vines

Oriental Bittersweet – *Celastrus orbiculatus*

Japanese honeysuckle – *Lonicera japonica*

Kudzu - *Pueraria lobata*

Herbaceous Plants

Garlic Mustard – *Alliaria petiolata*

Narrow-leaved Bitter-cress – *Cardamine impatiens*

Spotted Knapweed – *Centaurea stoebe/Centaurea maculosa*

Canada Thistle – *Cirsium arvense*

European Swamp Thistle- *Cirsium palustre*

Black Swallow – wort - *Cynanchum louiseae /Vincetoxicum nigrum*

Pale Swallow-wort - *Cynanchum rossicum /Vincetoxicum rossicum*

Leafy Spurge – *Euphorbia esula*

Baby's Breath – *Gypsophila paniculata*

Giant Hogweed- *Heracleum mantegazzianum*

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*



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.

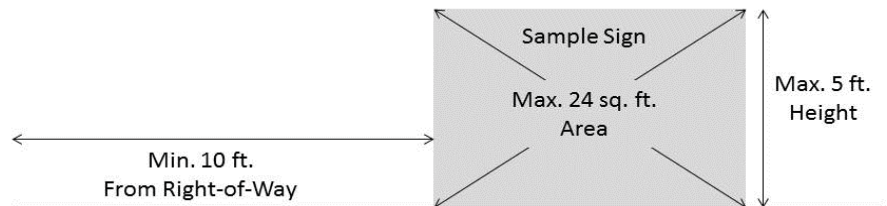
Location

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

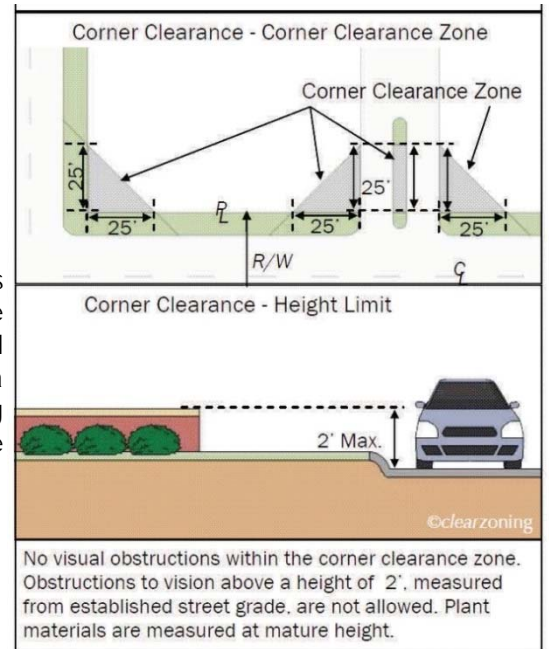
[Sign Permit Application](#) (One application required per sign)

Fee

\$75

Inspections

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



For more information, 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

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

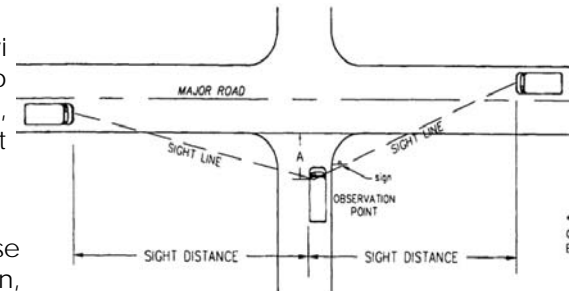
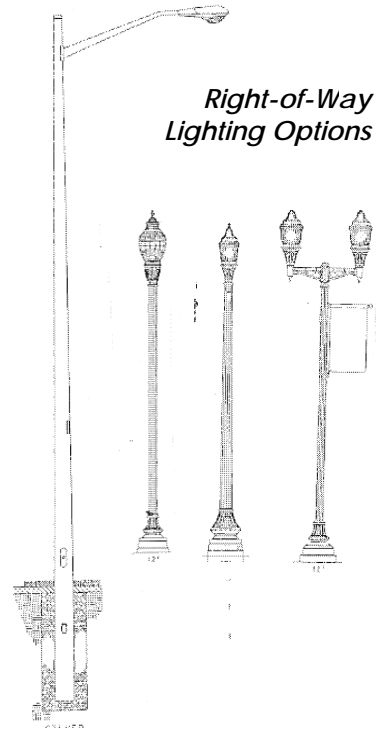
Signs shall not be placed in a location such that they impede sight distance. Sight distance is the length of the sight line over which an object is visible to a driver. The minimum sight distance is set by the ordinance as illustrated below. Please contact the Department of Public Services for more 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 |
| 30 | 310 | 340 |
| 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

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

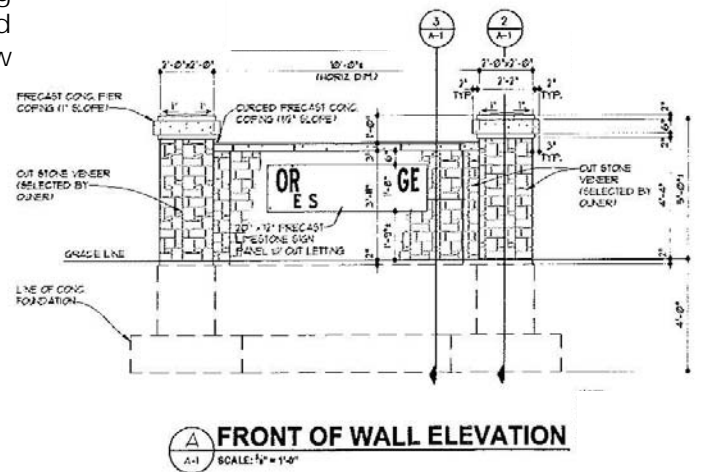
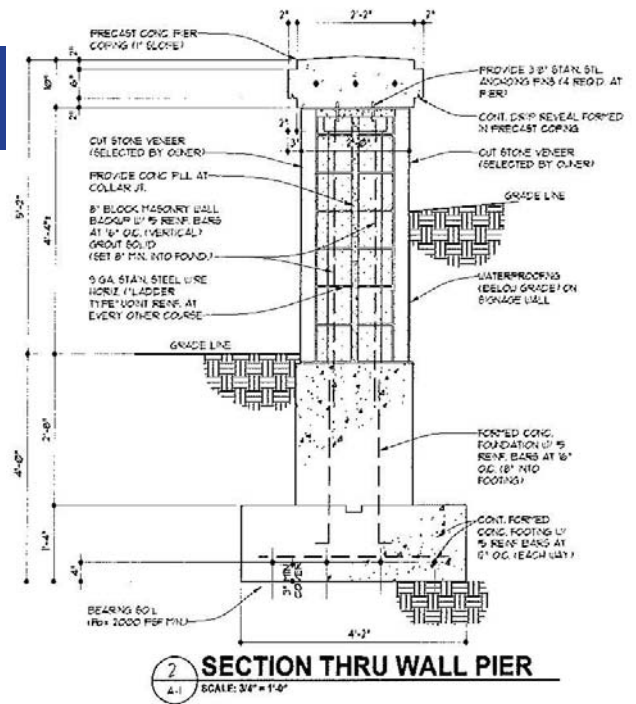
Signs erected to masonry, concrete, or steel shall be safely and securely fastened thereto by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to support safely the loads applied. All building fastenings must be of noncorrosive materials. Lightweight sign letters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

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

Application

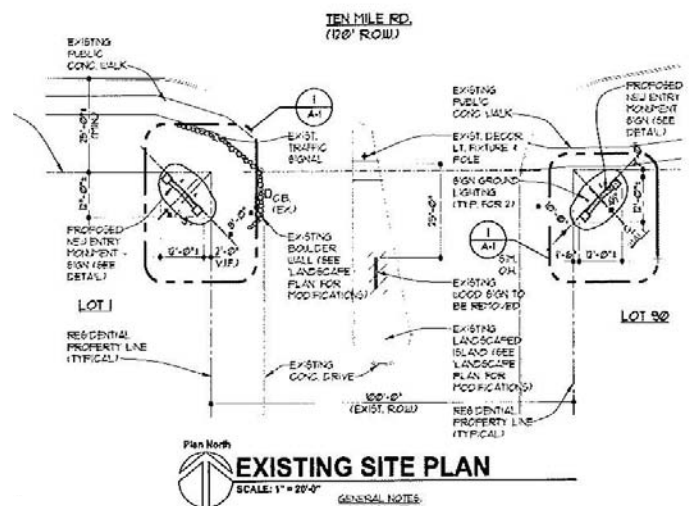
- [Building Permit Application](#)
- [Electrical Permit Application](#)

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



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



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

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. |
| Medium Tree (Subcanopy & Canopy Deciduous) | 6 to 8 ft. |
| 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.

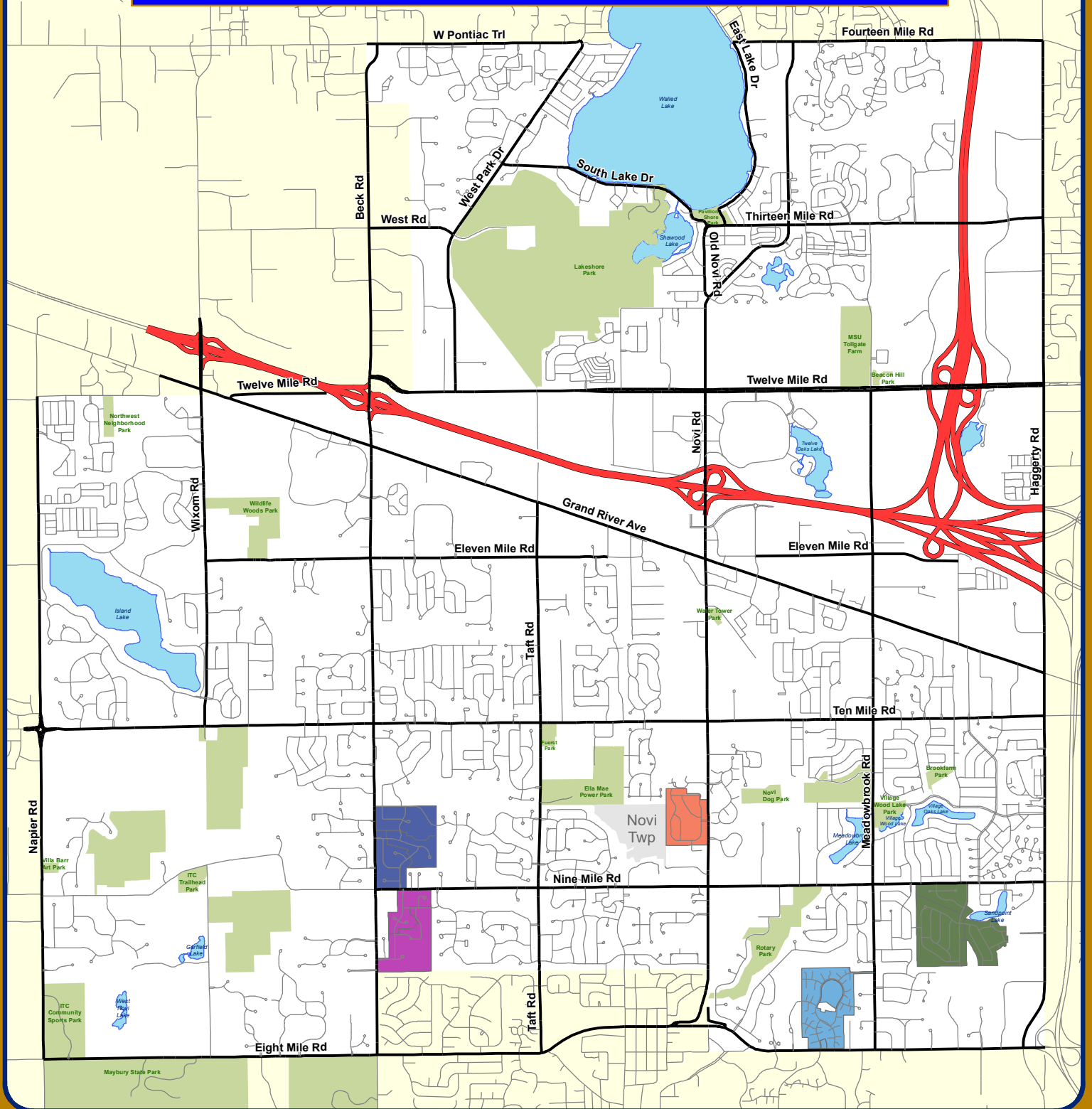


For more information, contact:

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 Grant Program

2018 Recommended Grant Recipients



Map Author: Keri Blough
 Date: March 15, 2018
 Project: Beautification Grant
 Version #: 1.0

Amended By:
 Date:
 Department:

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi.

Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Map Legend

| | |
|------------|--------------------|
| Minor Road | Autumn Park |
| Major Road | Barclay Estates |
| Expressway | Country Place |
| Parkland | Mystic Forest |
| Lake | Whispering Meadows |

Grant Recipients



City of Novi
 Integrated Solutions Team
 Geospatial Resources Division
 45175 Ten Mile Rd
 Novi, MI 48375
 cityofnovi.org



RATIONALE FOR RECOMMENDATIONS

| <u>Applicant</u> | <u>Yes/No</u> | <u>Reasons</u> |
|--------------------|---------------|---|
| Asbury Park | No | High Maintenance Low visibility location Lack of specific details Submission by Management Company may indicate lack of resident commitment |
| Autumn Park | Yes | High visibility Very complete application Project intended to protect wetlands |
| Barclay Estates | Yes | High visibility Well-documented application |
| Country Place | Yes | Evidence of resident involvement Attractive signage will benefit from landscaping Older development Well-documented application High visibility |
| Liberty Park | No | Project mostly benefits residents Newer development Submitted by Management Company No information about past projects |
| Mystic Forest | Yes | Older development High visibility Proposed sign lower maintenance |
| Whispering Meadows | Yes | Current sign needs replacement Older development Fiscally responsible plan |

Entryway Grant Recommendation Tally

| Asbury Park | Autumn Park | Barclay Estates | Country Place | Liberty Park | Mystic Forest | Whispering Meadows |
|-------------|-------------|-----------------|---------------|--------------|---------------|--------------------|
| No | 1 | 1 | 1 | No | 1 | 1 |
| | 1 | 1 | 1 | 1 | 1 | |
| | 1 | 1 | 1 | 1 | 1 | |
| | 1 | 1 | 1 | | 1 | 1 |
| | | 1 | 1 | 1 | 1 | 1 |
| | 1 | 1 | 1 | | 1 | 1 |
| | 1 | 1 | 1 | 1 | | 1 |
| | 1 | | | | 1 | |
| | 1 | 1 | 1 | | | |
| Totals | 0 | 8 | 8 | 4 | 7 | 5 |



**Neighborhood Entryway Enhancement
Matching Grant
Application**

Due Date: Friday, February 2, 2018

I. Applicant Information

Association's Name:

Asbury Park Homeowners Association, Inc.

Age of the subdivision:

16 years, Articles of Incorporation filed 1-29-01

First-time Applicant: Yes No as far to my knowledge

If No, date of last application submitted:

[Redacted]

Project Leader:

Deborah Laudermitch

Position within
HOA/organization:

Community Association Manager

Address:

Asbury Park
c/o Kramer Triad
4000 GRAND RIVER, STE 100
NOVI MI 48375

Telephone:

248-893-2112

E-Mail:

dLaudermilch@kramertriad.com

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.

The community is located on 11 mile between Beck & Taft and has two entrances to service the community. Both entrances are showing a need to have updating as they are showing their age. Such as overgrown topery sprial shrubs, trees in the middle island that will need to be eventually replaced as they are the wrong kind and will grow to interfere with the overhead electrical wires. As the landscaping has now aged at the entrances we would like to bring the "look" up to date, ~~with the current appearance of~~ This will continue to keep the value of the homes in this neighborhood and those around it.

Update lighting with newer brighter economical LED lighting. Total of 24 Spotlight.

- 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 community entrances, of which there are two. are located on 11 Mile and are between Beck Road & Taft Road.

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

The community is 16 years old and the entrance lighting and landscape design has not been updated yet. This is starting to show its age with overgrown shrubs and ~~poor~~ poor design. If this were to be given an addition of a fresh design and new lighting it would ~~continue~~ continue to encourage the high property values that are good for the City.

It is our plan to hire Begonia Brothers to implement the fresh pieces for the design and lighting. We believe that with the right elements ~~to~~ the entrances will be beautiful for many years to come.

- 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.

We have noted many New communities that are being built and with a fresh look we would continue to attract home owners who seek to have value in their homes.

Our lighting update would make the community more usable and brighten the entranceways.

- 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>

Annual Flowerps

III. Funding Information

a. Estimated total project costs:

Lighting - \$3240

Urns + Removal of Impervious - 3550.00

Flowers \$1680-

\$8470

b. Who provided this cost estimate?

Begonia Brothers

(Name, Title, Company)

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:

Associan would cover all remainder costs.

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):

N/A, no donations provided to us.

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

f. Itemized cost/unit estimates : *See Proposal.*

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

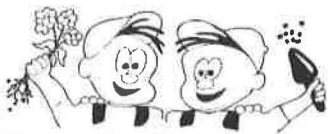
Please include:

- 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.

2018 Important Dates

- **January 9 (1 p.m. – 5 p.m.) or January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 12 – February 2** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **November 1** | Project completion date; the entire project must be completed or reimbursement/ grant award will be forfeited.



Begonia Brothers Services LLC

21141 Brickscape Drive
Northville, MI 48167

Proposal and Contract

| | |
|----------|--------------|
| Date | Estimate No. |
| 01/23/18 | 299325293 |

Name/Address

Asbury Park HOA

Phone: 888-889-8282

Fax: 866-980-9559

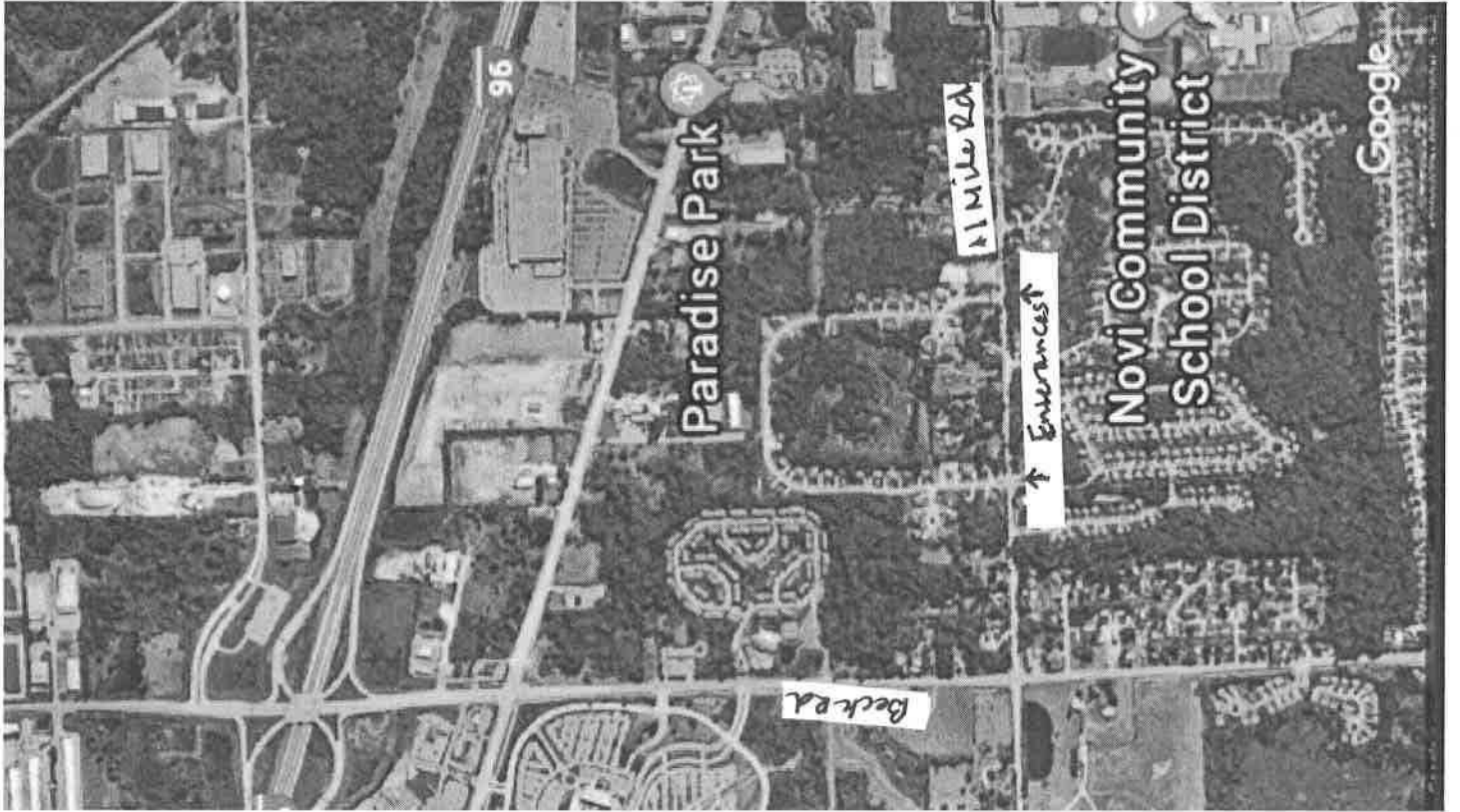
Email: info@begoniabrothers.com

| Item | Description | Quantity | Cost | Total |
|------------------------------------|--|----------|---------------------------|--------------------|
| shrub | Replace all boxwood in center islands of both entrances, also priced out in 2016- 190 3 gallon boxwood, including planting mix, fertilizer and removal of old boxwood | 190 | 42.00 | 7,980.00 |
| Landscape Light | Change over to LED lighting for both front entrance spotlights- 24-Spotlight LED to light pillars of monuments | 24 | 110.00 | 2,640.00 |
| Landscape Light | Change over to LED lighting for both front entrance sign illumination \$300 | 4 | 150.00 | 600.00 |
| Gen Labor | Light installation -\$600 for both entrances provided existing wire and transformer can be re-used. Additional material needed and labor would be quoted in a spring walk through | | 0.00 | 0.00 |
| Flower Flat | Additional Flowers- Removal of brushed gold carpet junipers on each side bed entrance to create a 12 flat area for annuals in each bed. 24 flats additional at each entrance, 48 flats total. Price includes removal of junipers, planting mix for annuals, annuals , fertilizer and labor for annuals | 48 | 35.00 | 1,680.00 |
| Misc. | Removal of 4 large overgrown spiral junipers, installation of 4 large estate urns. approximate dimensions 21" x 42" wide and 42" deep. Approximate weight 450 pounds each. ESTIMATE ONLY because freight is not quoted until ship time <i>We have 8 Juniper trees total at the entrances</i> | 4 | 710.00 <i>+ 710.00</i> | 2,840.00 |
| Please call us with any questions! | | | Total | \$15,740.00 |

Begonia Brothers warrants the above plants to be disease and pest free at the time of delivery. Begonia Brothers' liability is limited to replacement of diseased and pest infested plants or refund of purchase price at Begonia Brothers option. The warranty described in this paragraph shall be in lieu of any other warranty expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. It is the sole responsibility of the purchaser to maintain any plants after installation. Begonia Brothers is not responsible for watering, weeding, fertilizing or replacing any such material unless previously agreed upon in writing. Payment is due Net 30 with a 2% monthly finance charge on past due invoices.

Client Acceptance _____ Date _____

Contractor Approval _____ Date _____



Paradise Park

1 Mile Rd

↑ Entrance

Novi Community
School District

Google

96

Beck Rd

remove ground cover
and replace with
flowers - Annual

replace with
urns of flowers - Annuals

replace with
urns of flowers - Annuals

remove ground cover
and replace with
flowers - Annual



Remove Shrubs and replace with native plants of Florida
Remove Shrubs and replace with native plants of Florida





REMOVE ground
COVER and
PUT an annual
garden in

**Balance Sheet Report
Asbury Park**

As of November 30, 2017

Reviewed & Approved by:



Usha Sharma
Community Association Manager

| | <u>Balance Nov 30, 2017</u> | <u>Balance Oct 31, 2017</u> | <u>Change</u> |
|--|---------------------------------|---------------------------------|-------------------|
| <u>Assets</u> | | | |
| Operating Funds | | | |
| 1000 - MOB Oper- #6171 | 14,244.75 | 15,906.75 | (1,662.00) |
| 1010 - Prior Mgmt-PNC #9544 | 3,500.00 | 3,500.00 | 0.00 |
| Total Operating Funds | 17,744.75 | 19,406.75 | (1,662.00) |
| Accounts Receivable | | | |
| 1510 - Maintenance Fees Receivable | 11,087.20 | 12,042.20 | (955.00) |
| Total Accounts Receivable | 11,087.20 | 12,042.20 | (955.00) |
| Other Current Assets | | | |
| 1799 - Clearing Account | 125.00 | 125.00 | 0.00 |
| Total Other Current Assets | 125.00 | 125.00 | 0.00 |
| Total Assets | 28,956.95 | 31,573.95 | (2,617.00) |
| <u>Owners' Equity</u> | | | |
| Owners Equity - Prior Years | | | |
| 3000 - Owners Equity - Prior Years | 23,263.18 | 23,263.18 | 0.00 |
| Total Owners Equity - Prior Years | 23,263.18 | 23,263.18 | 0.00 |
| Total Owners' Equity | 23,263.18 | 23,263.18 | 0.00 |
| Net Income / (Loss) | 5,693.77 | 8,310.77 | (2,617.00) |
| Total Liabilities and Equity | 28,956.95 | 31,573.95 | (2,617.00) |

Income Statement Report
Asbury Park
November 01, 2017 thru November 30, 2017

| | Current Period | | | Year to Date (11 months) | | | Annual Budget | Budget Remaining |
|---|----------------|-----------------|-------------------|--------------------------|------------------|-------------------|------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | | |
| Income | | | | | | | | |
| Assessment Income | | | | | | | | |
| 4000 - Association Fees | 0.00 | 2,969.00 | (2,969.00) | 28,220.00 | 32,652.00 | (4,432.00) | 35,620.00 | 7,400.00 |
| Total Assessment Income | 0.00 | 2,969.00 | (2,969.00) | 28,220.00 | 32,652.00 | (4,432.00) | 35,620.00 | 7,400.00 |
| Collections Income | | | | | | | | |
| 4720 - Legal Reimbursements | 0.00 | 0.00 | 0.00 | 396.00 | 0.00 | 396.00 | 0.00 | (396.00) |
| Total Collections Income | 0.00 | 0.00 | 0.00 | 396.00 | 0.00 | 396.00 | 0.00 | (396.00) |
| Investment Income | | | | | | | | |
| 4900 - Interest Earned - Operating Accounts | 0.63 | 0.00 | 0.63 | 2.75 | 0.00 | 2.75 | 0.00 | (2.75) |
| 4905 - Reserve Contribution Income | 0.00 | 297.00 | (297.00) | 0.00 | 3,265.00 | (3,265.00) | 3,562.00 | 3,562.00 |
| Total Investment Income | 0.63 | 297.00 | (296.37) | 2.75 | 3,265.00 | (3,262.25) | 3,562.00 | 3,559.25 |
| Total Operating Income | 0.63 | 3,266.00 | (3,265.37) | 28,618.75 | 35,917.00 | (7,298.25) | 39,182.00 | 10,563.25 |
| Expense | | | | | | | | |
| Administrative | | | | | | | | |
| 5015 - Bank Charges | 0.00 | 15.00 | (15.00) | 105.00 | 165.00 | (60.00) | 180.00 | 75.00 |
| 5025 - Collection Charges | 0.00 | 16.00 | (16.00) | 0.00 | 183.00 | (183.00) | 200.00 | 200.00 |
| 5030 - Coupon Costs | 0.00 | 6.00 | (6.00) | 0.00 | 73.00 | (73.00) | 80.00 | 80.00 |
| 5045 - Dues & Subscriptions | 0.00 | 0.00 | 0.00 | 429.95 | 0.00 | 429.95 | 0.00 | (429.95) |
| 5090 - Office Supplies | 0.00 | 0.00 | 0.00 | 12.20 | 0.00 | 12.20 | 0.00 | (12.20) |
| 5195 - Other Administrative Services | 0.00 | 13.00 | (13.00) | 264.60 | 138.00 | 126.60 | 150.00 | (114.60) |
| 5210 - Printing/Copying | 0.00 | 9.00 | (9.00) | 12.38 | 92.00 | (79.62) | 100.00 | 87.62 |
| 5215 - Postage | 0.00 | 6.00 | (6.00) | 25.21 | 69.00 | (43.79) | 75.00 | 49.79 |
| 6300 - Fees & Permits | 0.00 | 1.00 | (1.00) | 0.00 | 18.00 | (18.00) | 20.00 | 20.00 |
| 7000 - Accounting/Audit | 0.00 | 25.00 | (25.00) | 0.00 | 275.00 | (275.00) | 300.00 | 300.00 |
| 7020 - Legal | 0.00 | 125.00 | (125.00) | 534.00 | 1,375.00 | (841.00) | 1,500.00 | 966.00 |
| Total Administrative | 0.00 | 216.00 | (216.00) | 1,383.34 | 2,388.00 | (1,004.66) | 2,605.00 | 1,221.66 |

Income Statement Report
Asbury Park
November 01, 2017 thru November 30, 2017

| | Current Period | | | Year to Date (11 months) | | | Annual Budget | Budget Remaining |
|---|-----------------|-----------------|-----------------|--------------------------|------------------|-------------------|------------------|-------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | | |
| Expense | | | | | | | | |
| Communications | | | | | | | | |
| 5200 - Community Events | 0.00 | 13.00 | (13.00) | 0.00 | 138.00 | (138.00) | 150.00 | 150.00 |
| Total Communications | 0.00 | 13.00 | (13.00) | 0.00 | 138.00 | (138.00) | 150.00 | 150.00 |
| Payroll & Benefits | | | | | | | | |
| 5304 - Maintenance Salaries | 0.00 | 25.00 | (25.00) | 0.00 | 275.00 | (275.00) | 300.00 | 300.00 |
| Total Payroll & Benefits | 0.00 | 25.00 | (25.00) | 0.00 | 275.00 | (275.00) | 300.00 | 300.00 |
| Insurance | | | | | | | | |
| 5400 - Insurance Premiums | 0.00 | 58.00 | (58.00) | 0.00 | 637.00 | (637.00) | 695.00 | 695.00 |
| Total Insurance | 0.00 | 58.00 | (58.00) | 0.00 | 637.00 | (637.00) | 695.00 | 695.00 |
| Utilities | | | | | | | | |
| 6000 - Electric Service | 137.63 | 75.00 | 62.63 | 6,158.60 | 825.00 | 5,333.60 | 900.00 | (5,258.60) |
| 6025 - Water Service | 0.00 | 534.00 | (534.00) | 4,785.20 | 5,867.00 | (1,081.80) | 6,400.00 | 1,614.80 |
| Total Utilities | 137.63 | 609.00 | (471.37) | 10,943.80 | 6,692.00 | 4,251.80 | 7,300.00 | (3,643.80) |
| Landscaping | | | | | | | | |
| 6110 - Landscape Repair & Maintenance | 1,930.00 | 154.00 | 1,776.00 | 6,871.76 | 1,700.00 | 5,171.76 | 1,855.00 | (5,016.76) |
| 6120 - Fertilizer | 0.00 | 178.00 | (178.00) | 2,145.00 | 1,966.00 | 179.00 | 2,145.00 | 0.00 |
| 6125 - Lawn Fertilizer | 0.00 | 0.00 | 0.00 | 2,805.00 | 0.00 | 2,805.00 | 0.00 | (2,805.00) |
| 6140 - Mowing & Edging | 0.00 | 1,080.00 | (1,080.00) | 880.00 | 11,887.00 | (11,007.00) | 12,968.00 | 12,088.00 |
| 6155 - Sod/Seed | 0.00 | 0.00 | 0.00 | (4,999.92) | 0.00 | (4,999.92) | 0.00 | 4,999.92 |
| 6199 - Landscape Other | 0.00 | 84.00 | (84.00) | 0.00 | 917.00 | (917.00) | 1,000.00 | 1,000.00 |
| 6200 - Irrigation Repair, & Maintenance | 0.00 | 31.00 | (31.00) | 0.00 | 335.00 | (335.00) | 365.00 | 365.00 |
| Total Landscaping | 1,930.00 | 1,527.00 | 403.00 | 7,701.84 | 16,805.00 | (9,103.16) | 18,333.00 | 10,631.16 |
| Contracted Services | | | | | | | | |
| 6495 - Other Contracted Services | 0.00 | 470.00 | (470.00) | 0.00 | 5,178.00 | (5,178.00) | 5,649.00 | 5,649.00 |
| Total Contracted Services | 0.00 | 470.00 | (470.00) | 0.00 | 5,178.00 | (5,178.00) | 5,649.00 | 5,649.00 |
| Professional Services | | | | | | | | |
| 7025 - Legal Services - Collections | 0.00 | 0.00 | 0.00 | 146.00 | 0.00 | 146.00 | 0.00 | (146.00) |

Income Statement Report
Asbury Park
November 01, 2017 thru November 30, 2017

| | Current Period | | | Year to Date (11 months) | | | Annual Budget | Budget Remaining |
|--|-------------------|-----------------|-------------------|--------------------------|------------------|--------------------|------------------|-------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | | |
| Expense | | | | | | | | |
| Professional Services | | | | | | | | |
| 7040 - Management Fees | 550.00 | 321.00 | 229.00 | 2,750.00 | 3,529.00 | (779.00) | 3,850.00 | 1,100.00 |
| Total Professional Services | 550.00 | 321.00 | 229.00 | 2,896.00 | 3,529.00 | (633.00) | 3,850.00 | 954.00 |
| F&B Supplies & Expenses | | | | | | | | |
| 7215 - Computer Services Cost F&B | 0.00 | 25.00 | (25.00) | 0.00 | 275.00 | (275.00) | 300.00 | 300.00 |
| Total F&B Supplies & Expenses | 0.00 | 25.00 | (25.00) | 0.00 | 275.00 | (275.00) | 300.00 | 300.00 |
| Total Operating Expense | 2,617.63 | 3,264.00 | (646.37) | 22,924.98 | 35,917.00 | (12,992.02) | 39,182.00 | 16,257.02 |
| Total Operating Income / (Loss) | (2,617.00) | 2.00 | (2,619.00) | 5,693.77 | 0.00 | 5,693.77 | 0.00 | (5,693.77) |
| Total Association Net Income / (Loss) | (2,617.00) | 2.00 | (2,619.00) | 5,693.77 | 0.00 | 5,693.77 | 0.00 | (5,693.77) |

Community Association Banc
 A Division of Mutual of Omaha Bank
 Main Office
 P.O. Box 64084
 Phoenix, AZ 85082
 (866) 800-4656



11-30-17
 274576171

ASBURY PARK HOMEOWNERS ASSN INC
 ASSOCIA KRAMER TRIAD
 C/O KTM INVESTMENT DEPARTMENT
 1225 ALMA RD STE 100
 RICHARDSON TX 75081-2298

27457 617 1 NOW ACCOUNT

| | | |
|--------------------------|----------|-----------|
| Previous Balance | 10-31-17 | 15,906.75 |
| +Deposits/Credits | 1 | 955.00 |
| -Checks/Debits | 3 | 2,617.63 |
| -Service Charge | | .00 |
| +Interest Paid | | .63 |
| Current Balance | | 14,244.75 |
| Days in Statement Period | 30 | |

* - - - - -INTEREST SUMMARY- - - - - *

| | |
|---|------|
| Interest Earned From 11/01/17 To 11/30/17 | |
| Days in Period | 30 |
| Interest Earned | .63 |
| Annual Percentage Yield Earned | .05 |
| Interest Paid this Year | 2.75 |
| Interest Withheld this Year | .00 |

* - - - - -DESCRIPTIVE TRANSACTIONS- - - - - *

| Date | Description | Amount |
|-------|-----------------|--------|
| 11-02 | Lockbox Deposit | 955.00 |
| 11-30 | Interest Pymt | .63 |

* - - - - -EFT ACTIVITY- - - - - *

| Date | Description | Amount |
|-------|--|----------|
| 11-02 | ASBURY PARK VendorPymt 62433995A | 550.00- |
| 11-17 | -SETT-A228SFTP5 AVIDPAY SERVICE AVIDPAY Asbury Park CK1000011 | 137.63- |
| 11-17 | AVIDPAY SERVICE AVIDPAY Asbury Park CK1000012 | 1930.00- |

* - - - - -DAILY BALANCE SUMMARY- - - - - *

| Date | Balance | Date | Balance | Date | Balance |
|-------|----------|-------|----------|-------|----------|
| 10-31 | 15906.75 | 11-02 | 16311.75 | 11-17 | 14244.12 |
| 11-30 | 14244.75 | | | | |

* - - - - -OVERDRAFT CHARGES/REFUNDS SUMMARY - - - - - *

| | This Cycle | YTD |
|--------------------------|------------|-----|
| Total returned item fees | .00 | .00 |
| Total overdraft fees | .00 | .00 |

END OF STATEMENT

Neighborhood Entryway Enhancement Matching Grant Program City Manager's Office 2018



Contact:
City Manager's Office
248.347.0445
EntrywayGrant@cityofnovi.org

Table of Contents

| | |
|---|----|
| Grant Program Explanation | 2 |
| Policies | 3 |
| Selection Criteria & Evaluation Process | 5 |
| Grant Application | 6 |
| Checklist | 11 |

Attachments: *Residential Entranceway Signage Guide*



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, their 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 2018.
2. Complete the application providing all required information and any supplemental materials. If you have any questions or concerns, you may contact the Novi City Manager's Office at 248.347.0445 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 the City of Novi Manager's Office at EntrywayGrant@cityofnovi.org by **5:00 PM on Friday, February 2, 2018**. **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, November 1, 2018.**

5. An organization/homeowner association is only eligible for a Neighborhood Entryway Enhancement grant **once within three grant cycles.** Grant awardees are ineligible for another grant in the following two grant cycles in order for 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, November 1, 2018.**

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?nodeId=COORNOMI or contact the Community Development Department.* 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, November 1, 2018.**

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 the City Manager's Office at 248.347.0445 or EntrywayGrant@cityofnovi.org to make an appointment during these two meeting times, which have been scheduled for applicants to meet with City staff:

Tuesday, January 9, 2018 from 1 p.m. – 5 p.m.

Thursday, January 11, 2018 from 8 a.m. – 12 p.m.

11. **The use of invasive species will not be permitted.** Please refer to 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 2, 2018.** 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.

2018 Important Dates

- **January 9 (1 p.m. – 5 p.m.)** or **January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 12 – February 2** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **November 1** | 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 2, 2018

I. Applicant Information

Association's Name:

Autumn Park Home Owners Association

Age of the subdivision:

approx. 20 years

First-time Applicant: Yes No

If No, date of last application submitted:

N/A

Project Leader:

Ravi K. Adibhatla

Position within
HOA/organization:

Special Projects Coordinator

Address:

23162 Argyle Street
Novi, MI 48374

Telephone:

248-961-0273

E-Mail:

RAANSURA@Yahoo.com

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.

The project is located at the SE corner of Beck Road and White Pines Road in Novi, Michigan. The Autumn Park HOA recently completed a new sign at this location. The proposed landscaping and electrical will be around the new sign. The new sign was needed to identify the subdivision for visitors and home owners. The proposed improvements add beauty and value to subdivision. It also beautifies this corner. Prior to the new sign, the area was covered with overgrown cat-tails and other weeds. Project planning documents and other information are attached.

- 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 area is located at the SE corner of Beck Road and White Pine Road intersection. The proposed area is visible and accessed via both Beck & White Pines Road. Please find the attached map with location identified.

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

Please see the attached explanation (Exhibit 1) document on how the project meets the review criteria.

- 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 project has no negative impact on surrounding environment nor any other property owners. The project is bordered by Beck Road ROW to the east and White Pine ROW to the north. The south and east of the site are bordered by a protected wetland. None of the landscape activity impacts the wetland. A silt fence is currently in place due to sign construction, which will be removed once the improvements are complete.

- 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. American Linden 2.5-3" dia. - 3
2. Ketler Juniper 5-6' high - 8
3. Green Gem Boxwood 15-18" - 24
4. Coloratus Euonymus #1 - 60
5. Stella D'Oro Daylily #1 - 30
6. 15cyd. of top soil, 12cyd. double shredded hardwood mulch & 20sy. sod

III. Funding Information

a. Estimated total project costs:

\$12,500

b. Who provided this cost estimate?

Richard L. Tuttle, RLA - Great Oaks Landscape

(Name, Title, Company)

248-349-8555

(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:

\$2,500

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

None

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

N/A

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.

2018 Important Dates

- **January 9 (1 p.m. – 5 p.m.) or January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 12 – February 2** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **November 1** | 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 the Novi City Manager's Office. **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 2016 or 2017.
- 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.



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.

Trees

Norway Maple - *Acer platanoides*

Tree of Heaven - *Ailanthus altissima*

Black Alder - *Alnus glutinosa*

Russian Olive - *Elaeagnus angustifolia*

Black Locust - *Robinia pseudoacacia*

Shrubs

Japanese Barberry – *Berberis thunbergii*

Autumn Olive – *Elaeagnus umbellata*

Glossy Buckthorn - *Frangula alnus/Rhamnus frangula*

Privet- *Ligustrum vulgare*

Amur Honeysuckle – *Lonicera maackii*

Morrow's Honeysuckle – *Lonicera morrowii*

Tartarian Honeysuckle – *Lonicera tatarica*

Bell's Honeysuckle – *Lonicera xbella*

Common Buckthorn – *Rhamnus cathartica*

Black Jetbead – *Rhodotypos scandens*

Multiflora Rose - *Rosa multiflora*

Woody Vines

Oriental Bittersweet – *Celastrus orbiculatus*

Japanese honeysuckle – *Lonicera japonica*

Kudzu - *Pueraria lobata*

Herbaceous Plants

Garlic Mustard – *Alliaria petiolata*

Narrow-leaved Bitter-cress – *Cardamine impatiens*

Spotted Knapweed – *Centaurea stoebe/Centaurea maculosa*

Canada Thistle – *Cirsium arvense*

European Swamp Thistle- *Cirsium palustre*

Black Swallow – wort - *Cynanchum louiseae /Vincetoxicum nigrum*

Pale Swallow-wort - *Cynanchum rossicum /Vincetoxicum rossicum*

Leafy Spurge – *Euphorbia esula*

Baby's Breath – *Gypsophila paniculata*

Giant Hogweed- *Heracleum mantegazzianum*

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*



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.



cityofnovi.org

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

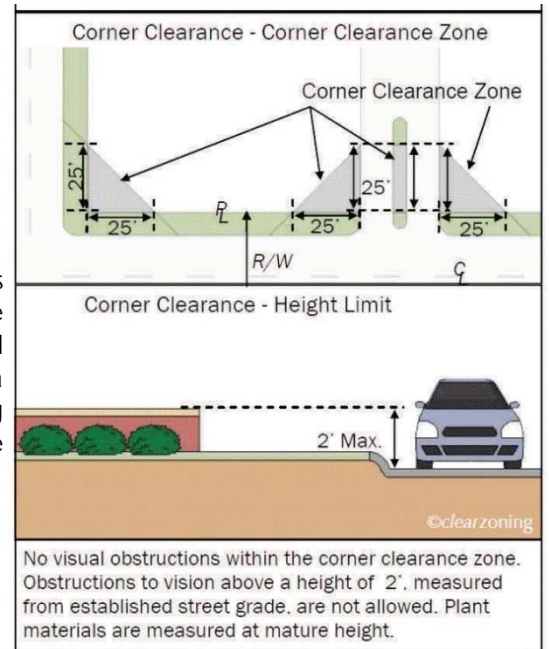
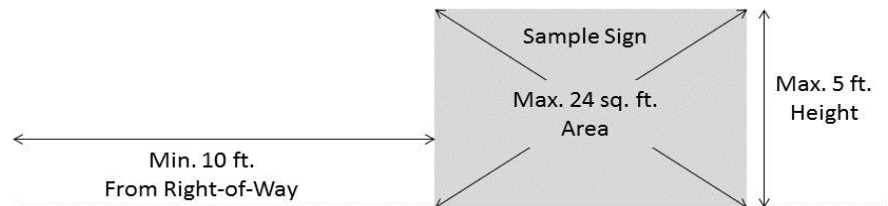
[Sign Permit Application](#) (One application required per sign)

Fee

\$75

Inspections

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



For more information, 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

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

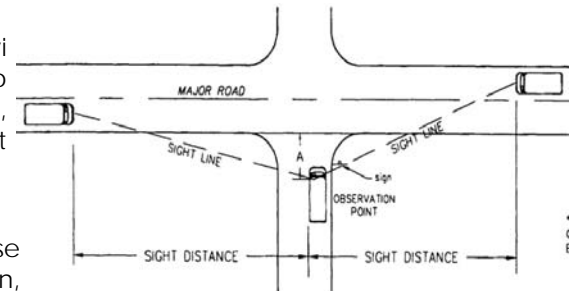
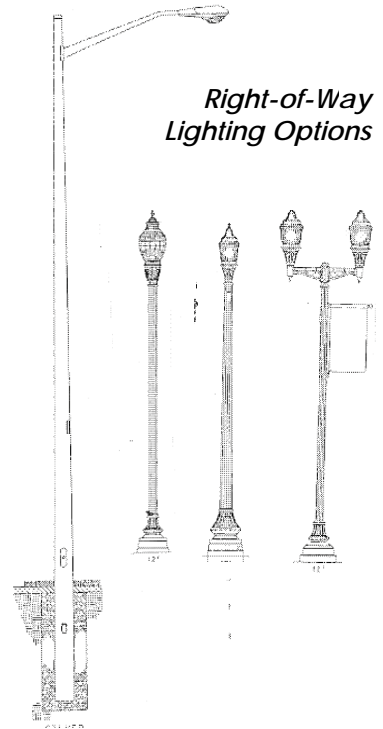
Signs shall not be placed in a location such that they impede sight distance. Sight distance is the length of the sight line over which an object is visible to a driver. The minimum sight distance is set by the ordinance as illustrated below. Please contact the Department of Public Services for more 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 |
| 30 | 310 | 340 |
| 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

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

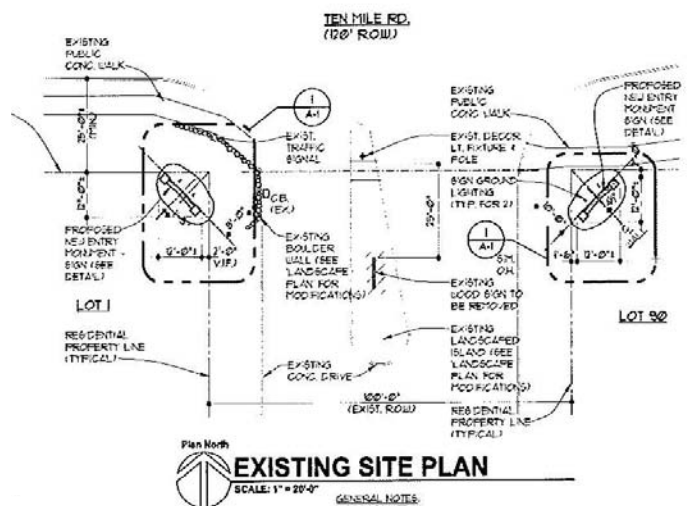
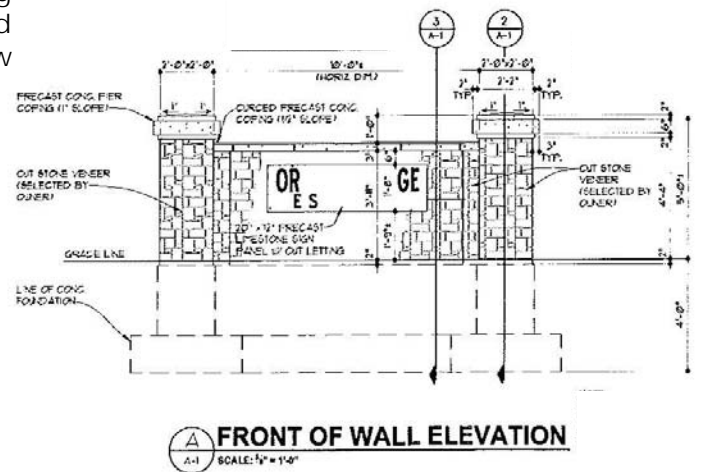
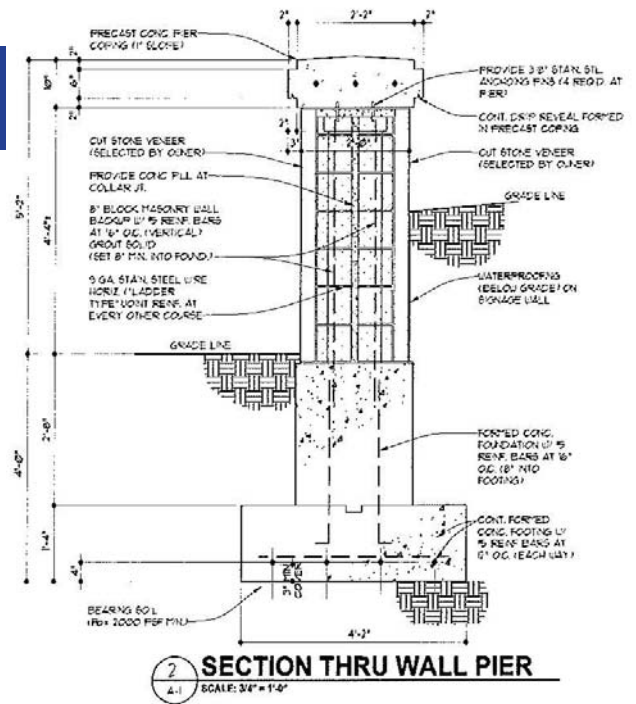
Signs erected to masonry, concrete, or steel shall be safely and securely fastened thereto by means of metal anchors, bolts, or approved expansion screws of sufficient size and anchorage to support safely the loads applied. All building fastenings must be of noncorrosive materials. Lightweight sign letters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



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

Complete Regulations

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

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

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. |
| Medium Tree (Subcanopy & Canopy Deciduous) | 6 to 8 ft. |
| 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.

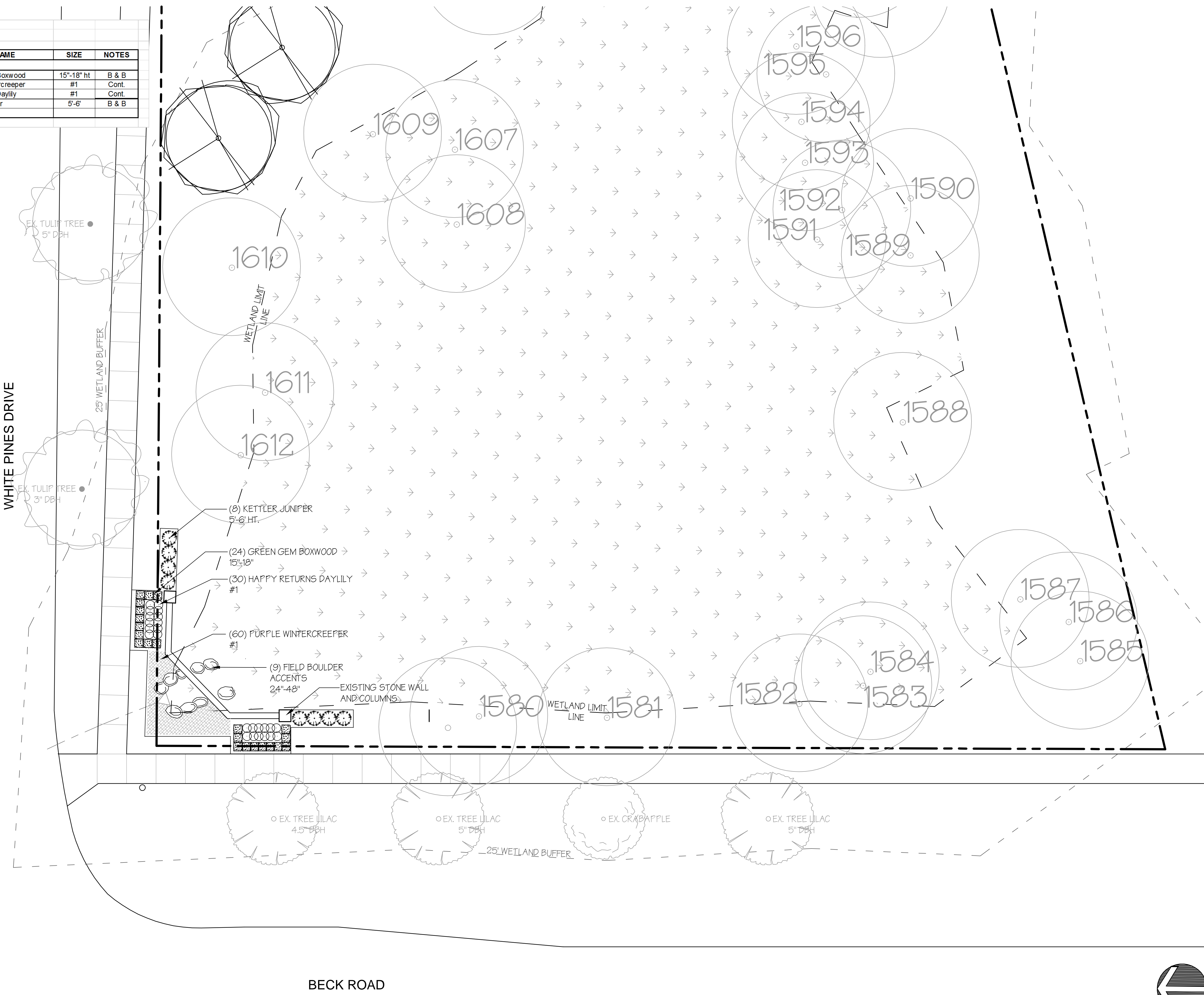


For more information, contact:
Kate Oppermann | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: koppermann@cityofnovi.org t: 248.735.0459 f: 248.735.5600



**PROJECT LOCATION MAP
AUTUMN PARK ENTRANCE PROJECT**

| PLANT LIST | | | | |
|------------|--|----------------------|------------|-------|
| QUANTITY | BOTANICAL NAME | COMMON NAME | SIZE | NOTES |
| 24 | <i>Buxus 'Green Gem'</i> | Green Gem Boxwood | 15"-18" ht | B & B |
| 60 | <i>Euonymus fortunei 'Coloratus'</i> | Purple Wintercreeper | #1 | Cont. |
| 30 | <i>Hemerocallis 'Stella de Oro'</i> | Stella D'oro Daylily | #1 | Cont. |
| 8 | <i>Juniperus chinensis 'Keteleeri'</i> | Kettler Juniper | 5'-6' | B & B |



LANDSCAPE ARCHITECTS
 HORTICULTURAL SERVICES
 CONTRACTORS
 EXISTING MAINTENANCE
 PLANTING

GREAT OAKS LANDSCAPE
 4805 SOUTH LINCOLN COURT • WEST SUITE 400 • CHICAGO, IL 60608
 PHONE 312.949.9200 • FAX 312.949.9206
 www.greatoakslandscape.com

PROJECT: AUTUMN PARK
 BECK ROAD AND WHITE PINES DRIVE, NOV. MI 48374

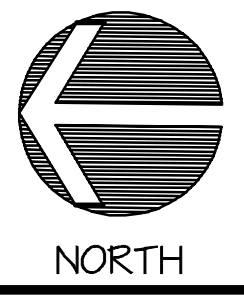
SUBJECT: LANDSCAPE PLAN

CLIENT: AUTUMN PARK HOA - JIM SERGIO

Project #: 1907001 Date: AUGUST 24, 2016
 Scale: 1/8" = 1'-0" Revisions: AUGUST 2, 2016
 Drawn by: SAA
 Checked by: E.T.

This plan is a landscape concept and it is intended that the designer be involved to consider on-site decisions. The plans and specifications herein remain the property of Great Oaks Landscape Association. For the sake of unambiguous use of the plan is prohibited.

Sheet #: 2 of 4



s:\design_projects\19-01\autumn_park\landscape\19-01-autumn_park-landscape.dwg

LANDSCAPE ARCHITECTURE
CONTRACTORS
HORTICULTURAL SERVICES
NURSERY
ALL SEASON MAINTENANCE



GREAT OAKS
LANDSCAPE

Proposal

Date: 7/11/17

Last Revised: 7/11/17 1910001GA

Send To:

AUTUMN PARK HOA
23161 ARGYLE
NOVI, MI 48374

Project Name:

AUTUMN PARK
23161 ARGYLE
NOVI, MI 48374

Bid Description: REVISED ENTRY UPGRADE PHASE 3

| Description | Qty | | Unit Price | Total |
|--|-----|-----|------------|--------------------|
| NEW PLANTINGS | | | | |
| American Linden 2.5-3" | 3 | ea. | \$ 495.00 | \$ 1,485.00 |
| Ketler Juniper 5-6' | 8 | ea. | \$ 195.00 | \$ 1,560.00 |
| Green Gem Boxwood 15-18" | 24 | ea. | \$ 62.00 | \$ 1,488.00 |
| Coloratus Euonymus #1 | 60 | ea. | \$ 13.00 | \$ 780.00 |
| Stella D'Oro Daylily #1 | 30 | ea. | \$ 12.00 | \$ 360.00 |
| Topsoil for Planting | 15 | cy. | \$ 45.00 | \$ 675.00 |
| Double Shredded Hardwood Mulch | 12 | cy. | \$ 55.00 | \$ 660.00 |
| Sod Installed | 20 | sy. | \$ 10.00 | \$ 200.00 |
| SUBTOTAL FOR PHASE: NEW PLANTINGS | | | | \$ 7,208.00 |

Comments:

No irrigation included in bid.

TOTAL PRICE: \$ 7,208.00

Proposal Accepted by: _____ Date: _____

GREAT OAKS LANDSCAPE
ASSOCIATES, INC.
28025 SAMUEL LINDEN COURT
NOVI, MICHIGAN 48377
PH 248.349.8555
FAX 248.349.8556
www.greatoakslandscape.com



January 25, 2018

Autumn Park Association
47346 Sunnybrook Lane
Novi, MI 48374

RE: New Entry Lighting – 2 Flood Lights

Dan Wood Services will provide the material, labor, equipment and supervision necessary to complete the following work;

ELECTRICAL:

- Acquire an electrical permit with the City of Novi
- Trench from the existing disconnect to the new entrance structure, install PVC conduit in the trench and backfill
- Install (2) LED flood light in front of the structure to shine light on the name of the association
- Install a ground fault receptacle (GFI) near the structure for future decorations

Total cost for the above - \$ 4,978.00 _____ Initials

General Notes

- Due to the change in market, this proposal is valid for thirty (30) days
- All work to be performed during normal business hours
- Proposal does include the price of a permit and inspection fees
- If accepted, 50% of the total job will be needed for a deposit with the balance being collected upon completion of work _____ **Initials**

Thank you for the opportunity to quote on this project, if you have further questions please give me a call. To commence work, sign on the authorization line below and either fax it back to us at 248-348-3115 or email it to Info@DanWoodServices.com.

Sincerely,

Aaron Melitz

Acceptance of proposal -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Signature: _____ Date of Acceptance: _____

All amounts due shall be paid within thirty (30) days of the invoice date, **unless otherwise stated in terms of contract.** Any amount not paid when due shall be subject to a time-price differential equal to eighteen (18%) per annum. Owner/customer agrees to pay all costs incurred by Dan Wood Plumbing, Inc. (including attorney fees) in collecting amounts owing.

Autumn Park Financial Statemnt - Fiscal Years Begin May 1

| | <u>2015/16 Actual</u> | <u>2016/17 Actual</u> | <u>YTD</u> <u>2017/18</u> <u>Thru 12/31/17</u> | <u>Budget</u> <u>2017/2018</u> |
|---|------------------------------|------------------------------|--|-----------------------------------|
| INCOME: | | | | |
| Dues Including Late Fees | \$55,010 | \$57,080 | \$56,930 | \$56,855 |
| Interest Income | \$6 | \$10 | \$7 | \$10 |
| Misc Income | \$351 | \$65 | \$10 | \$1,500 |
| TOTAL INCOME | \$55,367 | \$57,155 | \$56,947 | \$58,365 |
| EXPENSES: | | | | |
| Administrative Expenses | \$1,355 | \$430 | \$105 | \$576 |
| Professional Exp - Insurance/Legal | \$2,700 | \$2,752 | \$1,782 | \$3,400 |
| Landscaping: | | | | |
| Maintainance Incl Snow Removal | \$22,500 | \$25,283 | \$19,560 | \$27,000 |
| Holiday Decoration | \$2,000 | \$3,015 | \$0 | \$3,015 |
| Sprinker | \$1,782 | \$3,945 | \$4,144 | \$5,000 |
| Fertiilizaiton | \$2,495 | \$1,604 | \$0 | \$1,750 |
| Total Landscaping | \$28,777 | \$33,847 | \$23,704 | \$36,765 |
| Infrastructure: | | | | |
| Wells | \$13,946 | \$0 | \$0 | \$0 |
| Electrical/Lighting | \$1,702 | \$3,302 | \$802 | \$1,000 |
| Detention Pond | \$9,300 | \$1,830 | \$0 | \$1,500 |
| Entrance Rust Cleaning | | \$947 | \$0 | \$500 |
| White Pines Irrigation | | | \$0 | \$5,000 |
| Mailboxes | | \$12,609 | \$74 | \$100 |
| Landscape Refresh | | \$2,147 | \$0 | \$2,000 |
| White Pines Landscaping | | | \$0 | \$4,000 |
| Total Infrastructure | \$24,947 | \$20,835 | \$876 | \$14,100 |
| Utilites: | | | | |
| Electricity | \$1,877 | \$2,030 | \$969 | \$1,500 |
| Total Utilities | \$1,877 | \$2,030 | \$969 | \$1,500 |
| Projects: | | | | |
| White Pines Entrance | | \$29,570 | \$0 | \$0 |
| Total Projects | | \$29,570 | \$0 | \$0 |
| Miscellaneous Expenses | \$949 | \$205 | \$435 | \$1,000 |
| TOTAL EXPENSES | \$60,605 | \$89,669 | \$27,871 | \$57,341 |
| NET INCOME | <u>(\$5,238)</u> | <u>(\$32,514)</u> | <u>\$29,076</u> | <u>\$1,024</u> |
| Per Bank: | | | | |
| CHECKING | April 30,2016 \$30,461.55 | April 30,2017 \$13,449.97 | December31,2017 \$26,719.06 | |
| SAVINGS (Reserve Accounts) | \$25,395.66 | \$9,810.25 | \$25,617.13 | |
| TOTAL | \$55,857.21 | \$23,260.22 | \$52,336.19 | \$0.00 |
| Outstanding Checks | -\$83.12 | \$0.00 | \$0.00 | \$0.00 |
| Ledger Balance | \$55,774.09 | \$23,260.22 | \$52,336.19 | \$0.00 |

Exhibit 1
Explanation on how the project meets the review criteria
Autumn Park HOA – White Pine Entrance Landscape & Electric work grant
Application – 2018

As indicated in the Grant Application, the Autumn Park HOA would like to provide the following explanation on how the project supports all review criteria established by the City of Novi grant review committee. To help the review team, the HOA organized the responses in a format similar to the criteria:



New Entrance @ White Pines (Project Site)



Existing Entrance @ 9Mile Rd.



Existing Entrance @ Sunnybrook Lane

1. Project Need & Impact:

- a. *Age of the subdivision:* The Autumn Park subdivision is at least 20 years. Majority of subdivision's houses and other common structures were completed in late 1990's.
- b. *Improvement of existing conditions of the project area:* Prior to this project, the project location was covered with grass and cattails, associated with the neighboring wetland. This project establishes a landscape system and lighting around the new sign, consistent with other entrances. Also, the new sign improved the visibility and value of the subdivision.
- c. *Ability to establish neighborhood and create an inviting subdivision:* The subject project is located at the intersection of Beck Road & White Pines Road, at the NW corner of the subdivision. Even though White Pines Road is a major entrance to the subdivision, there were no signage to identify Autumn Park. As such, the HOA constructed a new sign, similar to the other signs for the subdivision. The sign was completed in 2016-17. Now this project completes the landscape and lighting around the sign. The project along with the sign, will greatly improve the visibility and value of the subdivision and it's property owners.
- d. *Project's creativity and visibility along major corridors:* As indicated above, the project is located along north Beck Road, a major surface street in Novi, with significant traffic flow. Autumn Park has 2 entrances on Beck Road and one on 9 Mile Road. Since White Pine Road is a common entrance for both Broadmoor Park and Autumn Park, and the fact that Broadmoor Park has it's own entrance sign and Autumn Park does not have one, created a need for the sign, which HOA completed in 2016-17. Now the sign is complete, the landscape and lighting around must be completed to improve visibility on Beck Road.

2. Project Feasibility:

- a. *Commitment and Capacity to complete the Program:* The Autumn Park HOA has complete commitment and capacity to complete the project in 2018. The HOA project has multiple stages, which includes construction of sign (completed in 2016-17), repair existing irrigations system (partially complete and to be completed in 2018) and finally the landscape work (to be completed in 2018). The landscape and lighting is the last stage of this renovation project, which costs approximately \$12,500. The design is complete and contractor was also selected. HOA already allocated the funds for this project and will be completed in 2018. The City grant will help relieve some burden to the home owners. HOA balance sheet will prove the capacity to complete the job.
- b. *Itemized account of spending money:* The information was provided as an attachment. All monies are spent only for landscape and lighting work with little or no management charges.

Landscape work: Great Oaks Lawn - \$7,500 (w/contingency)

Electrical work: Danwood Plumbing & Electric: - \$5,000 (rounded)

- c. *Fiscal responsibility & qualification:* All HOA officers are residents of the subdivision and are volunteers. The PM for this project is Ravi Adibhatla, who is a professional engineer. The selected contractor, Great Oaks Lawn, is a reputable Novi based landscaping company and a registered landscape architect on staff. Similarly Dan Wood is a reputable electrical & plumbing company located in Novi. We trust that we assembled the best team for this project.
- d. *History of Maintenance:* The Autumn Park HOA is committed to maintenance and upkeep of the project once it is completed. This can be demonstrated by Autumn Park HOA's previous commitments:
- i. Even though the islands that were completed by the City of Novi along the White Pines Road is a responsibility of both Broadmoor and Autumn Park, Autumn Park assumed the responsibility of the upkeep due to Broadmoor Park's irresponsiveness.
 - ii. Autumn Park HOA continues to look for opportunities to improve the sub appearance while maintaining the sub's beauty. This is evidenced by the fact that Autumn Park HOA entrance was featured on this grant application.

3. Project Sustainability:

- a. *Project Planning and readiness:* As indicated earlier, the project is the last stage of Autumn Park HOA's capital project and all other stages are either complete or being

completed. All project plans are ready and budget has been allocated. The project will be completed in 2018.

- b. Plans & Plant Counts:* Included along with the application.
- c. Compliance:* All construction and design will be per *local and state regulations*.
- d. Grant Application:* The application is complete to best of possible information.

4. Other Considerations:

- a.** As practical as possible, native plants have been selected as possible for the new work. However, at the same time, the new work will be consistent with other entrances to the sub division.
- b.** As practical as possible, xeriscape plants were used. However, an irrigation system already exists which will be repaired. As such, good water management techniques will be used to conserve water.
- c.** All plants and materials will be locally sourced.
- d.** Lighting around the sign is to be LED. Please see the lighting proposal.
- e.** No solar powered lighting considered at this time.
- f.** No peat will be added to the soils.
- g.** Only hardwood and pine bark mulch will be used.
- h.** None of the plants used in this landscape work is invasive. However, the existence of neighboring wetlands and the existence of cattails may create some nuisance.

Neighborhood Entryway Enhancement Matching Grant Application

I. Applicant Information

- a. Association Name: Barclay Estates Homeowners Association
- b. Age of Association: 23 Years
- c. First Year Applicant: No
- d. Project Leaders:
 - a. **Jim Lane** – Barclay HOA Board Member: *Primary Contact for Grant Questions*
22120 Perth Court

Novi 48375

(248)348-0628

(248)444-0517

jmlane@mi.rr.com
 - b. Al Haberstroh – Chair Electrical Committee:
Chair Electoral Committee

22240 Barclay Drive

Novi 48375

(248) 761-0316

ahaberstrph@montad.com
 - c. Dina Wines – Chair Landscape Committee:
22114 York Mills Circle

Novi 48375

(313) 949-9007

dina.wines@gm.com

Introduction

Beck Road is a major North/South artery running through Novi. Thousands of vehicles travel the road every week. Northbound on Beck, about ~90 yards past the sign welcoming motorists to Novi, is the Barclay Estates entrance. One of the first impressions many drivers and passengers get of Novi as they travel North on Beck Road is the Barclay entrance. Unfortunately, in its present condition, it doesn't present a good first impression of the community.

The entranceway sign is dated compared to other communities. Time and vandalism have taken a toll on the overall look of the entrance. The Barclay Board is aware of the problem. Both the Beck and Nine Mile Road entrances to the subdivision needed repair and updating and the Board voted to proceed with renovation and upgrades. Limited funds were available since subdivision dues are modest and the Board did not have sufficient funds on hand to renovate both entrances. It was decided that the Nine Mile entrance would be completed first for a number of reasons. This was completed in 2016. The original plan was to follow up and renovate the Beck Road entrance in 2017 and an Entranceway Grant Application was submitted to the City, The Application was not approved. Upon learning of the upcoming Beck Road construction, it was decided to delay the project until 2018 allowing us to resubmit the application.

A grant from the city will be a big help in enabling us to upgrade and renovate the Beck Road entrance. It will also free up funds for several other necessary subdivision capital-intensive needs.

We're confident that the grant money will be a sound investment for the city. The significant improvement in the aesthetic appeal of the entrances will benefit the city at large as well as the home values for the residents of Barclay Estates and residents of surrounding communities.



Figure 1: *Barclay Entrance along Beck Road*

II. Project Information

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

Location: Barclay Estates is located south of Nine Mile Road and east of Beck Road. There are 88 single-family homes located along Barclay Drive and on the 6 additional streets and courts that serve the subdivision. (See Figure 2.)

There are two major entryways: (See Figures 5 and 6)

1. Barclay Drive at Nine Mile which includes an approximate 105' x 32' landscaped island with a welcoming sign, adjacent shrubbery and lighting and shrubbery along Nine Mile Road.
2. Stratford Lane at Beck Road likewise includes an approximate 105' x 32' landscaped island with a welcoming sign, adjacent shrubbery and lighting and shrubbery along Beck Road.

Barclay Estates continually strives to maintain its sub division appearance to be consistent with the high expectations of the city of Novi. We review our community constantly to insure all homes and common areas are well maintained and attractive. Landscaping, architectural upgrades and continued maintenance constitutes approximately 80% of our subdivision's annual budget. In special cases, funding for a project has been attained by a special assessment of homeowners. These assessments must be approved by 75% of the voting homeowner population. In 2007, a special assessment was approved to replace city street sign posts and to replace aging and unsightly mailboxes at each residence at a cost of ~\$25,000. This assessment was overwhelmingly approved by the Barclay Homeowners.

In 2015, all mailboxes were repainted & repaired with the cost absorbed in the annual budget. The Board and homeowners have consistently demonstrated the desire and commitment to maintain & improve the architectural and aesthetic appearance of the Barclay Estates subdivision.

In 2014, Barclay Estates began planning for a major upgrade to both entryways. The entryway signs and pillars were beginning to deteriorate and otherwise become dated. Landscaping and lighting also needed updating.

In 2016, the Home Owners Association elected to move forward. The first phase was improvement to the Nine Mile entryway. Three brick pillars were demolished and removed while four others were resurfaced with “suede limestone” cultured stone veneer by Boral. Modernizing the look and keeping in alignment with design trends across the City of Novi.

Likewise, the entrance sign was slightly modified and resurfaced with identical stone veneer and two engraved limestone signs were installed. The project was completed on time and within budget with the entire cost of \$12,900 funded from the subdivision’s cash reserve. See Figures 3 and 4 showing the before and after sign improvements.

The current Phase 2 project scope currently includes:

- Slightly modify and reface Beck Road entryway sign with “suede limestone” cultured stone veneer by Boral to be identical to the Nine Mile entranceway sign.
- The new entrance sign will include engraved lettering within the limestone as opposed to adhered lettering. Our experience with previous adhered lettering was it was subject to vandalism and oxidation of the brass coating material. Furthermore, the engraved black lettering contrasting against the lighter limestone will be much easier and safer to read by approaching motorists.
- Refresh/replant existing Beck Road entryway island plantings, including (but not limited to) the trimming, and removal of dead and dying shrubbery on subdivision property. (See Figures 7 and 8)

SUB DIVISION MAP

(entrances located off 9 Mile & Beck Road)

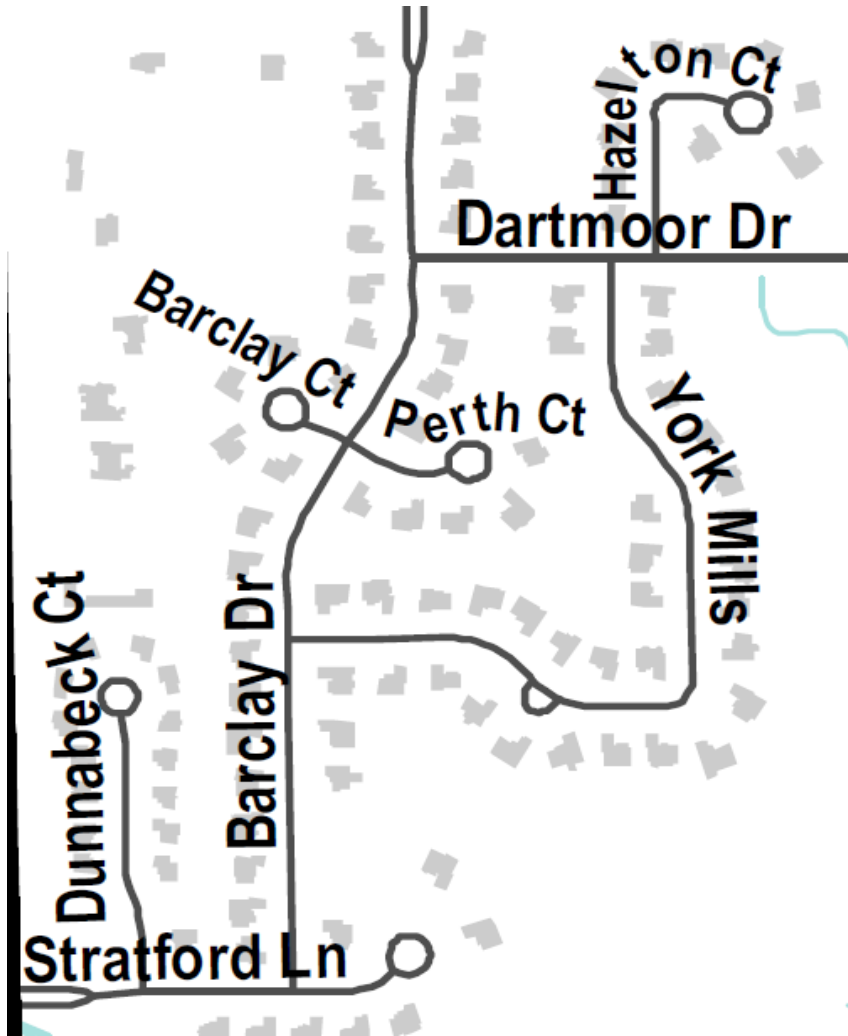


Figure 2: *Barclay Estates Sub Division*

NINE MILE PHASE 1 2016



Figure 3: *Previous Nine Mile Sign*



Figure 4: *Refaced Nine Mile Entrance Sign*

2018 PROJECT DESCRIPTION



Figure 5: *Nine Mile Island*



Figure 6: *Beck Road Island*

Existing Conditions include the Beck Road entryway sign beginning to disintegrate and otherwise becoming dated. Also, island and adjacent landscaping badly needs replacement or updating. Time and overgrowth had taken its toll resulting in dead and dying shrubbery on the island and nearby Subdivision property. (See Figures 7 and 8)



Figure 7: *Dying Shrub at Beck Road Entryway*



Figure 8: *Dying Shrub at Beck Road Entryway*

Specific Need: Improve Beck Road entryway appearance through resurfacing deteriorating entryway sign and replacing and upgrading landscaping.

Public Benefit: As noted previously Beck Road is a major North/South artery running through Novi. All commuters traveling Northbound on Beck Road are greeted by a deteriorating subdivision entrance sign and landscaping as they enter the city of Novi. The current entrance is in stark contrast to the new subdivision entrances being built on the west side of Beck Road. Completing the modernization of the entrance of Barclay Estates on Beck Road will provide commuters a better impression of the City of Novi benefiting the community at large as well as the residents of Barclay Estates.

Note: *According to 2015 SEMCOG, the average daily traffic on Beck Rd between 8 and 9 Mile Roads is 17,964 commuters.*

b. Location of proposed project area (please provide a written description of location, along with attached map with location identified).

As previously stated Barclay Estates is located south of Nine Mile Road and east of Beck Road. There are 88 single-family homes located along Barclay Drive and on the 6 additional streets and courts that serve the subdivision. (See Figure 9)

There are two major entryways, with one project area at each entryway:

1. Barclay Drive at Nine Mile which includes an approximate 105' x 32' landscaped island with an entrance sign and lighting along the Nine Mile Road Entrance. This Project phase 1 improvement was completed in 2016.
2. Stratford Lane at Beck Road likewise includes an approximate 105' x 32' landscaped island with an entrance sign and lighting along the Beck Road Entrance. This Project phase 2 improvement will be completed during 2018 and is incorporated in this Entranceway Grant Application.

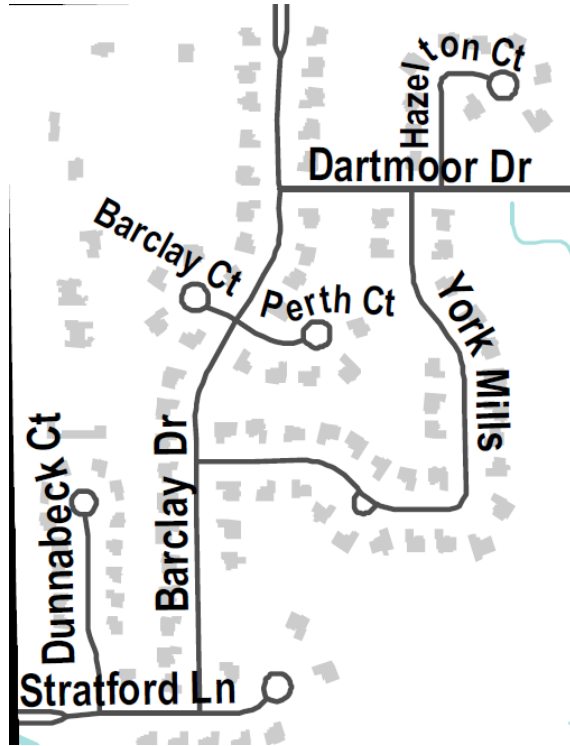


Figure 9: *Barclay Estates Sub Division*

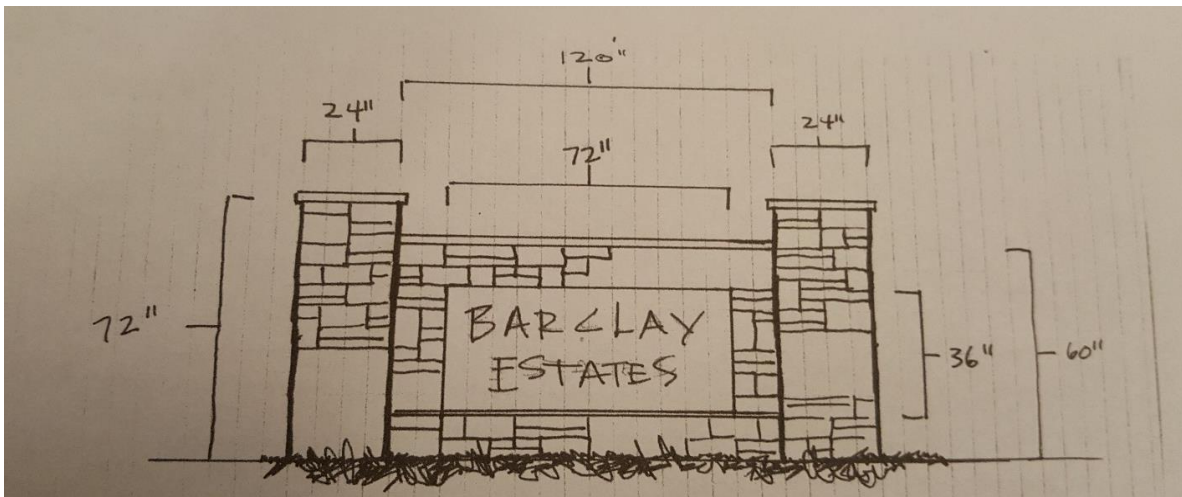


Figure 10: Proposed Entrance Sign Schematic

C. Explain how the project meets the review criteria listed in the “Grant Selection Criteria and Evaluation Process” Section.

1. Project Need/Impact (0-25)

| | |
|---|--|
| <p>a) The potential impact of the project on the neighborhood.</p> | <p>The entrances constitute our resident’s ingress and egress traffic. They serve as an inviting welcome to residents and guest and instill pride in the neighborhood for our residents. Home values will benefit from the project for Barclay Estates residents and residents in surrounding neighborhoods.</p> |
| <p>b) The potential impact of the project on the City of Novi.</p> | <p>As noted previously Barclay Estates is the the first Novi subdivision entryway on the East side of Beck that vehicles traveling north on the heavily road encounter. It provides the one of the first public impression of the city. Likewise, Nine Mile carries considerable traffic past the Barclay Estates entrance as parents deliver and retrieve children from Thornton Creek Elementary School. Obviously, the improvements to the entryways will create a favorable impression of the city. In addition, the more visible contrasting black engraved lettering will improve visibility and safety for approaching motorists.</p> |
| <p>c) Projects ability to establish the neighborhood and create an inviting subdivision entrance.</p> | <p>Time and vandalism have taken a toll on the look of the entrances and the Board acted in 2016 to remedy the situation. Residents and others are already enjoying the improvements to the Nine Mile entrance and will see greater benefit as the updates to the other subdivision entrance are completed.</p> |
| <p>d) The existing condition of the project area.</p> | <p>Scaling and otherwise deteriorating brickwork and oxidation of lettering on entryway sign. Also attached sign lettering which can no longer be purchased, has experienced theft and vandalism. Overgrown trees and shrubs and in some instances dead or dying shrubs.</p> |
| <p>e) The age of the subdivision.</p> | <p>23 Years</p> |

2. Project Feasibility (0-25)

| | |
|---|---|
| <p>a) The commitment and capacity of the requesting organization's directors or trustee to carry out the program.</p> | <p>The Homeowners Board of Directors and homeowners have consistently supported high architectural and landscape standards.</p> <ul style="list-style-type: none"> • 2007: Uniform mailboxes were installed at each residence through a special assessment • 2008: Upgraded street sign posts were installed to improve the neighborhood ambiance through the 2007 special assessment. • 2015: Mailboxes were refurbished at the Association's expense. • 2016: Phase 1 of our entryway improvement program was completed on time and under budget at a cost of nearly \$13,000 and paid for from cash reserve. • Ongoing: Maintains common grounds in an aesthetically pleasing manner in compliance with the standards of the Novi Community. <p>All of this demonstrates the Boards past and continuing commitment to maintain its neighborhood to the highest standard expected by the City of Novi.</p> |
| <p>b) An itemized account of how the money is to be spent</p> | <p><u>See Appendix A:</u> 2017 Barclay HOA Grant Funding Information</p> |
| <p>c) The organizations fiscal responsibility and management qualifications.</p> | <p>The Barclay Estates Homeowners Association Board of Director's members hold regular meetings and annual HOA Resident Meetings. Our operations standards & record keeping are consistent with the guidelines for governance of Homeowner Associations. An Annual Financial Review was completed in 2017 by a CPA.</p> <p>Typical Board Meeting Agendas include</p> <ul style="list-style-type: none"> • Approval of minutes • Financial Updates & Setting/Review Annual Budgets • Review Treasurer Reports • Committee Update include but not limited to: <ul style="list-style-type: none"> ○ Electrical ○ Landscaping ○ Architecture ○ Community/Social Events, etc. <p>HOA Board member have extensive management experience at automotive, marketing, legal, education and financial industries. They are committed to the equitable and prudent management of the day to day affairs of the subdivision with a short & long term strategic focus. The governing board is made up of community volunteers with a passion/interest in community service. Countless hours are spent carrying out these duties.</p> |
| | |

| | |
|--|---|
| d) The amount of matching dollars that the organization has and is willing to contribute. | The Barclay Estates HOA is prepared to match the maximum grant opportunity of \$5,000 and any additional funds to complete entranceway enhancement as evidenced by Appendixes E and F. |
| e) History of maintenance; whether the organization /association has demonstrated the ability to maintain past projects. | In addition to list of improvements identified in 2a (above) <ul style="list-style-type: none"> • Converted City Water to Well supplied system (installed Rid-O-Rust system) • All Light Fixtures converted to LED in 2012 resulting in significant energy savings • Ash Borer Tree Remediation completed in accordance with City of Novi Standards • Work with City of Novi Forrester Department to replace damaged/diseased trees. • Ongoing Competitive Assessments for annual maintenance programs |

3. Project Planning (0-25)

| | |
|--|---|
| a) Project is well planned and ready for implementation | Yes, the sign refacing is identical to the 2016 Nine Mile construction. Landscaping design and costing was completed by Begonia Brothers. See Appendixes B & C. |
| b) Project abides by all necessary laws and ordinances. | Yes, all federal, state and city laws have and/or will be complied with. |
| c) Grant Application includes well-defined, scaled plans. | Yes, See Appendix C and Figure 10. |
| d) Grant application is complete and accurate. | Yes |
| e) Project does not include plants from invasive species list. | Correct |
| f) For projects including signage improvement/addition, preference given to engraved lettering due to its theft resistant nature. | Yes, the entranceway sign will include black engraved lettering contracted against light limestone to reduce vandalism and provide safer visibility. |
| g) Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable). | No donations will be received. |
| h) If there is an impact on property owners or other non-city agencies (e.g. road commissions) provide written permission/approval of project from necessary entity (if applicable). | No additional permissions required |
| j) Map with project location identified. | Yes, see Figures 2, 5 and 6 |

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), please explain here, and attach written permission/approval from the necessary entity.

Potentilla plantings, native to Michigan, have been incorporated into the island landscaping. No invasive species planting will be used. Hardwood mulch will be used throughout, and attention has been given to selecting durable plantings including extensive use of deer resistant Boxwood shrubs. In addition, all the project's enhancements will have a positive aesthetic impact for the City of Novi, residents of Barclay Estates and residents of adjoining neighborhoods. There is no negative impact on the environment, adjacent wetlands, roads or drainage/sewer systems.

There is no impact on other city agencies other than the improved aesthetic appeal for city employees who must enter the Barclay Estates subdivision. All City permissions/permits required to complete the project either have or will be obtained. Meetings with the City's Community Development and other affected areas are ongoing to determine if any further requirements exist.

E. Please list all proposed plants (if any) that intend to be used in the project. Please refer to the City's invasive species list, as items on the list are not permitted.

No invasive species have been included in the landscaping design. Plantings native to Michigan have been incorporated. (See itemized list in Appendixes B and C.)

Summary

- In 2015 Barclay Estates' HOA approved a program to upgrade and enhance its two entranceway islands and nearby landscaping.
- Time and vandalism had taken a toll on the entranceway signs and surrounding shrubbery.
- The Nine Mile sign was resurfaced, and pillars removed or resurfaced in 2016. Approval of this Grant Application will enable the continuation of the program to facilitate resurfacing the Beck Road sign and replacing island landscaping.
- Upon completion, the subdivision will have two identical entranceway signs serving as an inviting welcome to residents and guests and instilling pride in the neighborhood.
- **The City as a whole will also benefit from the improved entranceway creating a positive first impression of the city for thousands of daily users of Beck Road.**

Historically Barclay Estates has strived to maintain an aesthetic appealing appearance for the benefit of its homeowners, neighbors and the City at large. Just in the past few years it has spent over \$40,000 for uniform mailboxes, enhanced street sign posts and the Nine Mile entranceway. All of this was accomplished through the volunteer efforts of its residents.

Planning for the Beck Road project is complete. Landscaping and construction bids have been approved and construction will begin this upcoming Spring. An anticipated work schedule has been attached as "Appendix G". Total project cost is projected to be \$11,225. Since the Beck Road sign improvement will be identical to the previously completed Nine Mile project and the same contractor will be employed there should be few if any unexpected issues and construction should proceed expeditiously.

Approval of this \$5,000 City Grant will be very beneficial to facilitate our long-range needs. We are faced with several capital-intensive requirements in the near future in addition to the Beck Road entranceway improvements, including the need to replace street signs on our unique sign posts this year.

Thank you for the opportunity to participate in this worthwhile program. If additional material is needed or any questions arise do not hesitate to call at (248)348-0628 or (248)444-0517 or e-mail at jmlane@mi.rr.com.

Appendix A: 2018 Barclay HOA Grant Funding Information

III. Funding Information

a. *Estimated Total Project Cost:* \$ 11,225

b. *Who provided this Cost Estimate?*

| | | |
|---|----------|-----------------------------------|
| Begonia Brothers Peter Bonde (248)798-9898 | \$ 6,000 | Beck Entranceway Landscaping |
| AAA Masonry Mike Sonnenfeld (734)626-3297 | \$5,225 | Resurface Beck Road Entrance Sign |

c. *Total amount of funds requested:* \$5,000
(50% of project costs up to \$5,000 maximum)

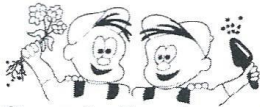
d. *If the project cost is projected to exceed the 1:1 match from the city (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the origination with an additional \$2,000 from the organization), please provide the additional cost:*

\$ 1,225

e. *Total amount to be donated through in-kind donation and/or cash assistance: Please provide a summary of in-kind donation such as professional services or donated materials (excluding volunteer labor):*

No donations or cash assistance will be provided.

Appendix B: Quote from Begonia Brothers



Begonia Brothers Services LLC

21141 Brickscape Drive
Northville, MI 48167

Proposal and Contract

| Date | Estimate No. |
|----------|--------------|
| 03/02/17 | 299325202 |

| Name/Address |
|---|
| Barclay Estates 47221 Stratford Lane Novi, MI 48374 |

Phone: 888-889-8282

Fax: 866-980-9559

Email: info@begoniabrothers.com

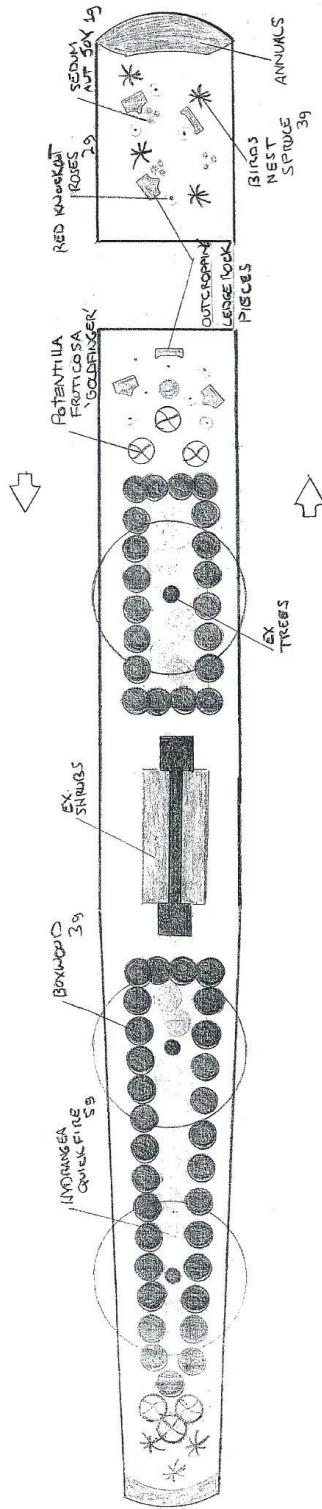
| Item | Description | Quantity | Cost | Total |
|---|--|----------|--------------|-------------------|
| Gen Labor | Beck Center Island Re-Landscape | | | |
| shrub | Removal of existing plant material | | 360.00 | 360.00 |
| shrub | 57-3 gallon green velvet boxwood | 57 | 42.00 | 2,394.00 |
| shrub | 16-5 gallon quickfire hydrangea | 16 | 65.00 | 1,040.00 |
| shrub | 10-2 gallon knock out roses (red) | 10 | 43.00 | 430.00 |
| Rocks | Outcropping pieces for center island end cap | | 430.00 | 430.00 |
| shrub | 6- Potentilla fruticosa 'Goldfinger' | 6 | 63.00 | 378.00 |
| Mulch | Fresh application of brown mulch | | 490.00 | 490.00 |
| shrub | 6-Birds Nest Spruce- 3 gallon | 6 | 49.00 | 294.00 |
| perennial | 12- Sedum Aut Joy- 1 gallon | 12 | 14.00 | 168.00 |
| Soil | Fresh Planting Mix to amend soil- 5 yards | 5 | 72.00 | 360.00 |
| Please call us with any questions! | | | Total | \$6,344.00 |

**Quote discounted to \$6000
January 8, 2018.**

Begonia Brothers warrants the above plants to be disease and pest free at the time of delivery. Begonia Brothers' liability is limited to replacement of diseased and pest infested plants or refund of purchase price at Begonia Brothers option. The warranty described in this paragraph shall be in lieu of any other warranty expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. It is the sole responsibility of the purchaser to maintain any plants after installation. Begonia Brothers is not responsible for watering, weeding, fertilizing or replacing any such material unless previously agreed upon in writing. Payment is due Net 30 with a 2% monthly finance charge on past due invoices.

| | |
|---------------------------|------------|
| Client Acceptance _____ | Date _____ |
| Contractor Approval _____ | Date _____ |

Appendix C: Beck Rd Schematic by Begonia Brothers



BARCLAY - BECK

Appendix D: Quote from AAA Masonry

Note: AAA Masonry is a proven supplier for Barclay Estates and conducted work in 2016 on the 9 Mile Entrance.

AAA Masonry

P.O. Box28

Hartland, MI 48353

Barclay Estates Beck Road Sign

| | |
|--|----------------------|
| Limestone center stones engraved in cursive-in storage | \$ 0 |
| Center cap | 350 |
| Pier Cap | 225 |
| Meh and screws | 100 |
| Stone mortar | 250 |
| Water -Paid to City | - 100 |
| Stone veneer by Boral suede | <u>1,400</u> |
| Total material | \$2,425 |
| Labor | <u>2,800</u> |
| Total Project | <u><u>\$5225</u></u> |

Appendix E: Barclay Estates Balance Sheet

| | <u>Dec 31, 16</u> | <u>Dec 31, 17</u> |
|---------------------------------------|---------------------------|---------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| CFCU Checking | \$0.00 | \$13,067.15 |
| CFCU Savings | 0.00 | 4,000.32 |
| Comerica Checking | <u>10,268.50</u> | <u>0.00</u> |
| Total Checking/Savings | \$10,268.50 | \$17,067.47 |
| Accounts Receivable | | |
| Accounts Receivable | <u>\$439.90</u> | <u>\$139.90</u> |
| Total Accounts Receivable | <u>\$439.90</u> | <u>\$139.90</u> |
| Total Current Assets | <u>\$10,708.40</u> | <u>\$17,207.37</u> |
| TOTAL ASSETS | <u>\$10,708.40</u> | <u>\$17,207.37</u> |
| LIABILITIES & EQUITY | | |
| Equity | | |
| Opening Balance Equity | \$24,679.50 | \$24,679.50 |
| Unrestricted Net Assets | 0.00 | -13,971.10 |
| | - | |
| Net Income | <u>\$13,971.10</u> | <u>\$6,498.97</u> |
| Total Equity | <u>\$10,708.40</u> | <u>\$17,207.37</u> |
| TOTAL LIABILITIES & EQUITY | <u>\$10,708.40</u> | <u>\$17,207.37</u> |

Appendix F: Barclay Estates Annual Expenses 2015 – 2018

Barclay Estates Homeowners Association

P&L History and Budget

2015-2017 Barclay Estates Historical & 2018 Budget

| | Projected 2018 Budget | 2017 Actual | Historical 2016 Actual | 2015 Actual |
|--|-----------------------------|-----------------|------------------------------|-----------------|
| Income | | | | |
| Membership Dues | \$26,700 | \$26,400 | \$26,500 | \$26,800 |
| Reimbursed Expenses | 0 | 0 | 40 | 0 |
| Interest Income | | 0 | | |
| Special Assessment Dues | 0 | 0 | 0 | 0 |
| Total Income | \$26,700 | \$26,400 | \$26,540 | \$26,800 |
| Expense | | | | |
| Landscape Maintenance | | | | |
| Woodlands Maintenance | \$1,500 | \$1,350 | \$4,675 | \$560 |
| Christmas Decoration | 750 | 726 | 711 | 193 |
| Edge Beds (Clean Cut) | 850 | 800 | 800 | 800 |
| Flowers | 750 | 790 | 596 | 689 |
| Garden Bed Weed Control | 1,000 | 1,549 | 575 | 1,019 |
| Lawn Cutting (Clean Cut) | 4,200 | 4,254 | 4,500 | 4,050 |
| Lawn Fertilizer/Weed Control (Weed Man) | 1,500 | 0 | 1,335 | 1,483 |
| Mulch (Clean Cut) | 7,150 | 0 | 7,150 | 7,150 |
| Shrub & Tree Spraying (WeedMan/Erادico) | 1,225 | 1,100 | 1,089 | 1,210 |
| Shrub Trimmin (Clean Cut) | 650 | 550 | 650 | 0 |
| Spring & Fall Cleanup | 500 | 505 | 825 | 375 |
| Landscape Maintenance - Other | 250 | 0 | 500 | 0 |
| Total Landscape Maintenance | \$20,325 | \$11,624 | \$23,405 | \$17,529 |
| Other Expenses | | | | |
| Bank Service Charges | \$50 | \$76 | \$128 | \$83 |
| Storage Unit | 775 | 745 | - | - |
| Computer Software | 350 | 330 | 300 | 385 |
| Welcome Committee | 100 | 7 | | |
| Liability Insurance | 828 | 828 | 828 | 828 |
| Licenses and Permits | 100 | 0 | 90 | 122 |
| Liens & Legal/Accounting Fees | 500 | 741 | 82 | 0 |
| Meeting Expenses | 200 | 98 | 0 | 194 |
| Miscellaneous | 50 | 0 | 863 | 0 |
| Office Supplies | 200 | 38 | 118 | 77 |
| Postage and Delivery | 200 | 484 | 186 | 110 |
| Social Activities | 0 | 0 | 0 | 2,101 |
| Total Other Expenses | \$3,353 | \$3,348 | \$2,595 | \$3,901 |
| Repairs / Upgrades | | | | |
| Electrical Repairs / Upgrades | \$1,200 | \$625 | \$382 | \$885 |
| Mailbox Repairs | 500 | 283 | 0 | 0 |
| Sprinkler Repairs / Upgrades (Clean cut) | 2,000 | 2,495 | 550 | 1,650 |
| Entrance Signs | 12,000 | | | |
| Street Signs | 1,500 | | | |
| Entrance / Street Sign / Fence Repairs | 1,000 | 0 | 12,722 | 0 |
| Total Repairs/Upgrades | \$18,200 | \$3,403 | \$13,654 | \$2,535 |
| Utilities | | | | |
| Electricity | \$ 1,000 | \$ 828 | \$ 1,296 | \$ 729 |
| Water | | 0 | 0 | 0 |
| Total Utilities | \$1,000 | \$828 | \$1,296 | \$729 |
| Total Expense | \$42,878 | \$19,203 | \$40,950 | \$24,693 |
| Net Income (Loss) | (\$16,178) | \$7,197 | (\$14,410) | \$2,107 |

Appendix G: Barclay Estates Beck Road

2018 Anticipated Work Schedule

- May 1 ---Remove existing landscape material
- May 10---Request city water hydrant connection
- May 15--Commence resurfacing sign construction
- July 1----Commence landscaping
- August 1-Request City Inspection



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: Friday, February 2, 2018

I. Applicant Information

Association's Name:

Country Place

Age of the subdivision:

11/24/71

First-time Applicant: Yes No

If No, date of last application submitted:

2/23/15

Project Leader:

Bob Schwartz

Position within
HOA/organization:

Community Manager - Herriman & Associates

Address:

21100 Glen Haven Circle
Northville, MI 48167

Telephone:

734-216-5938

E-Mail:

countryplace2@tds.net

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.

In 2015 Country Place received \$5,000 from this grant program to replace two original entryway signs (from the 1970's) for Glen Haven Circle West and Glen Haven Circle East off of Eight Mile Road. We spent a total of \$17,170 (plus the \$5,000 grant). We have received so many compliments on what an improvement it has made. Attached is a picture of the old signage at Glen Haven Circle West (Exhibit E) and pictures of the new signs (Exhibits F and G). We intended to do the entryway in two phases - the first being signage and the second being landscaping. We are now applying for another grant to complete the landscaping. Currently we just have some old plants and mulch installed. We would like to enhance the signage with landscaping as we are one of the first residential communities in Novi as you enter from Eight Mile Road. Plans have been providing in both black and white as well as color (Exhibit A).

Unlike subdivisions we have a very large budget but it covers 500 units (100 buildings) with items such as garage doors, asphalt replacement in courts, the sprinkler system, the Clubhouse, retaining walls, etc. Our monthly fees range from approximately \$250 - \$360 a month per unit.

- 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>.

Country Place is located on the north side of Eight Mile and west of Meadowbrook Road. The landscaping will be at Glen Haven Circle East and Glen Haven Circle West on the east and west side of both streets. Location maps are included as Exhibits B, C and D.

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

See attached as Exhibit H.

- 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.

None of the plants will block the signage and the 25' sight line will be maintained. General height of the proposed plants in front of the sign will be 12-18" tall. Several factors were taken into consideration with the plant selection.

- 1) Due to the large Black Walnut tree next to the west side sign, only plants that were reported as tolerate Black Walnut toxicity were used.
- 2) Plants that are less insect or disease prone to limit use of chemicals required to maintain good health.
- 3) Plants that worked in both sun and shade to keep cohesive look for both entrances.
- 4) Plant growth habits to work within height and space of proposed bed lines.

- 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>

Spilled Wine Weigela, Daffodils, Perennial Geranium, Aster, Coral Bells, Diabolo Ninebark, Helleborus and Miscanthus.

III. Funding Information

a. Estimated total project costs:

9,280.00

b. Who provided this cost estimate?

Serene Landscape Group

(Name, Title, Company)

734-416-9064

(Phone Number)

c. Total amount of funds requested:

4,640.00

(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):

N / A

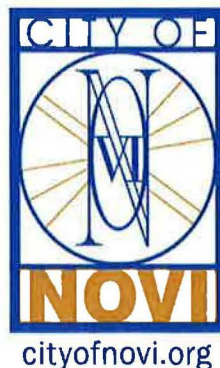
Please note that the quote was provided by Serene Landscape Group, Kimberly Fisher, Office Manager (the box above would not allow for all of the characters).

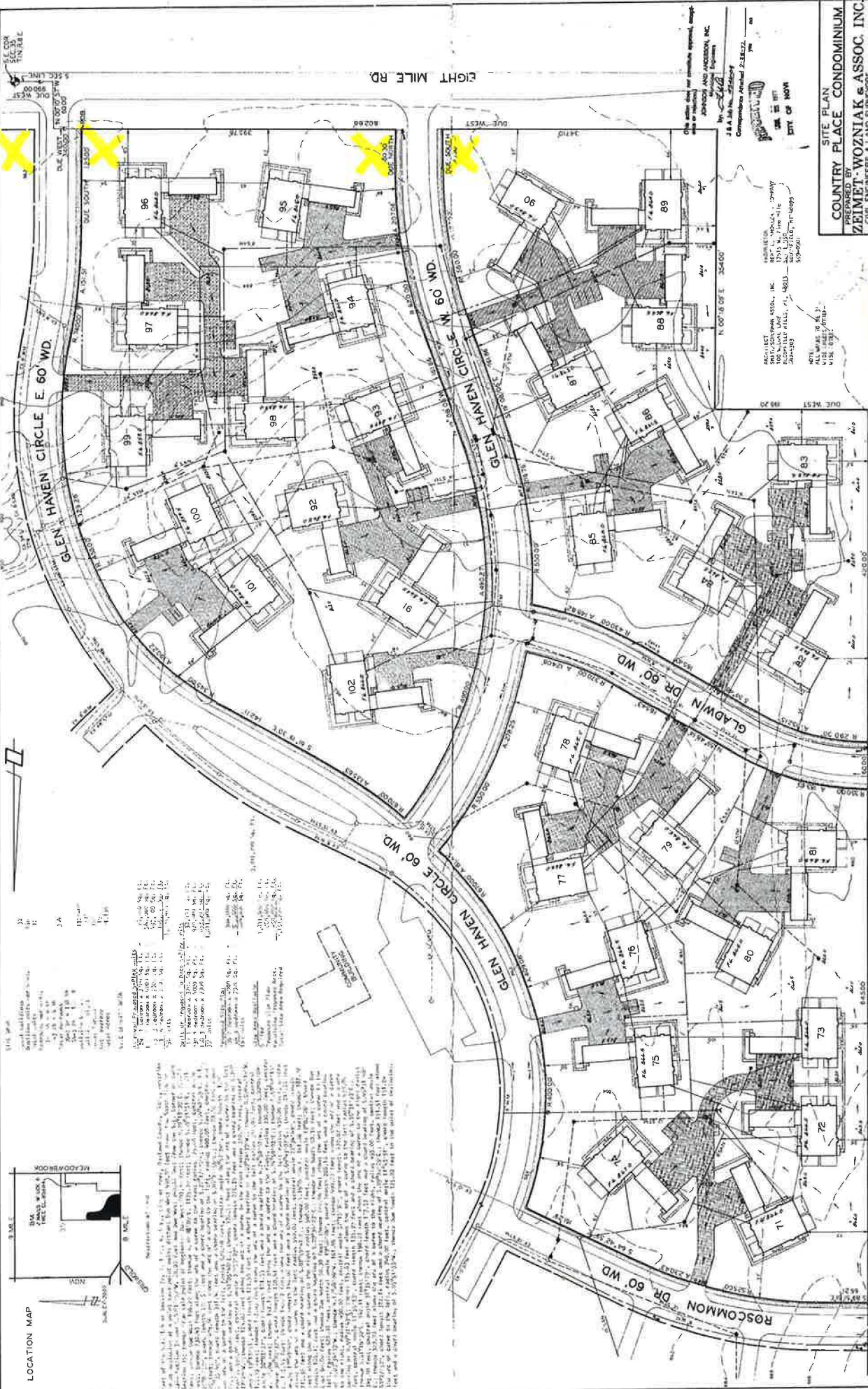
Remember to include formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the Novi City Manager's Office. **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 2016 or 2017.
- 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.





FILE COPY
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EIGHT MILE RD.

SITE PLAN
COUNTRY PLACE CONDOMINIUM
 PREPARED BY
ZEIMET-WOZNIAK & ASSOC. INC.
 CIVIL ENGINEERS & LAND SURVEYORS
 1725 W WINE MILE ROAD
 SOUTHWEST MICHIGAN 48878
 313-555-7344
 DESIGNED BY DRAWN BY CHECKED BY DATE SCALE

ARCHITECT
 ARCHITECT
 100 W WINE MILE ROAD
 SOUTHWEST MICHIGAN 48878
 313-555-7344

DATE OF PLAN
 DATE OF PLAN
 DATE OF PLAN

32
 34
 36
 38
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LOCATION MAP
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EXHIBIT B



MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map. This map was produced under the terms of the City's Internet Site Use Policy available at <http://cityofnovi.org/Resources/StdUsePolicy.asp>



Author:
Date: 2/3/2015



 Map Produced Using the

 City of Novi, Michigan

 Internet Mapping Portal



MAP INTERPRETATION NOTICE

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0 45 90 180
Feet
1 inch = 94 feet

Map Produced Using the
City of Novi, Michigan
Internet Mapping Portal



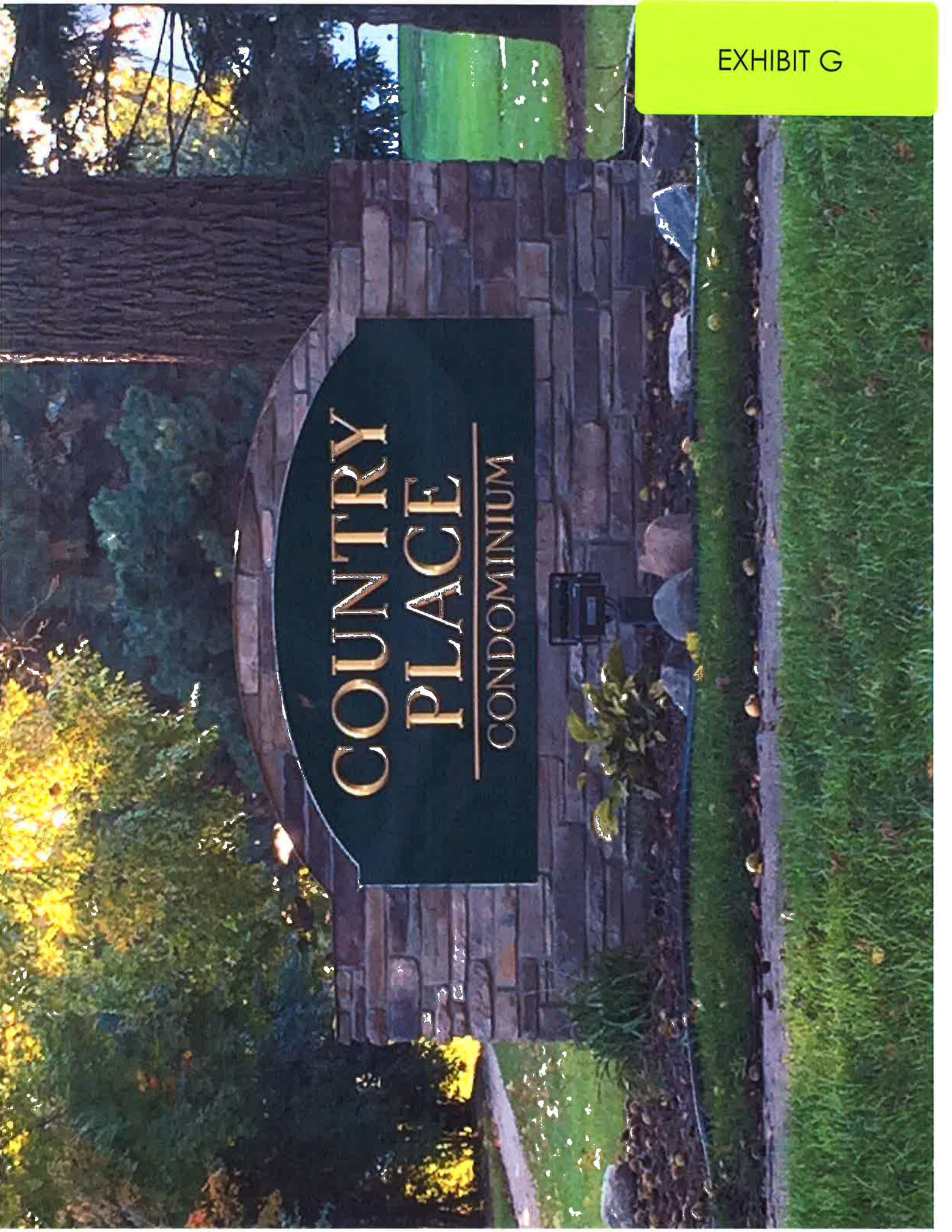
Author:
Date: 2/3/2015





EXHIBIT F



A photograph of a stone pillar with a sign for 'COUNTRY PLACE CONDOMINIUM'. The sign is dark with gold lettering. The pillar is made of stacked stones and is set in a landscaped area with a lawn, trees, and a path. The text on the sign is 'COUNTRY PLACE' in large letters, with 'CONDOMINIUM' in smaller letters below it, separated by a horizontal line.

COUNTRY
PLACE
CONDOMINIUM

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

Project Need - Country Place is already a well-known community in the City of Novi as it has been around since the 1970's but the entrance does not completely reflect the amenities that our community provides. The existing conditions include the beautiful signage on Glen Haven Circle West and Glen Haven Circle East that we installed in 2015 with minimal landscaping. The potential impact of the project on the neighborhood will create more of a welcoming entrance to our community. We would like the entrance to reflect the wonderful community that we are and would like the homeowners to be proud of the entrance to their community. As visitors are entering the City of Novi via Eight Mile Road our community is one of the first that they see and we would like for it to be a wonderful reflection of Novi by enhancing the landscaping to compliment the beautiful signage that was installed. The Board of Directors would like to see an even better improvement to the entrance of our community with this enhanced landscaping. We are surrounded by other subdivisions in the Novi area that have beautiful entryways with both new signage and landscaping and we would like ours to be as nice.

Project Feasibility – The Board of Directors (BOD) and Management Company are more than capable of carrying out the program to completion. We have obtained the bid from our landscaping company and would be able to start implementation as soon as the weather allows. If awarded the grant, a schedule will be prepared and Country Place will follow the criteria set on the time frame for appropriate closure. Attached is an itemized account of how the money is to be spent and documentation that the association is well funded for the project (Exhibits I and J). The BOD allocates money each year for maintenance projects. A company is hired every couple of years to evaluate the Reserves funding and potential projects for the future such as asphalt for the courts, landscaping, roofs, siding, painting, fences, etc.

The association is very fiscally responsible as is evident in the physical appearance of the community. To name a few projects in the community - all the roofs have been replaced within the past 10 years, all of the rotting wood fences around everyone's unit have been replaced with maintenance free material, we typically remove and replace asphalt in approximately three courts a year and foundations in the carriage units are replaced as needed. Major projects last year included those mentioned above as well as removing and replacing all of the playground equipment with safer and nicer materials and renovating the Clubhouse with new paint, carpet, lighting fixtures, window treatment, staining the wood, and windows. Major projects for this upcoming year include final Clubhouse renovations with furniture and entryway improvements. The State has implemented new rules and regulations with back flow preventers and sprinklers so we are in the design phase to start repair of those items. Our retaining walls

in the courts are crumbling so we are working on getting as many fixed this year as possible. To be able to accomplish all of these projects we respectfully request the full \$4,640.00 grant. We will be budgeting \$4,640.00 for this project with the hopes that the City can contribute the match and we can continue with all of our other projects. Our community has 100 buildings, a Clubhouse, playground area and maintenance buildings to maintain so our budget is stretched to its' capacity every year.

Our management company is Herriman and Associates and our Community Manager is Bob Schwartz, who was a builder that worked in the City of Novi so he is very well qualified to oversee the project. Bob's office is at the Country Place Clubhouse so he is available for any issues that arise. The Association and Herriman are both committed to maintaining Country Place for its' residents as well as the City of Novi residents. The management company has a process for maintenance requests by homeowners for any issues that need to be corrected. They receive hundreds of requests a year and are completed in a timely fashion. There are three full time employees on the maintenance staff to address any urgent matters and to repair anything that does not require a specialized company. The association is hopeful to receive the full \$4,640 grant and will pay the remaining costs to complete the project.

Country Place maintains its' grounds very well with landscaping maintenance on a yearly basis. In the spring we have volunteers from the community that plant seasonal landscaping to beautify the front entrances but should not need to do so this year. We currently have approximately \$150,000 budgeted for the fiscal year to include fertilization, aeration, lawn mowing, perimeter clean-up, shrub trimming, spring & fall clean-ups, sprinkler maintenance, tree removals and trimming, tree replacements, tree spraying and landscape bed maintenance. As you can see we are very committed to making our community look as beautiful as it can.

Project Sustainability - Bids have been obtained for the project from our landscaping company. If we should receive the grant we would establish a time frame with the contractor to ensure completion by the deadline outlined in the grant application. We would like to install the material in the spring so that it may be enjoyed all summer long. The Board of Directors are very excited for this project to begin so there would be no issue with completion. President Marchioni met with the City's Landscape Architect, Rick Meader, to review the proposal and made adjustments based on his recommendations. She had also confirmed with the Engineering Department that a right of way permit is not required with the City of Novi or Wayne County when the signage project was applied for.

Bonus Points – Please see Section d of the application.

EXHIBIT I

COUNTRY PLACE CONDOMINIUM ASSOCIATION 2018-19 Budget - DRAFT 1 Revised

| | 2017-18 Forecast | 2017-18 Budget | 2017-18 Variance | 2018-19 Budget | 2018-19 Budget Review | Comments for 2018-19 |
|--|---------------------|---------------------|---------------------|---------------------|--------------------------|--|
| Average monthly assessment per unit: | \$ 327.50 | \$ 327.50 | \$ - | \$ 327.50 | \$ 327.50 | |
| OPERATING INCOME | | | | | | |
| 5110 Member Assessments-Monthly | \$ 1,965,000 | \$ 1,965,000 | \$ - | \$ 1,965,000 | \$ 1,965,000 | |
| 5175 Clubhouse Rentals | 2,000 | 3,000 | (1,000) | 3,000 | 3,000 | |
| 5190 Glen Haven | 12,000 | 14,337 | (2,337) | 12,500 | 12,500 | |
| 5200 Late Charges | 4,800 | 2,125 | 2,675 | 3,600 | 3,600 | |
| 5400 Interest Income | 120 | 90 | 30 | 120 | 120 | |
| 5350 Recovery of Charge-Offs | 750 | 1,200 | (450) | 600 | 600 | |
| 5360 Miscellaneous Income | - | - | - | - | - | |
| 5393 Newsletter Advertising | 1,500 | 1,500 | - | 1,500 | 1,500 | |
| TOTAL OPERATING INCOME | \$ 1,986,170 | \$ 1,987,252 | \$ (1,082) | \$ 1,986,320 | \$ 1,986,320 | |
| OPERATING EXPENSES | | | | | | |
| Administrative & Insurance | | | | | | |
| 6045 Audit or Review | \$ 4,100 | \$ 4,100 | \$ - | \$ 4,100 | \$ 4,100 | |
| 6058 Bad Debts | - | 1,500 | 1,500 | - | - | |
| 6060 Bank Service Charges | - | - | - | - | - | Negotiated to zero. |
| 6070 Continuing Education-Directors | 500 | 1,000 | 500 | 1,000 | 1,000 | |
| 6074 Copier Lease | 6,900 | 6,900 | - | 6,900 | 6,900 | |
| 6090 Copies & Postage | 10,200 | 10,200 | - | 10,200 | 10,200 | |
| 6145 Insurance-Property & Liability | 127,395 | 127,395 | - | 130,895 | 130,895 | Allowance for a three percent increase in the P&L policy |
| 6135 Insurance-Deductible(s) | 5,000 | 5,000 | - | 5,000 | 5,000 | |
| 6170 Legal Fees - General | 5,000 | 12,000 | 7,000 | 11,000 | 11,000 | Includes \$6,000 allowance to amend the Bylaws. |
| 6195 Management Fees | 140,000 | 140,000 | - | 142,800 | 142,800 | Includes approved two percent increase. |
| 6220 Miscellaneous Admin. | 5,000 | 4,200 | (800) | 4,200 | 4,200 | |
| 6242 Newsletter Wages | 1,350 | 2,700 | 1,350 | 2,700 | 2,700 | |
| 6255 Office Personnel Wages | 34,320 | 34,320 | - | 34,320 | 34,320 | |
| 6280 Office Supplies | 1,300 | 2,100 | 800 | 2,100 | 2,100 | |
| 6445 Taxes-Income | 600 | 600 | - | 600 | 600 | |
| 6470 Telephone (Cellulars) | 3,000 | 2,700 | (300) | 3,000 | 3,000 | |
| Total Admin & Insurance | \$ 344,665 | \$ 354,715 | \$ 10,050 | \$ 358,615 | \$ 358,615 | |
| Buildings & Infrastructure | | | | | | |
| 6590 Building Repairs | \$ 25,000 | \$ 21,000 | \$ (4,000) | \$ 26,000 | \$ 26,000 | |
| 6595 Building Supplies | 20,000 | 24,000 | 4,000 | 20,000 | 20,000 | |
| 6715 Equipment | 1,000 | 2,000 | 1,000 | 2,000 | 2,000 | |
| 6717 Equipment Repair | - | 2,000 | 2,000 | 1,000 | 1,000 | |
| 6725 Exterminator | 5,000 | 3,600 | (1,400) | 4,000 | 4,000 | |
| 6765 Foundation Repairs | 1,000 | 2,000 | 1,000 | 2,000 | 2,000 | |
| 6784 Garage Door Repairs | 6,000 | 4,200 | (1,800) | 4,200 | 4,200 | |
| 6895 Plumbing Repairs | 24,000 | 20,000 | (4,000) | 24,000 | 24,000 | |
| 6900 Radon Remediation | - | 2,000 | 2,000 | - | - | |
| 6920 Roof Repairs | 1,000 | 1,000 | - | 1,000 | 1,000 | |
| 6980 Snow/ice Melt Products | 18,000 | 18,000 | - | 18,000 | 18,000 | CPCA purchases the bag product for walks. |
| 6982 Salt (Product & Labor) | 32,400 | 32,400 | - | 32,400 | 32,400 | Estimate of salt for asphalt in Courts |
| 6985 Snow Removal - Fixed Price | 90,514 | 95,040 | 4,526 | 90,514 | 90,514 | Per contract price |
| 7000 Solid Waste Removal | 41,000 | 37,000 | (4,000) | 41,000 | 41,000 | |
| Total Bldgs & Infrastructure | \$ 264,914 | \$ 264,240 | \$ (674) | \$ 266,114 | \$ 266,114 | |
| Grounds | | | | | | |
| 7319 Grounds Maintenance | \$ 10,000 | \$ 5,000 | \$ (5,000) | \$ 5,000 | \$ 5,000 | |
| 7370 Lawn Fertilization & Aeration | 18,360 | 18,360 | - | 18,360 | 18,360 | |
| 7375 Lawn Mowing | 67,626 | 71,006 | 3,380 | 67,626 | 67,626 | Per contract price. |
| 7505 Shrub Trimming | 12,000 | 12,600 | 600 | 12,000 | 12,000 | Per contract price. |
| 7535 Spring & Fall Clean-Ups | 9,987 | 10,488 | 499 | 9,987 | 9,987 | Per contract price. |
| 7565 Sprinkler Maintenance | 2,500 | 2,500 | - | 2,500 | 2,500 | |
| 7590 Tree Removals & Trimming | 5,730 | 4,000 | (1,730) | 4,000 | 4,000 | |
| 7595 Tree Replacements | - | 4,000 | 4,000 | 4,000 | 4,000 | |
| 7610 Tree Spraying | 8,000 | 8,000 | - | 8,000 | 8,000 | |
| 7640 Vehicle Expense | 5,500 | 7,000 | 1,500 | 6,000 | 6,000 | |
| 7655 Landscape Bed Maintenance | 15,350 | 16,118 | 768 | 15,350 | 15,350 | Per contract price. |
| Total Grounds | \$ 155,053 | \$ 159,070 | \$ 4,017 | \$ 152,823 | \$ 152,823 | |
| Clubhouse | | | | | | |
| 7812 Attendants | \$ 7,700 | \$ 7,700 | \$ - | \$ 7,700 | \$ 7,700 | |
| 7815 Alarm | 600 | 600 | - | 600 | 600 | |
| 7820 Clubhouse Cleaning | 7,200 | 7,200 | - | 7,500 | 7,500 | |
| 7821 Clubhouse Cleaning Supplies | 1,800 | 1,200 | (600) | 1,800 | 1,600 | |
| 7830 Clubhouse Electricity (for pool also) | 8,000 | 8,000 | - | 8,000 | 8,000 | |
| 7844 Gas (for pool also) | 9,000 | 9,000 | - | 9,000 | 9,000 | |
| 7846 Landscaping & Flowers | 69 | 1,000 | 931 | 300 | 300 | |
| 7875 Clubhouse & HVAC Repairs | 1,853 | 1,500 | (353) | 1,500 | 1,500 | |
| 7885 Telephone (Land, Fax & Internet) | 2,520 | 2,520 | - | 2,520 | 2,520 | |
| Total Clubhouse | \$ 38,742 | \$ 38,720 | \$ (22) | \$ 38,720 | \$ 38,720 | |

**COUNTRY PLACE CONDOMINIUM ASSOCIATION
2018-19 Budget - DRAFT 1 Revised**

| | 2017-18 Forecast | 2017-18 Budget | 2017-18 Variance | 2018-19 Budget | 2018-19 Budget Revised | Comments for 2018-19 | |
|-----------------------------|---|---------------------|---------------------|-------------------|---------------------------|----------------------|--|
| Pool | | | | | | | |
| 7893 | Water (for Clubhouse & Irrigation too) | \$ 6,000 | \$ 8,432 | \$ 432 | \$ 6,432 | \$ 6,432 | |
| 7895 | Pool Attendants | 9,972 | 8,800 | (1,172) | 10,000 | 10,000 | |
| 7935 | Pool Maintenance | 6,838 | 7,800 | 962 | 7,800 | 7,800 | |
| 7950 | Pool Service | 7,179 | 5,600 | (1,579) | 7,200 | 7,200 | |
| 7955 | Pool Supplies | 5,960 | 7,000 | 1,040 | 7,000 | 7,000 | |
| | Total Pool | \$ 35,949 | \$ 35,632 | \$ (317) | \$ 38,432 | \$ 38,432 | |
| Wages & Benefits | | | | | | | |
| 8070 | Insurance-Workers Comp | \$ 6,000 | \$ 6,000 | \$ - | \$ 6,240 | \$ 6,240 | |
| 8100 | Payroll Taxes | 19,260 | 19,260 | - | 19,960 | 19,960 | |
| 8120 | Retirement Plan Contributions | - | - | - | - | - | |
| 8150 | Wages - Maintenance | 155,000 | 160,000 | 5,000 | 166,400 | 168,400 | Recommending a 4% increase; wages have been stagnant for X years |
| 8150 | Wages - Reclassified to Reserves | (6,000) | (11,000) | (5,000) | (11,000) | (6,000) | Such expense has been declining. |
| | Total Wages & Benefits | \$ 174,260 | \$ 174,260 | \$ - | \$ 181,600 | \$ 188,600 | |
| Utilities | | | | | | | |
| 8280 | Electricity | \$ 38,800 | \$ 40,000 | \$ 1,400 | \$ 40,000 | \$ 40,000 | |
| 8261 | Electricity-Street Lighting | 22,000 | 22,000 | - | 22,000 | 22,000 | |
| 8480 | Water & Sewer (for Irrigation too) | \$ 274,106 | \$ 286,611 | 12,505 | \$ 287,812 | \$ 287,812 | Five percent increase over the 2017-18 forecast |
| | Total Utilities | \$ 334,706 | \$ 348,611 | \$ 13,905 | \$ 349,812 | \$ 349,812 | |
| | TOTAL OPERATING EXPENSES | \$ 1,348,289 | \$ 1,375,248 | \$ 26,959 | \$ 1,388,116 | \$ 1,391,118 | |
| | Net Results before Transfers to Reserves | \$ 837,981 | \$ 812,004 | \$ 25,977 | \$ 800,204 | \$ 595,204 | |
| 8510 | Transfers to Reserves | 848,134 | 648,134 | - | 641,633 | 641,633 | |
| | Net Results after Transfers to Reserves | \$ (8,253) | \$ (34,130) | \$ 25,977 | \$ (41,429) | \$ (46,429) | |

**COUNTRY PLACE CONDOMINIUM ASSOCIATION
2018-19 Budget - DRAFT 1 Revised**

| | 2017-18 | 2017-18 | 2017-18 | 2018-19 | 2018-19 | |
|---|-------------|-------------|-------------|------------|----------------|---|
| | Forecast | Budget | Variance | Budget | Budget Revised | Comments for 2018-19 |
| RESERVES INCOME | | | | | | |
| 8800 Transfers from Operations | \$ 646,134 | \$ 646,134 | \$ - | \$ 641,633 | \$ 641,633 | |
| 8608 Reserve Contribution-Glen Haven | 4,400 | 9,424 | (5,024) | 8,468 | 9,230 | Includes increase in Clubhouse Imp.; 15.25% of shared costs |
| 8610 Interest Income | 1,200 | 1,200 | - | 1,200 | 1,200 | |
| Total Reserves Income | \$ 651,734 | \$ 656,758 | \$ (5,024) | \$ 651,301 | \$ 652,063 | |
| RESERVES EXPENDITURES | | | | | | |
| 8728 Asphalt Replacement | \$ 240,906 | \$ 200,000 | (40,906) | \$ 220,000 | \$ 220,000 | New asphalt in three courts. Includes \$10,000 for engineering. |
| 8727 Asphalt/Catch Basin Repairs | - | - | - | - | - | |
| 8730 Asphalt Crackfill, Slurry Seal & Striping | 9,248 | 30,000 | 20,752 | 20,000 | 20,000 | Crackfill and sealcoating where advisable |
| 8735 Basketball Court Improvements | - | - | - | - | - | |
| 8740 Brick Repairs | - | 18,000 | 18,000 | 18,000 | 18,000 | |
| 8795 Concrete Replacements | 78,960 | 70,000 | (8,960) | 70,000 | 79,000 | |
| 8790 Chimney Repairs | - | - | - | - | - | |
| 8796 Clubhouse Improvements | 22,376 | 25,000 | 2,624 | 25,000 | 25,000 | |
| 8813 Clubhouse HVAC | - | 6,457 | 6,457 | 6,457 | 6,457 | |
| 8793 Clubhouse Landscaping | - | - | - | - | - | |
| 8797 Deck Repl-Raised Decks | - | - | - | - | 3,000 | |
| 8801 Drainage Systems - Grounds | - | - | - | - | - | |
| 8809 Fencing - Maintenance Dumpster | 8,975 | 2,500 | (6,475) | - | - | |
| 8812 Foundations-Carriage Units | 40,448 | 42,000 | 1,552 | 42,000 | 42,000 | 4 carriage units at approx. \$10,500 each. |
| 8820 Garage Doors | 5,772 | 18,000 | 12,228 | 18,000 | 6,000 | 10 doors at approx. \$600 each. |
| 8833 Landscape-Mulch (including for playground) | - | 7,000 | 7,000 | 7,000 | - | Was done in 2017 and charged to operations. |
| 8855 Painting-Exterior | 100,355 | 94,800 | (5,555) | 94,800 | 94,800 | 12 buildings at \$7,900 each. |
| 8860 Patio Fence Repairs/Replacements | - | - | - | - | - | |
| 8870 Playground Equipment | 7,240 | 6,000 | (1,240) | - | - | |
| 7915 Pool Furniture | - | - | - | - | 5,000 | |
| 8880 Pool Remarole & Engineering | - | 18,000 | 18,000 | 18,000 | 18,000 | |
| 8887 Railings | 10,000 | 12,000 | 2,000 | 10,000 | 10,000 | |
| 8896 Retaining Walls | 135,881 | 70,000 | (65,881) | 70,000 | 70,000 | |
| 8805 Sewer Repairs | 7,500 | 15,000 | 7,500 | 10,000 | 10,000 | |
| 8914 Signage-Entrance (Incl. Landscaping) | - | - | - | - | 10,000 | Landscaping at entrance signs, before any grant proceeds |
| 8916 Sprinkler System Backflow Valves | 3,000 | 3,000 | - | - | - | |
| 8920 Sump Pumps - Back-Up Units | 10,000 | 20,000 | 10,000 | 10,000 | 10,000 | |
| 8930 Wood Replacement-by CPCA Maint. | 12,000 | 22,000 | 10,000 | 22,000 | 12,000 | Such expense has been declining. |
| Total Reserves Expenditures | \$ 692,651 | \$ 679,757 | \$ (12,894) | \$ 661,257 | \$ 659,257 | |
| Net Reserves Income | \$ (40,917) | \$ (22,999) | \$ (17,918) | \$ (9,956) | \$ (7,194) | |
| | 2017-18 | 2017-18 | 2017-18 | 2018-19 | 2018-19 | |
| RESERVE FUND BALANCE | Forecast | Budget | Variance | Budget | Budget Revised | |
| Beginning of year | \$ 410,164 | \$ 271,135 | \$ 139,029 | \$ 369,247 | \$ 369,247 | |
| Reserves Income | 651,734 | 656,758 | (5,024) | 651,301 | 652,063 | |
| Reserves Expenditures | 692,651 | 679,757 | (12,894) | 661,257 | 659,257 | |
| End of year | \$ 369,247 | \$ 248,136 | \$ 121,111 | \$ 359,291 | \$ 362,053 | |
| Reserve Fund End Balance Per Study | \$ 274,088 | \$ 274,088 | | \$ 343,913 | \$ 343,913 | Per most recent study. |
| | 2017-18 | 2017-18 | 2017-18 | 2018-19 | 2018-19 | |
| OPERATING FUND BALANCE | Forecast | Budget | Variance | Budget | Budget Revised | |
| Beginning of year | \$ 206,208 | \$ 128,615 | \$ 77,593 | \$ 197,955 | \$ 197,955 | |
| Prior Period Adjustment | - | - | - | - | - | |
| Net Results Operations | (8,253) | (34,130) | 25,877 | (41,429) | (46,429) | |
| End of year | \$ 197,955 | \$ 94,485 | \$ 103,470 | \$ 156,526 | \$ 151,526 | |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
Balance Sheets
April 30, 2016 and 2015

EXHIBIT J

ASSETS

| | APRIL 30, | | | 2015 |
|-------------------------------------|-----------------------------|-----------------------------|----------------|----------------|
| | Operating Fund | 2016 Replacement Fund | Total | |
| ASSETS | | | | |
| Cash and Cash Equivalents | \$ 98,602 | \$ 571,936 | \$ 670,538 | \$ 672,558 |
| Accounts Receivable | 24,123 | | 24,123 | 42,152 |
| Accounts Receivable - Glen Haven | 5,434 | | 5,434 | - |
| Insurance Claim Proceeds Receivable | - | | - | 41,319 |
| Prepaid Insurance | 17,900 | | 17,900 | - |
| Prepaid Federal Income Tax | 1,283 | | 1,283 | 83 |
| Prepaid Michigan Income Tax | 705 | | 705 | 705 |
| Due from Replacement Fund | 198,477 | | 198,477 | 145,457 |
| | TOTAL CURRENT ASSETS | 571,936 | 918,460 | 902,274 |
| FIXED ASSETS | | | | |
| Furnishings & Equipment | 115,390 | | 115,390 | 110,618 |
| Less: Accumulated Depreciation | (103,326) | | (103,326) | (99,070) |
| | Fixed Assets, Net | - | 12,064 | 11,548 |
| | TOTAL ASSETS | 571,936 | 930,524 | 913,822 |

LIABILITIES AND FUND BALANCES

| | Operating Fund | Replacement Fund | Total | Total |
|--|--------------------------|---------------------|-------------------|-------------------|
| LIABILITIES | | | | |
| Accounts Payable | 147,727 | | 147,727 | 111,595 |
| Assessments Received in Advance | 37,937 | | 37,937 | 39,374 |
| Payroll Taxes Payable | 3,110 | | 3,110 | 3,009 |
| Due to Operating Fund | | 198,477 | 198,477 | 145,457 |
| | TOTAL LIABILITIES | 198,477 | 387,251 | 299,435 |
| FUND BALANCES | 169,814 | 373,459 | 543,273 | 614,387 |
| TOTAL LIABILITIES AND FUND BALANCES | \$ 358,588 | \$ 571,936 | \$ 930,524 | \$ 913,822 |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
For the Years Ended April 30, 2016 and 2015

| | APRIL 30, | | | |
|---|-------------------|---------------------|--------------|--------------|
| | 2016 | | | 2015 |
| | Operating Fund | Replacement Fund | Total | Total |
| REVENUES | | | | |
| Regular Assessments | \$ 1,207,781 | \$ 718,756 | \$ 1,926,537 | \$ 1,898,056 |
| Clubhouse Rentals | 2,550 | | 2,550 | 3,715 |
| Glen Haven | 10,342 | 10,758 | 21,100 | 15,266 |
| Insurance Claim Proceeds | | | | 72,813 |
| Newsletter Advertising | 1,560 | | 1,560 | 2,200 |
| Interest Income | 702 | 1,299 | 2,001 | 6,504 |
| Late Charges, net | 5,325 | | 5,325 | 5,935 |
| Recovery of Charge-offs | | | | 1,320 |
| | 1,228,260 | 730,813 | 1,959,073 | 2,005,809 |
| TOTAL REVENUES | | | | |
| EXPENSES | | | | |
| ADMINISTRATIVE & INSURANCE | | | | |
| Audit/Review Fees | 3,950 | | 3,950 | 4,025 |
| Bad Debt | 474 | | 474 | 14,741 |
| Continuing Education | 303 | | 303 | 894 |
| Copier Lease | 6,005 | | 6,005 | 6,228 |
| Copies & Postage-General | 6,697 | | 6,697 | 6,148 |
| Insurance-Property/Liability | 96,325 | | 96,325 | 119,650 |
| Legal Fees | 8,118 | | 8,118 | 9,982 |
| Management Fees | 134,244 | | 134,244 | 132,124 |
| Miscellaneous Administrative | 4,171 | | 4,171 | 5,475 |
| Newsletter Wages | 2,700 | | 2,700 | 2,700 |
| Office & Admin Personnel | 33,640 | | 33,640 | 35,448 |
| Office Supplies | 1,303 | | 1,303 | 5,903 |
| Telephone | 2,679 | | 2,679 | 3,500 |
| TOTAL ADMINISTRATIVE & INSURANCE | 300,609 | - | 300,609 | 346,818 |
| GROUNDSS | | | | |
| Grounds Maintenance | 1,638 | | 1,638 | 422 |
| Landscape Bed Maintenance | - | | - | 8,595 |
| Lawn Fertilization & Aeration | 22,500 | | 22,500 | 25,550 |
| Lawn Mowing | 67,626 | | 67,626 | 68,276 |
| Other Grounds | 503 | | 503 | - |
| Shrub & Bush Trimming | 12,000 | | 12,000 | 10,432 |
| Spring & Fall Clean-ups | 9,987 | | 9,987 | 17,272 |
| Sprinkler Maintenance | 2,312 | | 2,312 | 3,344 |
| Tree Spraying | 7,430 | | 7,430 | 8,078 |
| Tree Trimming & Removal | 1,375 | | 1,375 | 25,640 |
| Vehicle Expense | 3,545 | | 3,545 | 6,067 |
| Landscape Bed Maintenance | 15,350 | | 15,350 | - |
| TOTAL GROUNDSS | 144,266 | - | 144,266 | 173,676 |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES

For the Years Ended April 30, 2016 and 2015
APRIL 30,

| | 2016 | | 2015 | |
|---|-------------------|---------------------|----------------|----------------|
| | Operating Fund | Replacement Fund | Total | Total |
| EXPENSES - Continued | | | | |
| BUILDINGS & INFRASTRUCTURE | | | | |
| Building Repairs | 21,953 | | 21,953 | 16,842 |
| Building Supplies | 26,795 | | 26,795 | 17,781 |
| Equipment Rental | - | | - | 312 |
| Equipment Repair | 622 | | 622 | 626 |
| Exterminator | 2,973 | | 2,973 | 3,238 |
| Foundation Repairs | - | | - | 325 |
| Garage Door Repairs | 4,272 | | 4,272 | 2,477 |
| Insurance Repairs | 1,763 | | 1,763 | 94,083 |
| Plumbing Repairs | 16,565 | | 16,565 | 20,959 |
| Radon Remediation | 1,886 | | 1,886 | 1,000 |
| Roof Repairs | 675 | | 675 | - |
| Snow/Ice Melt Products | 17,126 | | 17,126 | 54,142 |
| Salt (Product & Labor) | 32,400 | | 32,400 | - |
| Snow Removal | 90,539 | | 90,539 | 113,175 |
| Solid Waste Removal | 34,951 | | 34,951 | 34,063 |
| TOTAL BUILDINGS & INFRASTRUCTURE | 252,520 | - | 252,520 | 359,023 |
| CLUBHOUSE | | | | |
| Attendants | 5,459 | | 5,459 | 5,964 |
| Alarm | 535 | | 535 | 542 |
| Clubhouse Cleaning | 6,511 | | 6,511 | 6,613 |
| Clubhouse Supplies | 531 | | 531 | 925 |
| Clubhouse Electricity | 6,711 | | 6,711 | 7,498 |
| Gas | 5,821 | | 5,821 | 8,034 |
| Landscaping | 87 | | 87 | 120 |
| Clubhouse & HVAC Repairs | 1,967 | | 1,967 | 1,007 |
| Telephone | 2,189 | | 2,189 | 2,344 |
| TOTAL CLUBHOUSE | 29,811 | - | 29,811 | 33,047 |
| POOL | | | | |
| Water | 1,763 | | 1,763 | 2,252 |
| Pool Attendant | 10,620 | | 10,620 | 8,733 |
| Pool Maintenance | 11,281 | | 11,281 | 9,880 |
| Pool Service | 4,464 | | 4,464 | 5,185 |
| Pool Supplies | 3,096 | | 3,096 | 635 |
| TOTAL POOL | 31,224 | - | 31,224 | 26,685 |
| WAGES & BENEFITS | | | | |
| Insurance-Workers Comp | 5,983 | | 5,983 | 12,513 |
| Payroll Taxes | 17,473 | | 17,473 | 17,016 |
| Wages | 157,243 | | 157,243 | 151,553 |
| Wages Reclassed to Reserves | (9,246) | | (9,246) | (13,236) |
| TOTAL WAGES & BENEFITS | 171,453 | - | 171,453 | 167,846 |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
For the Years Ended April 30, 2016 and 2015

| | APRIL 30, | | | |
|--------------------------------------|-------------------|---------------------|----------------|----------------|
| | 2016 | | 2015 | |
| | Operating Fund | Replacement Fund | Total | Total |
| EXPENSES - Continued | | | | |
| UTILITIES | | | | |
| Electricity | 33,747 | | 33,747 | 37,271 |
| Electricity-Street Lighting | 19,397 | | 19,397 | 19,659 |
| Water & Sewer | 285,160 | | 285,160 | 243,259 |
| TOTAL UTILITIES | <u>338,304</u> | - | <u>338,304</u> | <u>300,189</u> |
| DEPRECIATION | <u>4,256</u> | | <u>4,256</u> | <u>3,673</u> |
| FEDERAL INCOME TAX | - | | - | <u>617</u> |
| MICHIGAN INCOME TAX | - | | - | - |
| RESERVE FUND EXPENDITURES | | | | |
| Asphalt / Catch Basin Repairs | | 5,400 | 5,400 | - |
| Asphalt Replacement | | 134,414 | 134,414 | 138,139 |
| Asphalt Crackfill Slurry Seal | | 21,425 | 21,425 | - |
| Brick Repairs | | 9,750 | 9,750 | - |
| Chimney Repairs | | 33,950 | 33,950 | 51,399 |
| Cement Replacements | | 42,041 | 42,041 | 35,117 |
| Clubhouse Improvements | | 38,630 | 38,630 | - |
| Engineer-Roofs | | - | - | 1,573 |
| Foundations - Carriage Units | | 40,448 | 40,448 | 40,450 |
| Garage Doors | | 15,620 | 15,620 | 13,655 |
| Heat Cables | | 1,363 | 1,363 | - |
| Landscape Improvements - 8 Mile Ent. | | 7,687 | 7,687 | - |
| Landscape - Lawn Restoration | | 26,555 | 26,555 | - |
| Painting - Bldg 80, 81, 88 | | 15,800 | 15,800 | - |
| Painting - 2015 Bldgs. | | 100,293 | 100,293 | - |
| Painting Clubhouse | | 9,000 | 9,000 | - |
| Painting-Exterior | | - | - | 55,300 |
| Patio Fence Repair/Replace | | 138,580 | 138,580 | 130,434 |
| Playground Equipment | | 18,000 | 18,000 | - |
| Plumbing - Backflow Devices | | 21,835 | 21,835 | - |
| Railings-Carriage Units | | 9,146 | 9,146 | 8,748 |
| Retaining Wall | | 1,011 | 1,011 | 8,585 |
| Roofs & Gutters | | 28,075 | 28,075 | 161,286 |
| Sewer Repairs | | 6,409 | 6,409 | - |
| Signage - Entrance | | 13,820 | 13,820 | - |
| Sump Pumps - Back-Up Units | | - | - | 12,889 |
| Wood Replacement - CPCA Maintenance | | 18,492 | 18,492 | 26,473 |
| TOTAL RESERVE FUND EXPENDITURES | - | <u>757,744</u> | <u>757,744</u> | <u>684,048</u> |
| TOTAL EXPENSES | 1,272,443 | 757,744 | 2,030,187 | 2,095,622 |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
For the Years Ended April 30, 2016 and 2015

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES | (44,183) | (26,931) | (71,114) | (89,813) |
| BEGINNING FUND BALANCES | <u>213,997</u> | <u>400,390</u> | <u>614,387</u> | <u>704,200</u> |
| ENDING FUND BALANCES | <u>\$ 169,814</u> | <u>\$ 373,459</u> | <u>\$ 543,273</u> | <u>\$ 614,387</u> |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF CASH FLOWS
For the Years Ended April 30, 2016 and 2015

| | APRIL 30, | | | |
|--|-------------------|---------------------|-------------------|-------------------|
| | 2016 | | 2015 | |
| | Operating Fund | Replacement Fund | Total | Total |
| CASH FLOWS FROM OPERATING ACTIVITIES: | | | | |
| Excess (deficiency) of revenues over expenses | \$ (44,183) | \$ (26,931) | \$ (71,114) | \$ (89,813) |
| Adjustments to reconcile excess (deficiency) of revenues over expenses to net cash provided by (applied to) operating activities: | | | | |
| Depreciation | 4,256 | | 4,256 | 3,673 |
| (Increase) decrease in: | | | | |
| Prepaid Expense | (19,100) | | (19,100) | 14,544 |
| Assessments Receivable | 18,029 | | 18,029 | 46,794 |
| Insurance Claim Proceeds Receivable | 41,319 | | 41,319 | 134,862 |
| Due from Glen Haven | (5,434) | | (5,434) | 6,345 |
| Due from Replacement Fund | (53,020) | | (53,020) | 100,773 |
| Increase (decrease) in: | | | | |
| Accrued Expenses | 101 | | 101 | 2,949 |
| Accounts Payable | 36,132 | | 36,132 | (211,739) |
| Assessments Received in Advance | (1,437) | | (1,437) | (1,005) |
| Due to Operating Fund | | 53,020 | 53,020 | (100,773) |
| NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES | (23,337) | 26,089 | 2,752 | (93,390) |
| INVESTING ACTIVITIES | | | | |
| Purchase of Equipment | (4,772) | | (4,772) | (10,041) |
| NET INCREASE (DECREASE) IN CASH | (28,109) | 26,089 | (2,020) | (103,431) |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR | 126,711 | 545,847 | 672,558 | 775,989 |
| CASH AND CASH EQUIVALENTS AT END OF YEAR | \$ 98,602 | \$ 571,936 | \$ 670,538 | \$ 672,558 |
| SUPPLEMENTAL DISCLOSURE | | | | |
| Income Taxes Paid | \$ 1,200 | \$ 0.00 | \$ 1,200 | 908 |
| Interest Paid | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
BALANCE SHEETS
APRIL 30, 2017 AND 2016



| ASSETS | ASSETS | | | |
|--|--------------------------------------|-----------------------------|-------------------|-------------------|
| | APRIL 30, | | | |
| | Operating Fund | 2017 Replacement Fund | Total | 2016 Total |
| Cash and Cash Equivalents | \$ 281,154 | \$ 533,507 | \$ 814,661 | \$ 670,538 |
| Accounts Receivable | 19,087 | | 19,087 | 24,123 |
| Accounts Receivable - Glen Haven | 3,055 | | 3,055 | 5,434 |
| Prepaid Insurance | 10,703 | | 10,703 | 17,900 |
| Prepaid Federal Income Tax | 1,283 | | 1,283 | 1,283 |
| Prepaid Michigan Income Tax | 705 | | 705 | 705 |
| Due from Replacement Fund | 123,330 | | 123,330 | 198,477 |
| TOTAL CURRENT ASSETS | <u>439,317</u> | <u>533,507</u> | <u>972,824</u> | <u>918,460</u> |
| FIXED ASSETS | | | | |
| Furnishings & Equipment | 115,390 | | 115,390 | 115,390 |
| Less: Accumulated Depreciation | <u>(106,804)</u> | | <u>(106,804)</u> | <u>(103,326)</u> |
| Fixed Assets, Net | <u>8,586</u> | | <u>8,586</u> | <u>12,064</u> |
| TOTAL ASSETS | <u>\$ 447,903</u> | <u>\$ 533,507</u> | <u>\$ 981,410</u> | <u>\$ 930,524</u> |
| | LIABILITIES AND FUND BALANCES | | | |
| | Operating Fund | Replacement Fund | Total | Total |
| LIABILITIES | | | | |
| Accounts Payable | \$ 230,167 | \$ | \$ 230,167 | \$ 147,727 |
| Assessments Received in Advance | 30,039 | | 30,039 | 37,937 |
| Payroll Taxes Payable | 657 | | 657 | 3,110 |
| Due to Operating Fund | | 123,330 | 123,330 | 198,477 |
| TOTAL LIABILITIES | 260,863 | 123,330 | 384,193 | 387,251 |
| FUND BALANCES | <u>187,040</u> | <u>410,177</u> | <u>597,217</u> | <u>543,273</u> |
| TOTAL LIABILITIES AND FUND BALANCES | <u>\$ 447,903</u> | <u>\$ 533,507</u> | <u>\$ 981,410</u> | <u>\$ 930,524</u> |



COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
FOR THE YEARS ENDED APRIL 30, 2017 AND 2016

| | APRIL 30, | | | 2016 |
|---|---------------------|-------------------|---------------------|---------------------|
| | 2017 | | | |
| | Operating Fund | Replacement Fund | Total | Total |
| REVENUES | | | | |
| Regular Assessments | \$ 1,282,925 | \$ 643,614 | \$ 1,926,539 | \$ 1,926,537 |
| Clubhouse Rentals | 2,680 | | 2,680 | 2,550 |
| Glen Haven | 13,159 | | 13,159 | 21,100 |
| Newsletter Advertising | 1,000 | | 1,000 | 1,560 |
| Interest Income | 92 | 1,068 | 1,160 | 2,001 |
| Late Charges, net | 4,152 | | 4,152 | 5,325 |
| Recovery of Charge-offs | 7,271 | | 7,271 | |
| TOTAL REVENUES | \$ 1,311,279 | \$ 644,682 | \$ 1,955,961 | \$ 1,959,073 |
| EXPENSES | | | | |
| ADMINISTRATIVE & INSURANCE | | | | |
| Audit/Review Fees | \$ 4,195 | | \$ 4,195 | \$ 3,950 |
| Bad Debt | | | | 474 |
| Continuing Education | 954 | | 954 | 303 |
| Copier Lease | 5,783 | | 5,783 | 6,005 |
| Copies & Postage-General | 6,879 | | 6,879 | 6,697 |
| Insurance-Property/Liability | 133,964 | | 133,964 | 96,325 |
| Legal Fees | 5,881 | | 5,881 | 8,118 |
| Management Fees | 136,492 | | 136,492 | 134,244 |
| Miscellaneous Administrative | 4,521 | | 4,521 | 4,171 |
| Newsletter Wages | 2,700 | | 2,700 | 2,700 |
| Office & Admin Personnel | 33,865 | | 33,865 | 33,640 |
| Office Supplies | 2,153 | | 2,153 | 1,303 |
| Telephone | 3,868 | | 3,868 | 2,679 |
| TOTAL ADMINISTRATIVE & INSURANCE | \$ 341,255 | | \$ 341,255 | \$ 300,609 |
| GROUNDS | | | | |
| Grounds Maintenance | \$ 4,425 | | \$ 4,425 | \$ 1,638 |
| Lawn Fertilization & Aeration | 22,500 | | 22,500 | 22,500 |
| Lawn Mowing | 67,626 | | 67,626 | 67,626 |
| Other Grounds | | | | 503 |
| Shrub & Bush Trimming | 12,000 | | 12,000 | 12,000 |
| Spring & Fall Clean-ups | 9,987 | | 9,987 | 9,987 |
| Sprinkler Maintenance | 972 | | 972 | 2,312 |
| Tree Spraying | 7,890 | | 7,890 | 7,430 |
| Tree Trimming & Removal | 3,720 | | 3,720 | 1,375 |
| Vehicle Expense | 7,585 | | 7,585 | 3,545 |
| Landscape Bed Maintenance | 15,576 | | 15,576 | 15,350 |
| TOTAL GROUNDS | \$ 152,281 | | \$ 152,281 | \$ 144,266 |



COUNTRY PLACE CONDOMINIUM ASSOCIATION
 STATEMENT OF REVENUES, EXPENSES,
 AND CHANGES IN FUND BALANCES
 FOR THE YEARS ENDED APRIL 30, 2017 AND 2016

| | APRIL 30, | | | 2016 |
|---|-------------------|------------------|-------------------|-------------------|
| | 2017 | | | |
| | Operating Fund | Replacement Fund | Total | Total |
| EXPENSES - Continued | | | | |
| BUILDINGS & INFRASTRUCTURE | | | | |
| Building Repairs | \$ 25,998 | \$ | \$ 25,998 | \$ 21,953 |
| Building Supplies | 18,624 | | 18,624 | 26,795 |
| Equipment Repair | 975 | | 975 | 622 |
| Exterminator | 3,332 | | 3,332 | 2,973 |
| Foundation Repairs | 1,950 | | 1,950 | |
| Garage Door Repairs | 5,199 | | 5,199 | 4,272 |
| Insurance Repairs | 1,755 | | 1,755 | 1,763 |
| Plumbing Repairs | 22,551 | | 22,551 | 16,565 |
| Radon Remediation | 1,780 | | 1,780 | 1,886 |
| Roof Repairs | 2,365 | | 2,365 | 675 |
| Snow/Ice Melt Products | 4,121 | | 4,121 | 17,126 |
| Salt (Product & Labor) | 29,700 | | 29,700 | 32,400 |
| Snow Removal | 90,514 | | 90,514 | 90,539 |
| Solid Waste Container | 315 | | 315 | |
| Solid Waste Removal | 36,892 | | 36,892 | 34,951 |
| TOTAL BUILDINGS & INFRASTRUCTURE | \$ 246,071 | \$ | \$ 246,071 | \$ 252,520 |
| CLUBHOUSE | | | | |
| Attendants | \$ 8,844 | \$ | \$ 8,844 | \$ 5,459 |
| Alarm | 457 | | 457 | 535 |
| Clubhouse Cleaning | 6,943 | | 6,943 | 6,511 |
| Clubhouse Supplies | 1,018 | | 1,018 | 531 |
| Clubhouse Electricity | 5,001 | | 5,001 | 6,711 |
| Gas | 5,377 | | 5,377 | 5,821 |
| Landscaping | 85 | | 85 | 87 |
| Clubhouse & HVAC Repairs | 1,001 | | 1,001 | 1,967 |
| Telephone | 2,200 | | 2,200 | 2,189 |
| TOTAL CLUBHOUSE | \$ 30,926 | \$ | \$ 30,926 | \$ 29,811 |
| POOL | | | | |
| Water | \$ 5,779 | \$ | \$ 5,779 | \$ 1,763 |
| Pool Attendant | 8,749 | | 8,749 | 10,620 |
| Pool Maintenance | 3,986 | | 3,986 | 11,281 |
| Pool Service | 6,395 | | 6,395 | 4,464 |
| Pool Supplies | 6,110 | | 6,110 | 3,096 |
| TOTAL POOL | \$ 31,019 | \$ | \$ 31,019 | \$ 31,224 |
| WAGES & BENEFITS | | | | |
| Insurance-Workers Comp | \$ 4,151 | \$ | \$ 4,151 | \$ 5,983 |
| Payroll Taxes | 17,386 | | 17,386 | 17,473 |
| Wages | 153,656 | | 153,656 | 157,243 |
| Wages Reclassed to Reserves | (8,176) | | (8,176) | (9,246) |
| TOTAL WAGES & BENEFITS | \$ 167,017 | \$ | \$ 167,017 | \$ 171,453 |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND BALANCES
FOR THE YEARS ENDED APRIL 30, 2017 AND 2016



| | APRIL 30, | | | 2016 |
|--|---------------------|-------------------|------------------|------------------|
| | 2017 | | | |
| | Operating Fund | Replacement Fund | Total | Total |
| EXPENSES - Continued | | | | |
| UTILITIES | | | | |
| Electricity | \$ 40,125 | | \$ 40,125 | \$ 33,747 |
| Electricity-Street Lighting | 23,404 | | 23,404 | 19,397 |
| Water & Sewer | 258,478 | | 258,478 | 285,160 |
| TOTAL UTILITIES | 322,007 | | 322,007 | 338,304 |
| | | | | |
| DEPRECIATION | \$ 3,477 | | \$ 3,477 | \$ 4,256 |
| | | | | |
| FEDERAL INCOME TAX | | | | |
| | | | | |
| MICHIGAN INCOME TAX | | | | |
| | | | | |
| RESERVE FUND EXPENDITURES | | | | |
| Asphalt / Catch Basin Repairs | \$ | \$ | \$ | \$ 5,400 |
| Asphalt Replacement | | 226,448 | 226,448 | 134,414 |
| Asphalt Crackfill Slurry Seal | | | | 21,425 |
| Basketball Court Improvements | | 5,535 | 5,535 | |
| Brick Repairs | | 17,740 | 17,740 | 9,750 |
| Chimney Repairs | | 3,000 | 3,000 | 33,950 |
| Clubhouse Landscaping | | 10,396 | 10,396 | |
| Concrete Replacements | | 79,412 | 79,412 | 42,041 |
| Clubhouse Improvements | | 7,791 | 7,791 | 38,630 |
| Foundations - Carriage Units | | 40,448 | 40,448 | 40,448 |
| Garage Doors | | 12,320 | 12,320 | 15,620 |
| Heat Cables | | | | 1,363 |
| Landscape Improvements- 8 Mile Ent. | | | | 7,687 |
| Landscape- Lawn Restoration | | | | 26,555 |
| Painting- Bldg 80, 81, 88 | | | | 15,800 |
| Painting- 2015 Bldgs. | | | | 100,293 |
| Painting Clubhouse | | | | 9,000 |
| Painting-Exterior | | 95,695 | 95,695 | |
| Patio Fence Repair/Replace | | 63,855 | 63,855 | 138,580 |
| Playground Equipment | | | | 18,000 |
| Plumbing- Backflow Devices | | | | 21,835 |
| Pool Furniture | | 398 | 398 | |
| Railings-Carriage Units | | 9,682 | 9,682 | 9,146 |
| Retaining Wall | | | | 1,011 |
| Roofs & Gutters | | | | 28,075 |
| Sewer Repairs | | | | 6,409 |
| Signage- Entrance | | 4,350 | 4,350 | 13,820 |
| Sprinkler Backflow Valves | | 2,550 | 2,550 | |
| Sump Pumps - Back-Up Units | | 11,231 | 11,231 | |
| Wood Replacement-CPCA Maintenance | | 17,113 | 17,113 | 18,492 |
| TOTAL RESERVE FUND EXPENDITURES | | 607,964 | 607,964 | 757,744 |
| | | | | |
| TOTAL EXPENSES | \$ 1,294,053 | \$ 607,964 | 1,902,017 | 2,030,187 |

COUNTRY PLACE CONDOMINIUM ASSOCIATION
 STATEMENT OF REVENUES, EXPENSES,
 AND CHANGES IN FUND BALANCES
 FOR THE YEARS ENDED APRIL 30, 2017 AND 2016

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES | 17,226 | 36,718 | 53,944 | (71,114) |
| BEGINNING FUND BALANCES | <u>169,814</u> | <u>373,459</u> | <u>543,273</u> | <u>614,387</u> |
| ENDING FUND BALANCES | <u>\$ 187,040</u> | <u>\$ 410,177</u> | <u>\$ 597,217</u> | <u>\$ 543,273</u> |



COUNTRY PLACE CONDOMINIUM ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED APRIL 30, 2017 AND 2016



| | APRIL 30, | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| | 2017 | 2016 | 2016 | |
| | Operating Fund | Replacement Fund | Total | Total |
| CASH FLOWS FROM OPERATING ACTIVITIES: | | | | |
| Excess (Deficiency) of Revenues over Expenses | \$ 17,226 | \$ 36,718 | \$ 53,944 | \$ (71,114) |
| Adjustments to Reconcile Excess (Deficiency) of Revenues over Expenses to Net Cash Provided by (Applied to) Operating Activities: | | | | |
| Depreciation | 3,477 | | 3,477 | 4,256 |
| (Increase) Decrease in: | | | | |
| Prepaid Expense | 7,197 | | 7,197 | (19,100) |
| Assessments Receivable | 5,036 | | 5,036 | 18,029 |
| Insurance Claim Proceeds Receivable | | | | 41,319 |
| Due from Glen Haven | 2,379 | | 2,379 | (5,434) |
| Due from Replacement Fund | 75,147 | | 75,147 | (53,020) |
| Increase (Decrease) in: | | | | |
| Accrued Expenses | (2,453) | | (2,453) | 101 |
| Accounts Payable | 82,441 | | 82,441 | 36,132 |
| Assessments Received in Advance | (7,898) | | (7,898) | (1,437) |
| Due to Operating Fund | | (75,147) | (75,147) | 53,020 |
| NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES | <u>182,552</u> | <u>(38,429)</u> | <u>144,123</u> | <u>2,752</u> |
| INVESTING ACTIVITIES | | | | |
| Purchase of Equipment | | | | (4,772) |
| NET INCREASE (DECREASE) IN CASH | 182,552 | (38,429) | 144,123 | (2,020) |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR | <u>98,602</u> | <u>571,936</u> | <u>670,538</u> | <u>672,558</u> |
| CASH AND CASH EQUIVALENTS AT END OF YEAR | <u>\$ 281,154</u> | <u>\$ 533,507</u> | <u>\$ 814,661</u> | <u>\$ 670,538</u> |
| SUPPLEMENTAL DISCLOSURE | | | | |
| Income Taxes Paid | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 1,200 |
| Interest Paid | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>\$ 0.00</u> |



Contract No. - 19038

COUNTRY PLACE CONDOS

December 05, 2017

ROBERT SCHWARTZ
41486 Wilcox
Plymouth, MI 48170

Service Address:
COUNTRY PLACE CONDOS
21100 E Glen Haven Cir
Northville, MI 48167

Contract Summary

Thank you for considering Serene Landscape Group for your landscape project. We are please to provide you with this summary of your project.

| Cost Summary | Price |
|---------------------------------|-------------------|
| Front Entrances: Landscape Beds | \$9,280.00 |
| Total | \$9,280.00 |

Payment Schedule

| | | |
|--------------|------------------------|-------------------|
| 1 | Deposit | \$4,390.00 |
| 2 | Installation of plants | \$4,390.00 |
| 3 | Daffodil Planting | \$500.00 |
| Total | | \$9,280.00 |

Front Entrances: Landscape Beds

Establish landscape beds around entrance signs based on proposed design. Beds to be amended with topsoil and topdressed with shredded hardwood mulch. Landscape beds to be bordered with new and existing boulders. Delivery and installation of proposed plants. Planting of Daffodil will be completed in the fall only. Lawn restoration with sod.

Adjustments and/or repair to existing irrigation will be invoiced at time and materials.

| QTY | TYPE | ITEM NAME |
|-------|-----------|---------------------------------|
| 6.00 | Container | Ninebark Diabolo #5 |
| 52.00 | Container | Perennial Geranium #1 |
| 10.00 | Container | Palace Purple Coral Bells #1 |
| 11.00 | Container | Aster novae-angliae cultivar #1 |
| 16.00 | Container | Helleborus hybrids #1 |
| 6.00 | 50/Box | Narcissus Dutch Master |
| 12.00 | Container | Weigela, Spilled Wine #5 |
| 3.00 | Container | Miscanthus Morning Light #1 |

Initial: _____

Serene Landscape Group • 350 S. Mill St • Plymouth MI 48170

Page 1 of 5

Tel: 734-416-9062 Fax: 734-416-9064

Our Mission: To Build and Maintain Extraordinary Relationships with our Clients, Employees, and Communities.

Acceptance

By signing below, you are agreeing with the payment schedule (if provided), warranties, general terms and conditions attached.

Thank you for the opportunity to serve you!



Kimberly Fisher

Serene Landscape Group

ROBERT SCHWARTZ

Date December 05, 2017

Date _____



General Terms and Conditions

1. This proposal shall terminate unless signed and returned, signed, to Serene Landscape Group on or before thirty (30) days after the contract date.
2. A service charge of 2.5% per month will be assessed on accounts thirty (30) days past due. Purchaser agrees to pay any expenses incurred by Serene Landscape Group in collecting amounts due. In the event of default in payment, Serene Landscape Group shall be entitled to court costs, reasonable attorney fees, and cost of collection.
3. Owner may incur additional costs if changes to this contract. Serene Landscape Group shall notify client in writing prior to ordering material for approval of additional costs.
4. If excavating and/or bed edging is to take place, Serene Landscape Group will contact Miss Dig to locate the utilities on the property. Before commencing the work, client will provide Serene Landscape Group with a plat of survey as-built plans identifying the location of irrigation systems, invisible dog fences, and other buried improvements located on clients' property that are not marked by Miss Dig. Serene Landscape Group will not be responsible for any damages that may occur if the site is not marked properly.
5. We pride ourselves on doing what we say we are going to do and being there when we say we are going to be there. Bad weather (i.e. rain) on the day your service is scheduled or even the day before will most likely result in services being delayed. We will contact you ASAP in the event we need to reschedule services
6. Serene Landscape Group agrees to hold customer harmless for any damages caused by negligence of Serene Landscape Group's employees. Damages shall only be repaired or reimbursed upon notification of damage(s) to Serene Landscape Group's main office and inspection by a representative of Serene Landscape Group. Notification must be given within forty-eight (48) hours of said damage. Under no circumstances shall Serene Landscape Group be liable for special or consequential damages suffered by the customer. Customer agrees to hold Serene Landscape Group harmless against any damages caused by actions of the customer.
7. General Information: Serene Landscape Group hereby proposes to furnish labor and material to complete the proposed project in accordance with the provided specifications as outline in this contract. All plant species and sizes are subject to seasonal availability. Serene Landscape Group reserves the right to substitute a comparable species and/or available size in the event of unavailability. Client will be notified in the event of any substitution(s).

Initial: _____

Serene Landscape Group • 350 S. Mill St • Plymouth MI 48170

Page 3 of 5

Tel: 734-416-9062 Fax: 734-416-9064

Our Mission: To Build and Maintain Extraordinary Relationships with our Clients, Employees, and Communities.



Warranty Information

Serene Landscape Group warrants that this work will be completed in a prompt and professional manner.

Plant Material Warranty: Plant material installed by Serene Landscape Group is warranted for one (1) replacement within two (2) years from the install date. Plants will be replaced one (1) time, free of charge with a similar plant as is available. If Serene Landscape Group determines that suitable replacements cannot be offered, the purchase price applicable to that failed plant will be credited toward other material or services. Annuals, bulbs, plants previously replaced, transplanted from existing landscape or plants installed in containers ARE NOT covered under the one (2) year warranty. Proper watering and care of plant material is the responsibility of the client.

Seed and Sod: Serene Landscape Group DOES NOT warranty seed or sod. Proper watering and care of installed seed and/or sod is the responsibility of the client.

Hardscape Warranty: Hardscape installation by Serene Landscape Group is warranted for five (5) years unless otherwise specified. In addition the manufacturer of the brick will issue their own warranty which can be obtained with the Bill of Sale.

Landscape Lighting and Irrigation: Parts for landscape lighting systems and irrigation systems installed by Serene Landscape Group will be warranted through the manufacturer. Labor to repair and/or replace warranted items is not included and will be done at an additional cost to the client.

Landscape Project Preparation

The following is a list of what you can expect when your project gets underway. It details how you can help us keep your worksite and neighborhood clean and safe.

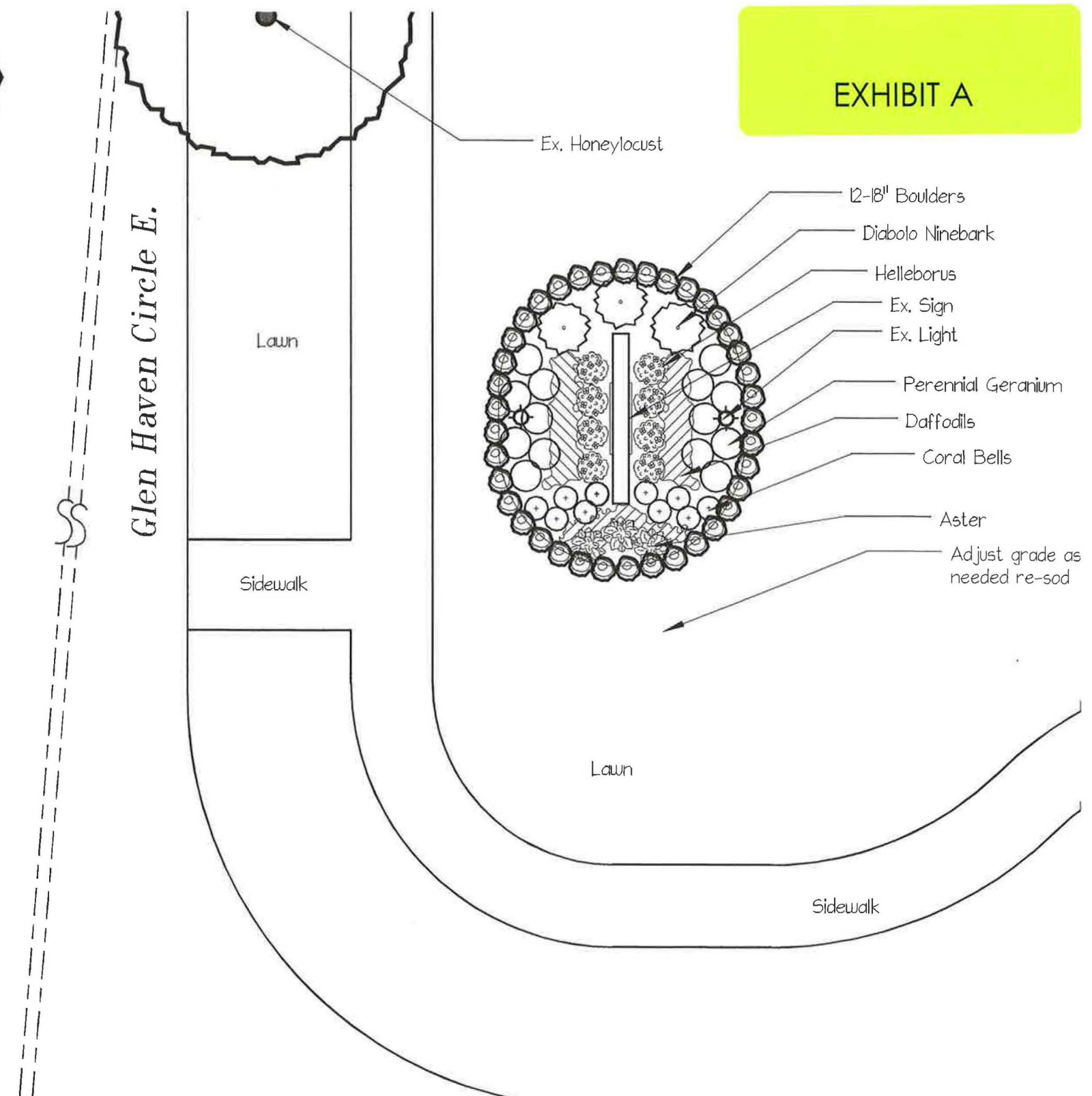
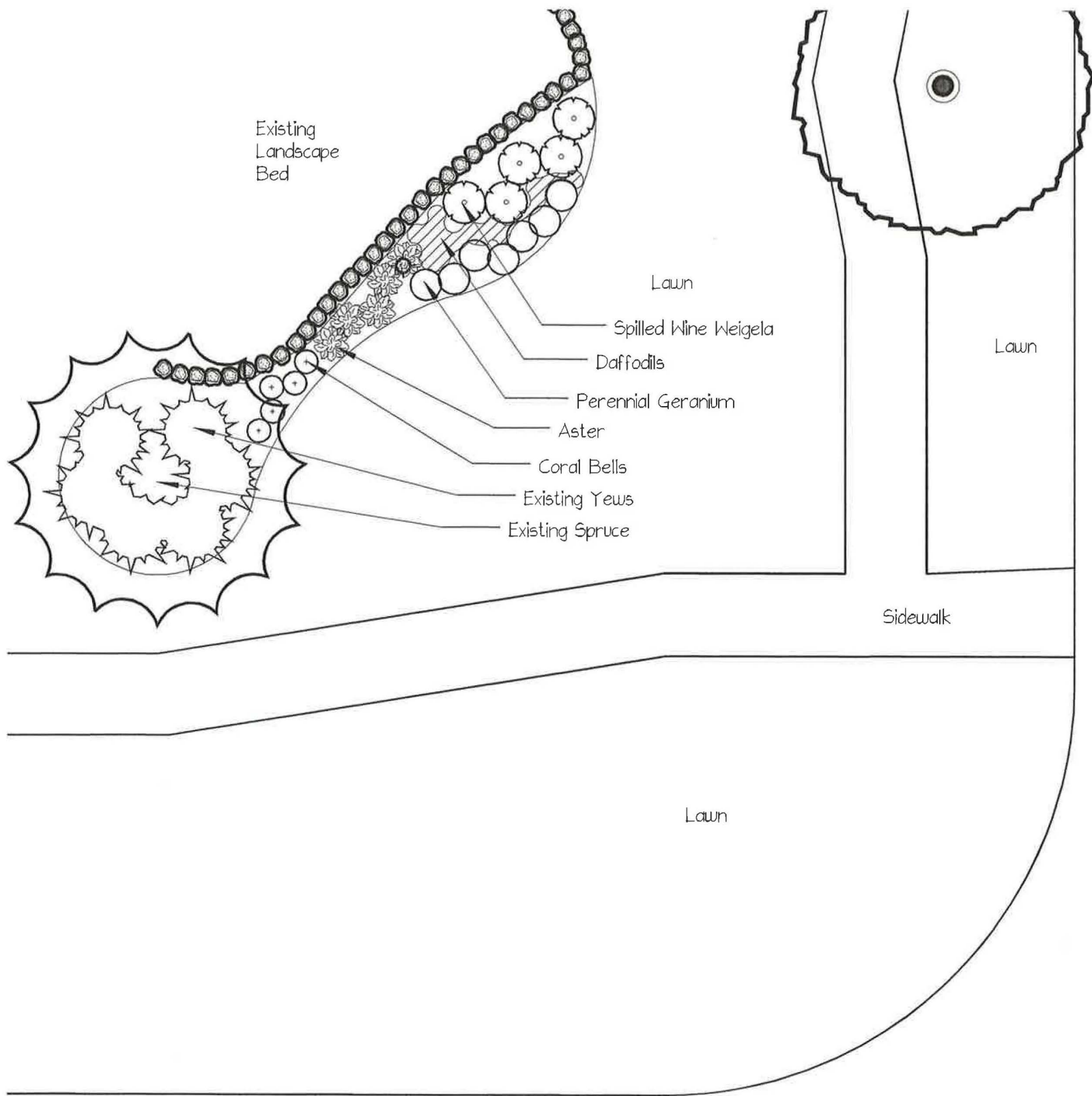
- You will be contacted in advance of your start date. Ensure that power is available on outside electrical outlets and that the outside water taps are turned on (3) days before the start date.
- Prior to start date, move all outside furnishings into a garage or storage area and clear any areas of your property that were approved for the project.
- If your project requires excavation or bed edging, we will contact Miss Dig to mark the location(s) of utility lines. Locators will spray paint lines and place flags in your yard. Please ensure these lines and flags remain in place throughout the project.
- Cable TV and telephone lines are buried just under the surface, and are not always marked by Miss Dig. We take every precaution to avoid cutting a live line, but should we inadvertently do so, we will notify you promptly so your service provider can be contacted. Note that this may mean a few hours of interrupted service.
- We also take precaution to not damage buried irrigation and/or landscape lighting lines which are not marked by Miss Dig. In the event that we do damage a line, we ask that you provide our project manager and foreman access to the irrigation and/or lighting controllers throughout the project.
- Please keep in mind that your project is a construction site and should be treated as such. Please notify your neighbors that heavy trucks and machinery will be working in the area and inform them of the project's start date and its expected duration. Children and pets must be kept away from the work site for their safety!
- Please have cars parked away from the worksite. If you or your neighbors park on the street, try to park at least 200 feet away from the project site and please keep the driveway clear of vehicles.
- You and your neighbors should also be aware that cutting pavers and walls creates a lot of dust. Dust from cuttings can be lessened but not eliminated. To minimize the inconvenience of dust, especially on windy days, you and your neighbors should keep windows and doors—including garage doors—closed when cutting is under way.
- If you have any questions or concerns, please direct them to the foreman. The foreman will contact the account manager on issues that cannot be resolved on-site. For the safety of everyone involved, do not engage the foreman in conversation near a work area. Have any conversations at a safe distance from the worksite. Note that foremen are not permitted to allow customers, friends, or relatives on the work site without appropriate personal protective equipment (head protection, eye protection, foot protection, etc.). Your foreman is responsible for the safety of staff and visitors at your jobsite. Please do not expect them to compromise your safety or their responsibilities.
- Crews may work into the early evening hours. Please let us know if this is an inconvenience.
- Your work site will always be clean and safe at the end of every work day. If you notice something that you feel might be a danger, please contact us as soon as possible.

| QTY | NAME | SIZE | Unit Price | TOTAL |
|------|------------------------------|-------|------------|------------|
| 300 | Narcissus Dutch Master | Bulb | \$ 1.81 | \$544.48 |
| 6 | Diabolo Ninebark | 5 gal | \$ 36.22 | \$217.30 |
| 12 | Spilled Wine Weigela | 5 gal | \$ 36.88 | \$442.50 |
| 3 | Miscanthus Morning Light | 1 gal | \$ 15.75 | \$47.25 |
| 11 | Aster novae-angliae cultivar | 1 gal | \$ 14.91 | \$164.01 |
| 52 | Perennial Geranium | 1 gal | \$ 20.69 | \$1,075.62 |
| 10 | Purple Palace Coral Bells | 1 gal | \$ 13.80 | \$138.00 |
| 16 | Helleborus hybrids | 1 gal | \$ 45.15 | \$722.40 |
| 7.5 | 12-18" Boulders | tons | \$ 154.61 | \$1,159.58 |
| 7.68 | Bio-tone w/ Mycorrhizae | cups | \$ 0.95 | \$7.27 |
| 74 | Black Diamond Edging | lf | \$ 0.86 | \$63.28 |
| 36 | Sod | sy | \$ 5.57 | \$200.34 |
| 8 | Shredded Hardwood Mulch | cy | \$ 28.80 | \$230.40 |
| 8.5 | Topsoil/ Planting Mix | cy | \$ 51.62 | \$438.74 |

Material Cost

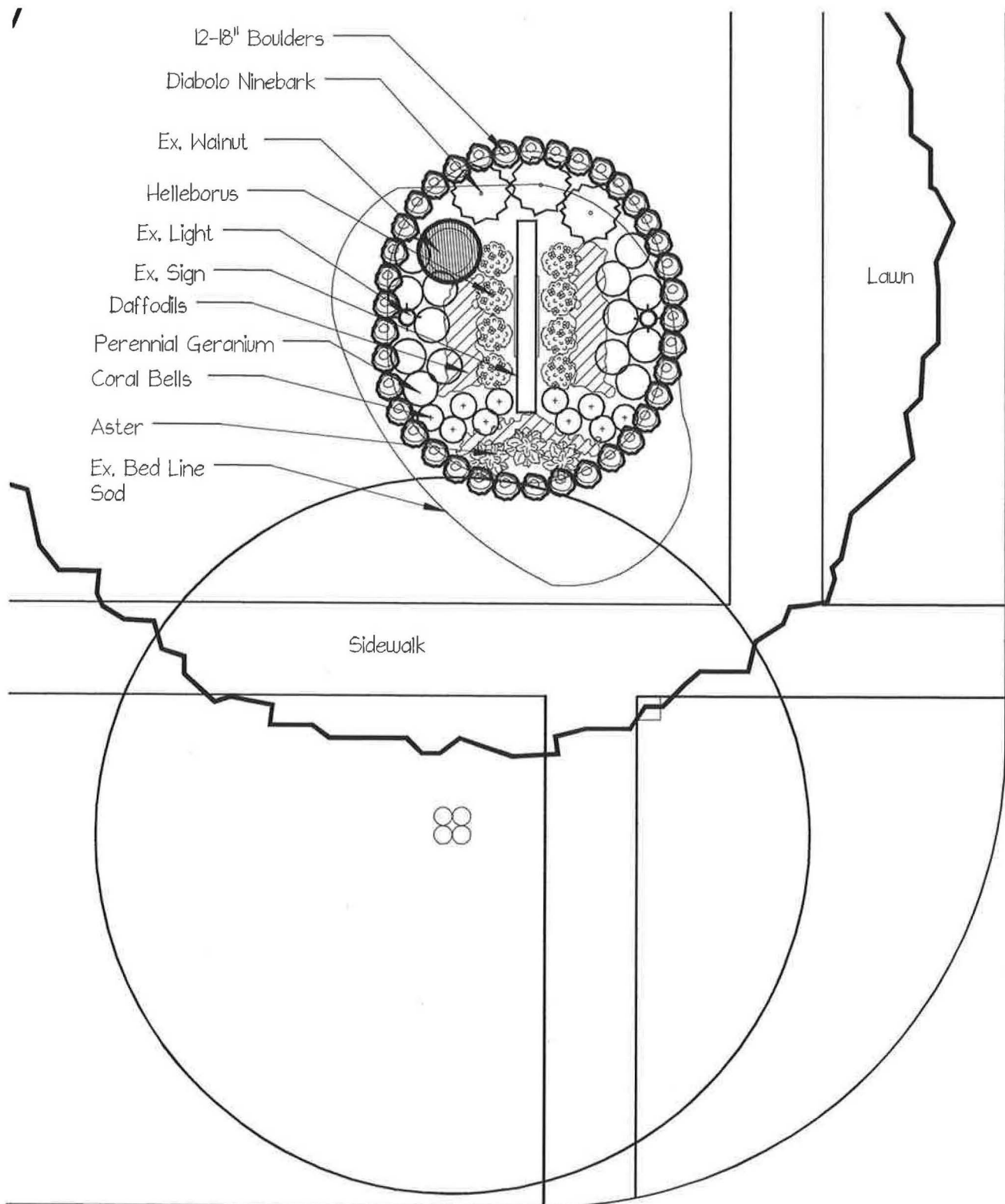
Total
\$4,035.61

EXHIBIT A



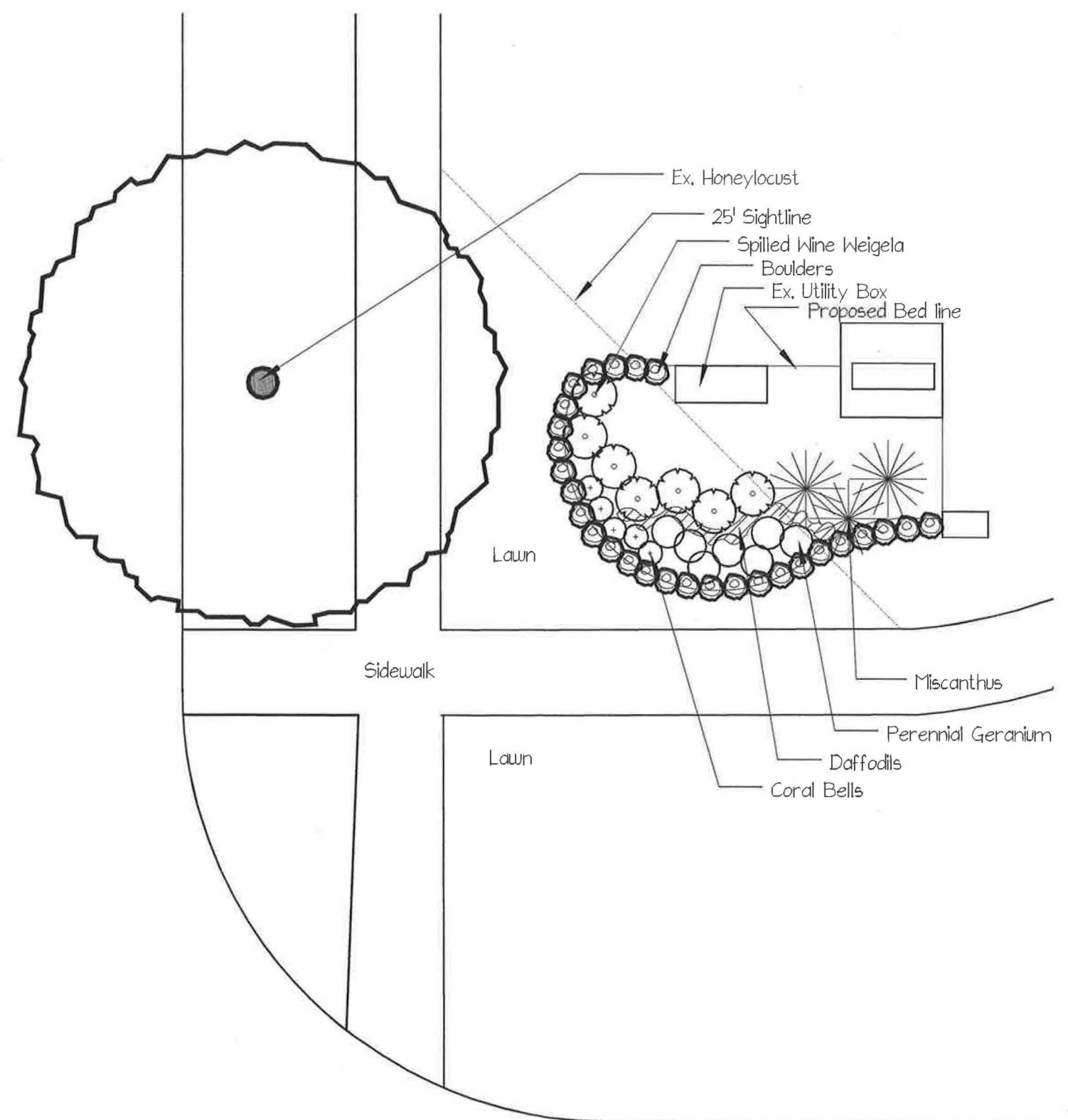
*East Entrance
Eight Mile Road*

| | | |
|--|-------------|------------|
| Country Place Condo Eight Mile Entrances Novi, MI | | |
| client: | date: | revision: |
| scale: 1/8" = 1' 0" | 10/16/17 | 11/30/17 |
| drawn by: kf | checked by: | drawing #: |

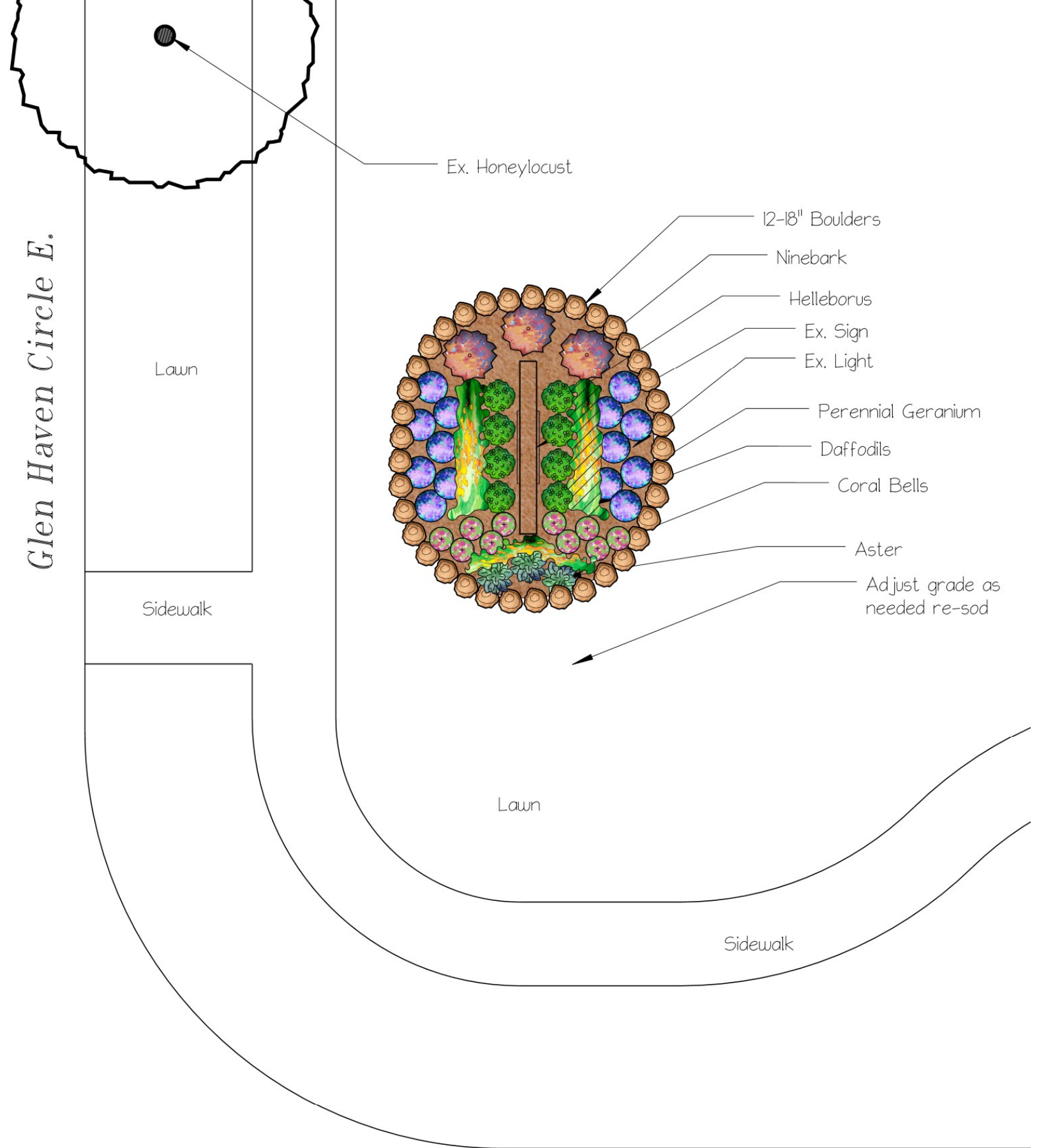
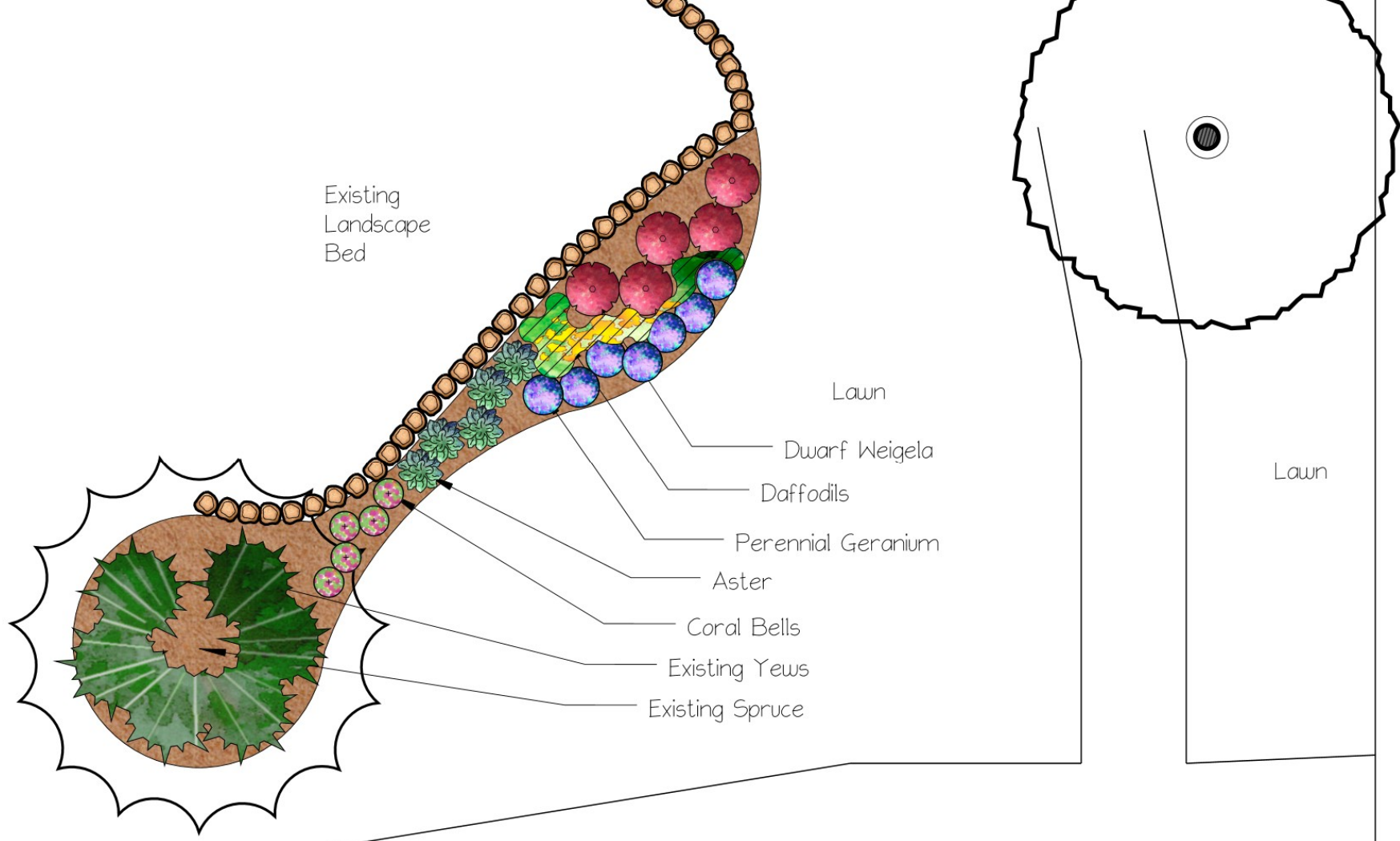


*West Entrance
Eight Mile Road*

Glen Haven Circle W.

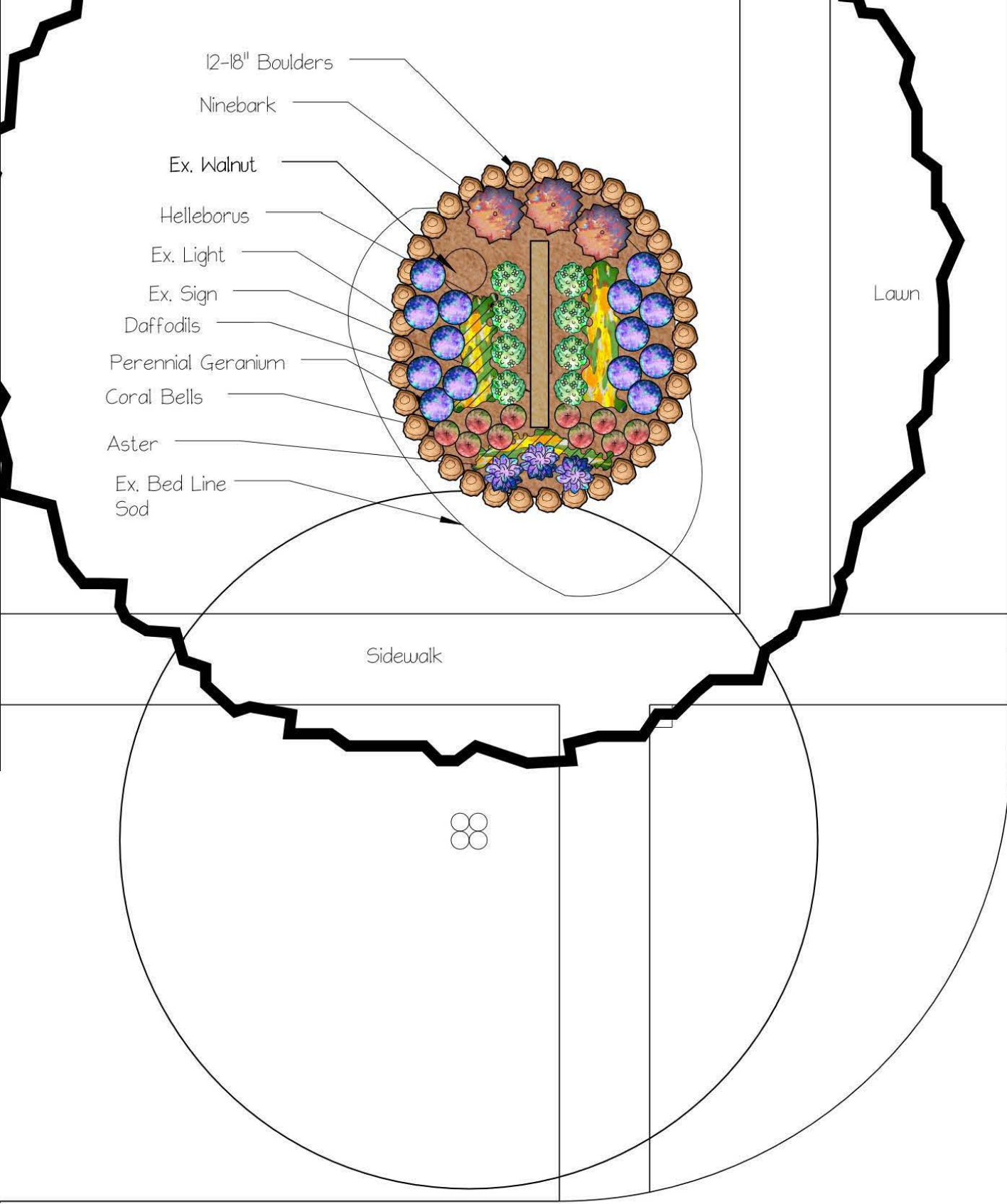


| Country Place Condo Eight Mile Entrances Novi, MI | | |
|---|------------|-----------|
| client: | date | revision |
| scale 1/8" = 1' 0" | 10/16/17 | 11/30/17 |
| drawn by kf | checked by | drawing # |

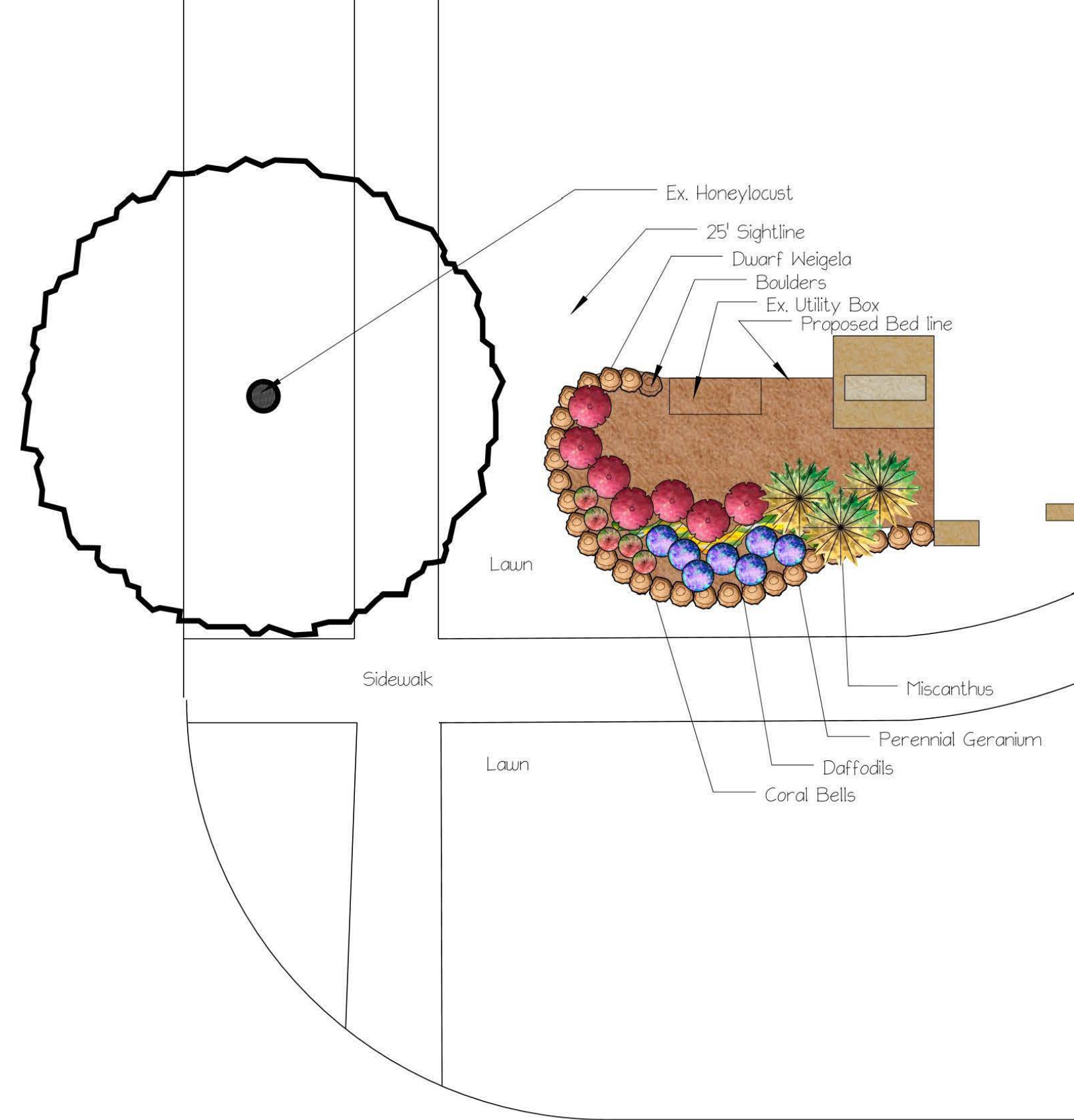


East Entrance
Eight Mile Road

| | | |
|--|------------|-----------|
| Country Place Condo Eight Mile Entrances Novi, MI | | |
| client: | date | revision |
| scale | 10/16/17 | 11/30/17 |
| 1/8" = 1' 0" | checked by | drawing # |
| drawn by | | |
| kf | | |



Glen Haven Circle W.



West Entrance
Eight Mile Road

| Country Place Condo | | |
|----------------------|------------|-----------|
| Eight Mile Entrances | | |
| Novi, MI | | |
| client: | date | revision |
| scale | 11/30/17 | 11/30/17 |
| 1/8" = 1' 0" | 10/16/17 | |
| drawn by | checked by | drawing # |
| kf | | |



**Neighborhood Entryway Enhancement
Matching Grant
Application**

Due Date: Friday, February 2, 2018

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.

Objective of SIGNAGE is to identify entry to Liberty Park Community. Existing SIGNAGE insufficient. See attached photos, map.

- 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>.

SIGNAGE is to be installed on median island as shown on map, photos.

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

Sign is made of sustainable composite material with usable lifespan of 20 years, no painting required.

- 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.

Main positive effect of visible signage is on traffic safety re: drivers attempting to find entrance to Liberty Park Community.

- 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-Manual/LandscapeDesignManual.aspx>

N/A

III. Funding Information

a. Estimated total project costs:

\$ 14,655.94

b. Who provided this cost estimate?

Sign Staff, Inc

(Name, Title, Company)

888 454 0306

(Phone Number)

c. Total amount of funds requested:

\$ 5,000.00

(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:

\$ 9,655.94 from the organization

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

NA

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.

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.

2018 Important Dates

- January 9 (1 p.m. – 5 p.m.) or January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- January 12 – February 2** | Completed applications are accepted;
- March** | Beautification Commission meets;
- April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- November 1** | 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 the Novi City Manager's Office. **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 2016 or 2017.
- 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. *N/A*
- 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.



cityofnovi.org

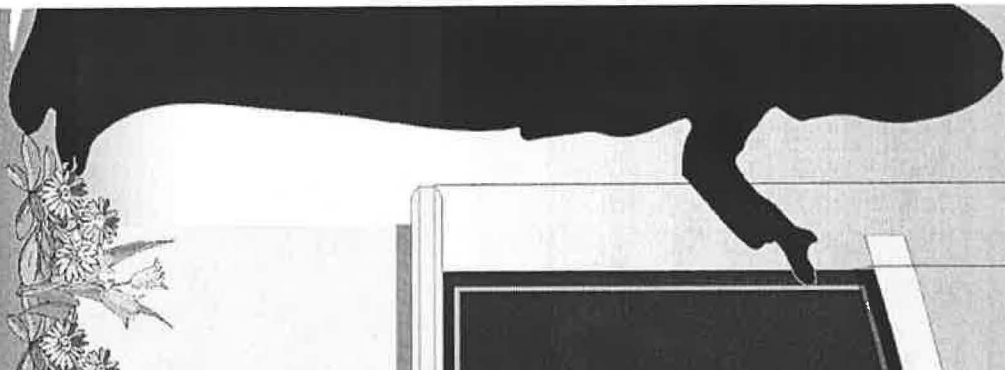
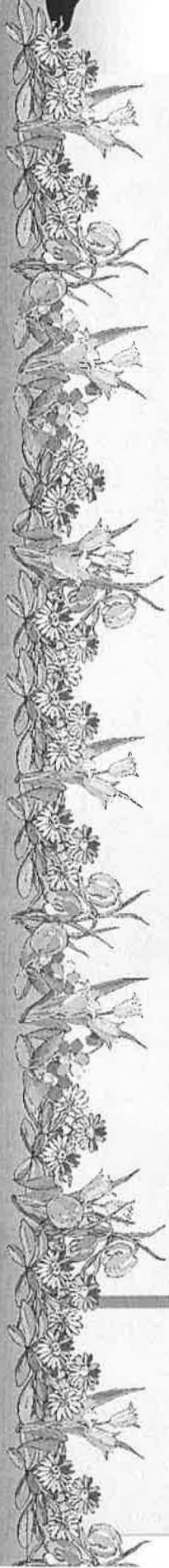
proposed sign Ave

© 2018 Sign Stuff, Inc. - Liberty Park - V2

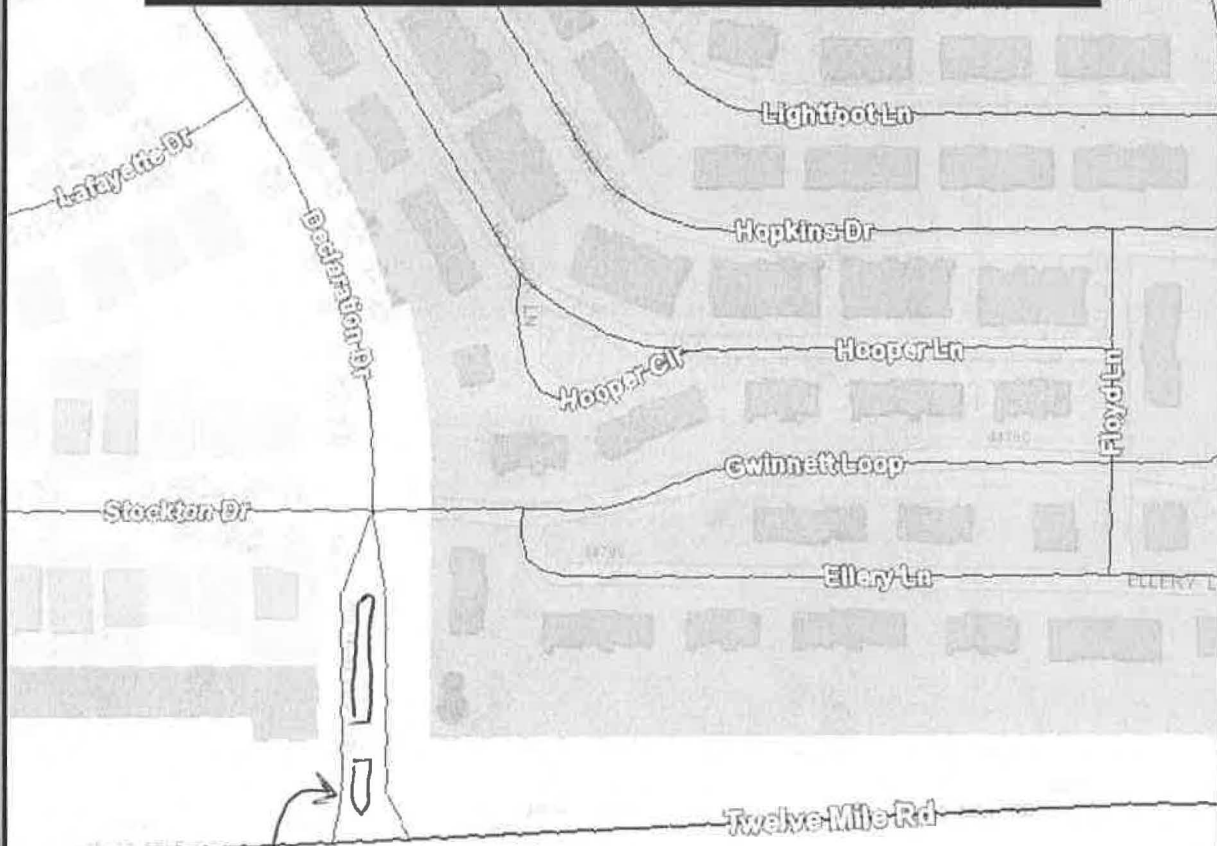
120 in

95 in

Liberty Park



City of Novi

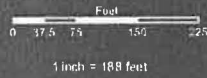


proposed signage

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

MAP LINE ORIENTATION NOTICE

Map information is displayed to meet minimum requirements for use for official or general purposes. This map was created using the National Map Accuracy Standards and does not meet current accuracy standards available to the public or the City of Novi. Boundary measurements and area calculations are also made and should not be considered as survey measurements or used by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to learn more and an advisory is provided to the user.



Map Print Date:
2/2/2018



City of Novi

45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org



SIGNAGE

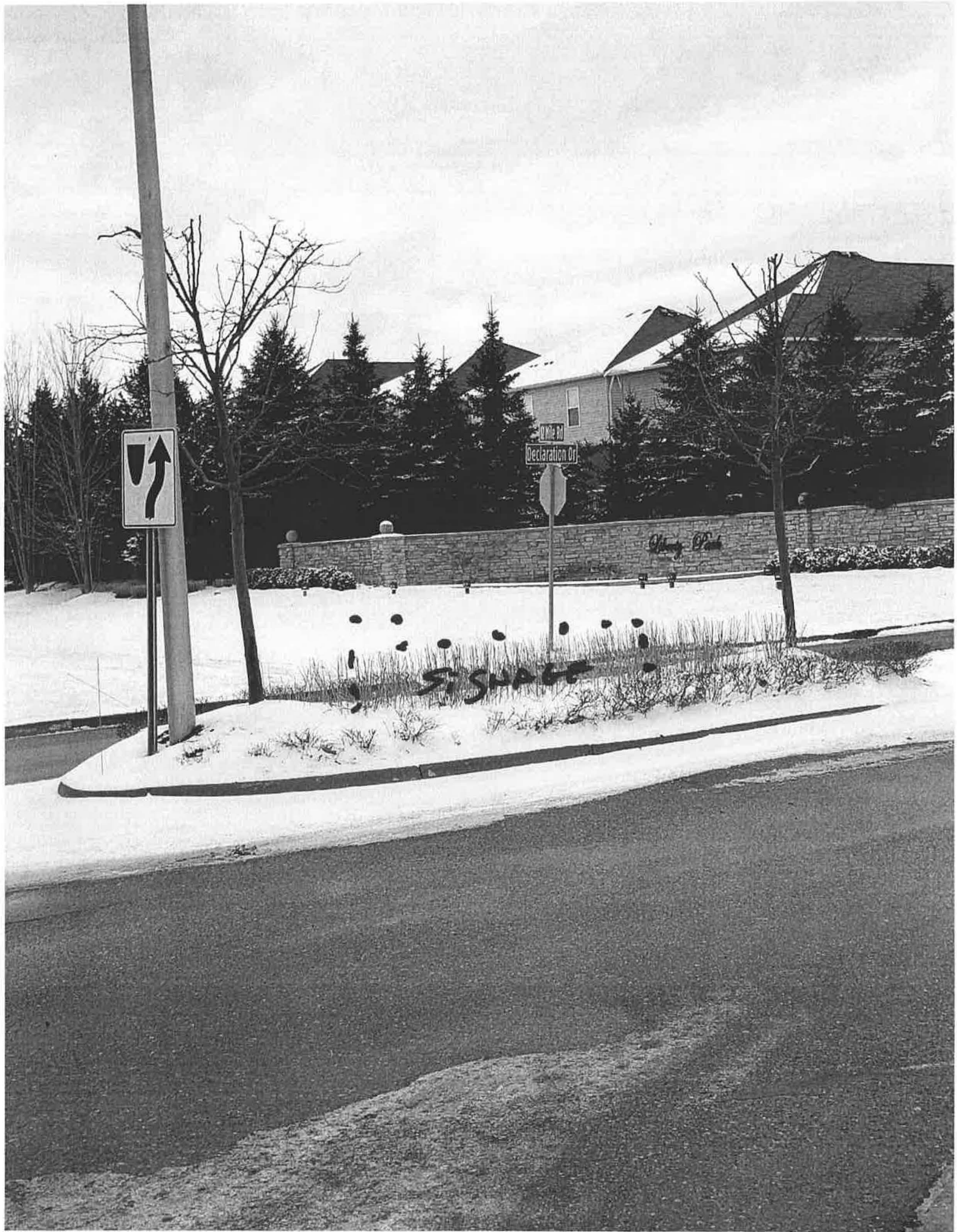


1712 E
Declaration Cir



Henry Park

SIGNAL





SIGABE



Sign Stuff, Inc.
 13604 MERRIMAN RD
 LIVONIA, MI 48150
 (888)454-0306
 bill@signstuff.com
 http://www.signstuff.com

ESTIMATE

ADDRESS
 Mark Heppner
 Herriman & Associates, Inc.
 41486 Wilcox Rd.
 Plymouth, MI 48170 USA

SHIP TO
 Liberty Park
 Twelve Mile Road
 Novi, MI

ESTIMATE # 2018-100-V1
DATE 02/01/2018
EXPIRATION DATE 03/01/2018

SHIP VIA
 Installation

ORDER NO.

| ACTIVITY | QTY | RATE | AMOUNT |
|---|----------|-----------------|-----------------|
| DESIGN, FABRICATE AND INSTALL SIGN | | | |
| Custom Design & Layout for new sign layout & Graphics | 1 | 299.00 | 299.00 |
| Professional 2 Sided Sign (approx 47" x 88") Carved Text, Graphics & Border, Color Background, Color Painted Text with Faux Brick or Stone Base | 1 | 10,999.00 | 10,999.00 |
| SIGN PERMIT | | | |
| Prepare Required Drawings: Site Plan, Sign Submittal Drawing & Permit Application. Meet with City as required. | 1 | 399.00 | 399.00 |
| Sign Permit: TO BE BILLED AT ACTUAL COST (ESTIMATED COST IS SHOWN) | 1 | 300.00 | 300.00 |
| INSTALLATION | | | |
| Install yard signs at the job site to allow MIS DIG to see the new sign location. Contact with MIS DIG to obtain underground obstruction clearances | | | |
| Trip Charge: 11-15 miles from shop, 3 People | | | |
| Dig 42" Deep Post Hole | | | |
| Trip Charge: 11-15 miles from shop, 4 People | | | |
| Install above Monument Base and sign faces | | | |
| TOTAL INSTALLATION COST | 1 | 1,999.00 | 1,999.00 |

We agree to design and manufacture the sign products outlined in this Sales Order. All material is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the this project. Upon receipt of your

| | |
|-----------------|--------------------|
| SUBTOTAL | 13,996.00 |
| TAX (6%) | 659.94 |
| TOTAL | \$14,655.94 |

**Liberty Park Recreational Facility Association
2017 Budget and Projections and
Budget 2018**

| | 2017 Budget | 2017 Projected | 2017 Variance | 2018 Budget |
|--|-------------------|-------------------|--------------------|-------------------|
| OPERATING INCOME | | | | |
| LPCA Association Fees | \$ 78,300 | \$ 78,300 | \$ - | \$ 78,300 |
| LPTO Association Fees | 84,900 | 84,900 | - | 84,900 |
| TOTAL OPERATING INCOME | \$ 163,200 | \$ 163,200 | \$ - | \$ 163,200 |
| OPERATING EXPENSES | | | | |
| Administrative | | | | |
| Audit | \$ 800 | \$ - | \$ 800 | \$ - |
| Misc Admin | 250 | 150 | 100 | 250 |
| Copies & Postage | 700 | 175 | 525 | 250 |
| Legal | 100 | - | 100 | 100 |
| Management Fees | 5,280 | 5,280 | - | 5,280 |
| TOTAL ADMINISTRATIVE | \$ 7,130 | \$ 5,605 | \$ 1,525 | \$ 5,880 |
| Pool | | | | |
| Building Repairs - Clubhouse | \$ 4,000 | \$ 5,000 | \$ (1,000) | \$ 5,000 |
| Clubhouse Pool maint | 30,000 | 38,000 | (8,000) | 20,000 |
| Pool telephone | - | 900 | (900) | 900 |
| TOTAL POOL | \$ 34,000 | \$ 43,900 | \$ (9,900) | \$ 25,900 |
| Grounds | | | | |
| Lawn Fertilization | \$ 750 | \$ 750 | \$ - | \$ 1,320 |
| Lawn Mowing | 18,000 | 5,040 | 12,960 | 5,040 |
| Shrub & Bush Trimming | 750 | 750 | - | 500 |
| Flowers | 7,400 | 7,400 | - | 7,400 |
| Mulch | 5,500 | 4,500 | 1,000 | 4,500 |
| Sprinkler Maintenance | 2,000 | 2,000 | - | 2,000 |
| Tree & Shrub Spraying | 500 | 500 | - | 500 |
| Holiday Lighting | - | 2,000 | (2,000) | 2,000 |
| Tree Trimming | 2,000 | 2,000 | - | 2,000 |
| Snow Removal | 7,000 | 3,300 | 3,700 | - |
| TOTAL GROUNDS | \$ 43,900 | \$ 28,240 | \$ 15,660 | \$ 25,260 |
| Insurance & Licenses | | | | |
| Insurance | \$ 5,000 | \$ 4,500 | \$ 500 | \$ 5,000 |
| LicenseS (and Permits, if any) | 200 | 200 | - | 200 |
| TOTAL INSURANCE & LICENSES | \$ 5,200 | \$ 4,700 | \$ 500 | \$ 5,200 |
| Utilities | | | | |
| Water & Sewer | \$ 15,000 | \$ 25,575 | \$ (10,575) | \$ 26,000 |
| Electricity | 3,000 | 2,000 | 1,000 | 2,500 |
| Gas | 2,000 | 1,800 | 200 | 2,000 |
| TOTAL UTILITIES | \$ 20,000 | \$ 29,375 | \$ (9,375) | \$ 30,500 |
| TOTAL OPERATING EXPENSES | \$ 110,230 | \$ 111,820 | \$ (1,590) | \$ 92,740 |
| Net Results from Operations | \$ 52,970 | \$ 51,380 | \$ 1,590 | \$ 70,460 |
| Transfer to Reserves | 52,970 | 51,380 | 1,590 | 70,460 |
| Net Results from Operations | | | | |
| After Transfers to Reserves | \$ - | \$ - | \$ - | \$ - |
| RESERVES TRANSACTIONS | | | | |
| RESERVES INCOME | | | | |
| Transfers from Operations | \$ 52,970 | \$ 51,380 | \$ (1,590) | \$ 70,460 |
| Interest Income | - | - | - | 1,800 |
| Total Reserves Income | \$ 52,970 | \$ 51,380 | \$ (1,590) | \$ 72,260 |
| RESERVES EXPENDITURES | | | | |
| Asphalt Road Replacement | \$ - | \$ 8,200 | \$ (8,200) | \$ 5,000 |
| Landscaping Improvements | - | - | - | 2,000 |
| Light Poles and Additional Heads | - | - | - | - |
| Cement Repair | - | 15,000 | (15,000) | 2,000 |
| Reserve Study | - | - | - | 1,500 |
| Total Reserves Expenditures | \$ - | \$ 23,200 | \$ (23,200) | \$ 10,500 |
| Net Results from Reserves Transactions | \$ 52,970 | \$ 28,180 | \$ (24,790) | \$ 61,760 |
| RESERVES FUND EQUITY | | | | |
| Reserves Fund Balance, Beginning of Year | \$ 170,280 | \$ 170,280 | \$ - | \$ 198,460 |
| Add: Total Reserves Income | 52,970 | 51,380 | (1,590) | 72,260 |
| Reserves Funds Available | \$ 223,250 | \$ 221,660 | \$ (1,590) | \$ 270,720 |
| Less: Total Reserves Expenditures | - | 23,200 | (23,200) | 10,500 |
| Reserves Fund Balance, End of Year | \$ 223,250 | \$ 198,460 | \$ (24,790) | \$ 260,220 |
| Prepared by Herriman & Associates, Inc. 11-22-2017 | | | | |
| Approved by the Board of Directors | | | | |

LIBERTY PARK RECREATIONAL FACILITIES ASSN

Page: 1

Balance Sheet
As of 12/31/17

| CURRENT ASSETS | | ASSETS | |
|----------------|-------------------------------|--------|----------------------|
| 1108 | Cash in Checking-CFCU | \$ | 84,354.31 |
| 1260 | Cash in Savings-Comm Fed C.U. | | 208,555.02 |
| 2330 | Accounts Receivable-Consumers | | 2,097.45 |
| | TOTAL CURRENT ASSETS | | \$ 295,006.78 |
| | TOTAL ASSETS | | \$ 295,006.78 |

| CURRENT LIABILITIES | | LIABILITIES & EQUITY | |
|---------------------|----------------------------------|----------------------|--------------------|
| 3010 | Accounts Payable | \$ | 955.69 |
| 3025 | Accounts Payable-Other | | 2,384.00 |
| | TOTAL CURRENT LIABILITIES | | \$ 3,339.69 |

| RESERVES EQUITY | | | |
|------------------|---------------------------------------|----|------------------------|
| 4000 | Beginning Reserve Fund Equity | \$ | 170,266.52 |
| 4005 | Change in Reserves YTD | | 38,290.92 |
| | TOTAL RESERVES EQUITY | | \$ 208,557.44 * |
| OPERATING EQUITY | | | |
| 4505 | Accumulated Operating Equity | \$ | 64,619.95 |
| 4515 | Plus/Less Change in Reserv | | (38,290.92) |
| | Total Net Income/(Loss) | | 56,780.62 |
| | TOTAL OPERATING EQUITY | | \$ 83,109.65 |
| | TOTAL LIABILITIES & EQUITY | | \$ 295,006.78 |

LIBERTY PARK RECREATIONAL FACILITIES ASSN

INCOME STATEMENT Period: 12/01/17 to 12/31/17

| Account | Description | Current Period | | | Year-To-Date | | | Yearly Budget |
|--------------------------------------|-------------------------------------|------------------|------------------|-----------------|-------------------|-------------------|-------------------|-------------------|
| | | Actual | Budget | Variance | Actual | Budget | Variance | |
| INCOME | | | | | | | | |
| 05110 | Assessments-LPCA | 6,526.02 | 6,526.01 | .01 | 78,312.25 | 78,312.22 | .03 | 78,312.22 |
| 05112 | Assessments-TTLPCA | 7,103.73 | 7,103.74 | (.01) | 85,244.78 | 85,244.78 | .00 | 85,244.78 |
| 05390 | Miscellaneous Income | .00 | .00 | .00 | 90.00 | .00 | 90.00 | .00 |
| 05400 | Interest Income | 4.10 | .00 | 4.10 | 53.95 | .00 | 53.95 | .00 |
| | Subtotal Income | 13,633.85 | 13,629.75 | 4.10 | 163,700.98 | 163,557.00 | 143.98 | 163,557.00 |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE & INSURANC | | | | | | | | |
| 06045 | Audit/Review Fees | 800.00 | 800.00 | .00 | 800.00 | 800.00 | .00 | 800.00 |
| 06090 | Copies & Postage | 4.19 | 265.00 | 260.81 | 175.41 | 700.00 | 524.59 | 700.00 |
| 06145 | Insurance-Property/Liability | 414.74 | 416.74 | 2.00 | 4,430.66 | 5,000.00 | 569.34 | 5,000.00 |
| 06170 | Legal Fees | .00 | .00 | .00 | .00 | 100.00 | 100.00 | 100.00 |
| 06195 | Management Fees | 440.00 | 440.00 | .00 | 5,280.00 | 5,280.00 | .00 | 5,280.00 |
| 06220 | Miscellaneous Administrative | 2.40 | 115.83 | 113.43 | 111.06 | 250.00 | 138.94 | 250.00 |
| 06295 | Permits & fees | .00 | 20.00 | 20.00 | .00 | 20.00 | 20.00 | 20.00 |
| | ADMINISTRATIVE & INSURAN | 1,661.33 | 2,057.57 | 396.24 | 10,797.13 | 12,150.00 | 1,352.87 | 12,150.00 |
| GROUNDS | | | | | | | | |
| 06725 | Exterminator | .00 | .00 | .00 | 518.00 | .00 | (518.00) | .00 |
| 07000 | Solid Waste Removal | .00 | .00 | .00 | 186.97 | .00 | (186.97) | .00 |
| 07275 | Contingency | .00 | 3,000.00 | 3,000.00 | 1,924.13 | 17,007.00 | 15,082.87 | 17,007.00 |
| 07312 | Flowers | .00 | .00 | .00 | 3,699.99 | 2,000.00 | (1,699.99) | 2,000.00 |
| 07314 | Fountain Maintenance | .00 | 1,500.00 | 1,500.00 | .00 | 3,000.00 | 3,000.00 | 3,000.00 |
| 07375 | Landscape Maintenance | .00 | .00 | .00 | 5,349.99 | 18,000.00 | 12,650.01 | 18,000.00 |
| 07415 | Mulch & Flowers | .00 | .00 | .00 | .00 | 5,500.00 | 5,500.00 | 5,500.00 |
| 07440 | Other Grounds | .00 | 1,050.00 | 1,050.00 | 1,902.26 | 6,200.00 | 4,297.74 | 6,200.00 |
| 07530 | Snow Removal | .00 | 1,400.00 | 1,400.00 | 3,300.00 | 7,000.00 | 3,700.00 | 7,000.00 |
| 07565 | Sprinkler Maintenance | 1,535.00 | .00 | (1,535.00) | 2,790.02 | 2,000.00 | (790.02) | 2,000.00 |
| 07595 | Tree Replacements | .00 | 1,000.00 | 1,000.00 | .00 | 1,000.00 | 1,000.00 | 1,000.00 |
| | GROUNDS | 1,535.00 | 7,950.00 | 6,415.00 | 19,671.36 | 61,707.00 | 42,035.64 | 61,707.00 |
| POOLS & CLUBHOUSE | | | | | | | | |
| 07935 | Pool and Clubhouse Maintenanc | .00 | .00 | .00 | 36,808.39 | 30,000.00 | (6,808.39) | 30,000.00 |
| 07970 | Pool Telephone | 89.09 | 125.00 | 35.91 | 1,058.10 | 1,500.00 | 441.90 | 1,500.00 |
| | POOLS & CLUBHOUSE | 89.09 | 125.00 | 35.91 | 37,866.49 | 31,500.00 | (6,366.49) | 31,500.00 |

LIBERTY PARK RECREATIONAL FACILITIES ASSN

INCOME STATEMENT
Period: 12/01/17 to 12/31/17

| Account | Description | Current Period | | | Year-To-Date | | | Yearly Budget |
|---------------------------|--------------------------------|----------------|------------|------------|--------------|------------|-------------|---------------|
| | | Actual | Budget | Variance | Actual | Budget | Variance | |
| UTILITIES | | | | | | | | |
| 08260 | Electricity | 116.95 | 375.00 | 258.05 | 1,535.75 | 3,000.00 | 1,464.25 | 3,000.00 |
| 08350 | Gas | 13.59 | .00 | (13.59) | 2,723.17 | 2,000.00 | (723.17) | 2,000.00 |
| 08460 | Water & Sewer | 8,841.60 | 3,500.00 | (5,341.60) | 34,417.40 | 15,000.00 | (19,417.40) | 15,000.00 |
| | UTILITIES | 8,972.14 | 3,875.00 | (5,097.14) | 38,676.32 | 20,000.00 | (18,676.32) | 20,000.00 |
| TRANSFER TO RESERVES | | | | | | | | |
| 08510 | Transfer to Reserves | 3,183.33 | 3,183.37 | .04 | 38,199.98 | 38,200.00 | .02 | 38,200.00 |
| | TRANSFER TO RESERVES | 3,183.33 | 3,183.37 | .04 | 38,199.98 | 38,200.00 | .02 | 38,200.00 |
| | TOTAL EXPENSES | 15,440.89 | 17,190.94 | 1,750.05 | 145,211.28 | 163,557.00 | 18,345.72 | 163,557.00 |
| | Current Year Net Income/(loss) | (1,807.04) | (3,561.19) | 1,754.15 | 18,489.70 | .00 | 18,489.70 | .00 |
| RESERVE FUND INCOME | | | | | | | | |
| 08600 | Reserves Transfer | 3,183.33 | 3,183.37 | (.04) | 38,199.98 | 38,200.00 | (.02) | 38,200.00 |
| 08610 | Investment Income | 8.80 | .00 | 8.80 | 90.94 | .00 | 90.94 | .00 |
| | TOTAL RESERVE FUND INCOME | 3,192.13 | 3,183.37 | 8.76 | 38,290.92 | 38,200.00 | 90.92 | 38,200.00 |
| RESERVE FUND EXPENDITURES | | | | | | | | |
| | TOTAL RESERVE FUND EXPENDIT | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| | NET RESERVE INCOME | 3,192.13 | 3,183.37 | 8.76 | 38,290.92 | 38,200.00 | 90.92 | 38,200.00 |
| | TOTAL NET INCOME/(LOSS) | 1,385.09 | (377.82) | 1,762.91 | 56,780.62 | 38,200.00 | 18,580.62 | 38,200.00 |

Neighborhood Entryway Enhancement Matching Grant Program City Manager's Office 2018



Contact:
City Manager's Office
248.347.0445
EntrywayGrant@cityofnovi.org

Table of Contents

| | |
|---|----|
| Grant Program Explanation | 2 |
| Policies | 3 |
| Selection Criteria & Evaluation Process | 5 |
| Grant Application | 6 |
| Checklist | 11 |

Attachments: *Residential Entranceway Signage Guide*



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, their 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 2018.
2. Complete the application providing all required information and any supplemental materials. If you have any questions or concerns, you may contact the Novi City Manager's Office at 248.347.0445 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 the City of Novi Manager's Office at EntrywayGrant@cityofnovi.org by **5:00 PM on Friday, February 2, 2018**. **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, November 1, 2018.**

5. An organization/homeowner association is only eligible for a Neighborhood Entryway Enhancement grant **once within three grant cycles.** Grant awardees are ineligible for another grant in the following two grant cycles in order for 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, November 1, 2018.**

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?nodeId=COORNOMI or contact the Community Development Department.* 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, November 1, 2018.**

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 the City Manager's Office at 248.347.0445 or EntrywayGrant@cityofnovi.org to make an appointment during these two meeting times, which have been scheduled for applicants to meet with City staff:

Tuesday, January 9, 2018 from 1 p.m. – 5 p.m.

Thursday, January 11, 2018 from 8 a.m. – 12 p.m.

11. **The use of invasive species will not be permitted.** Please refer to 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 2, 2018.** 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.

2018 Important Dates

- **January 9 (1 p.m. – 5 p.m.) or January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 12 – February 2** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **November 1** | 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 2, 2018

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:

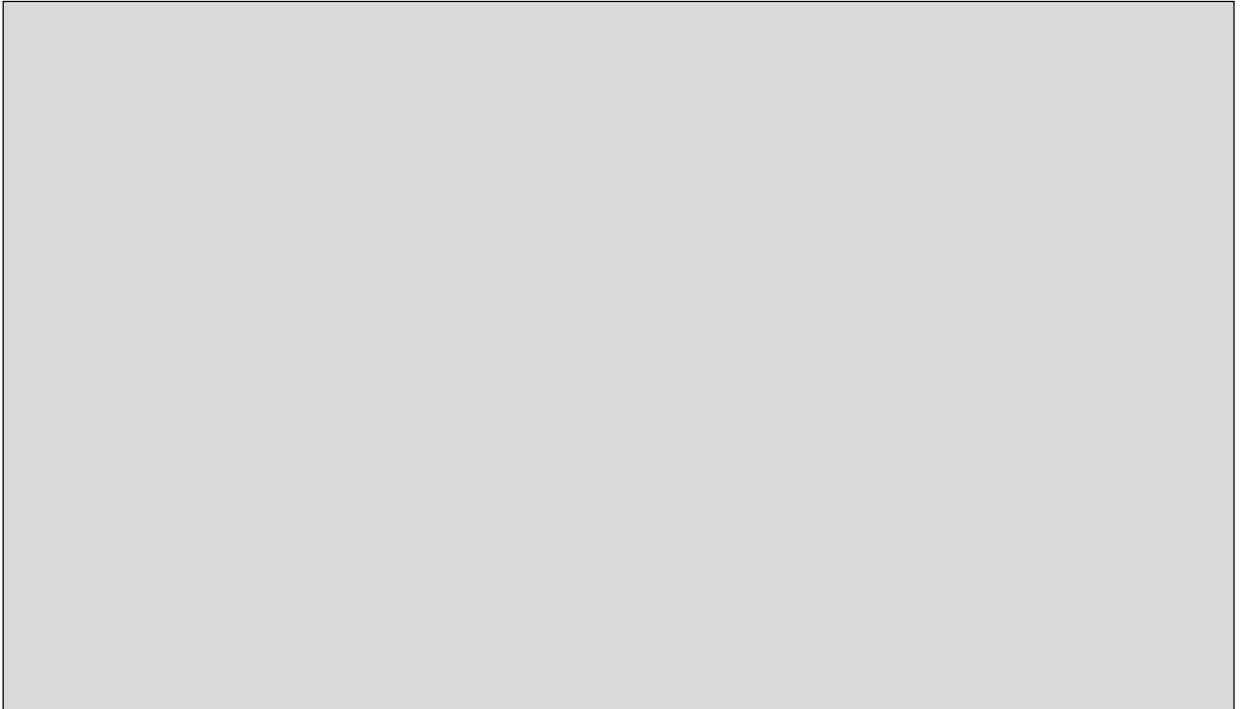
Telephone:

E-Mail:

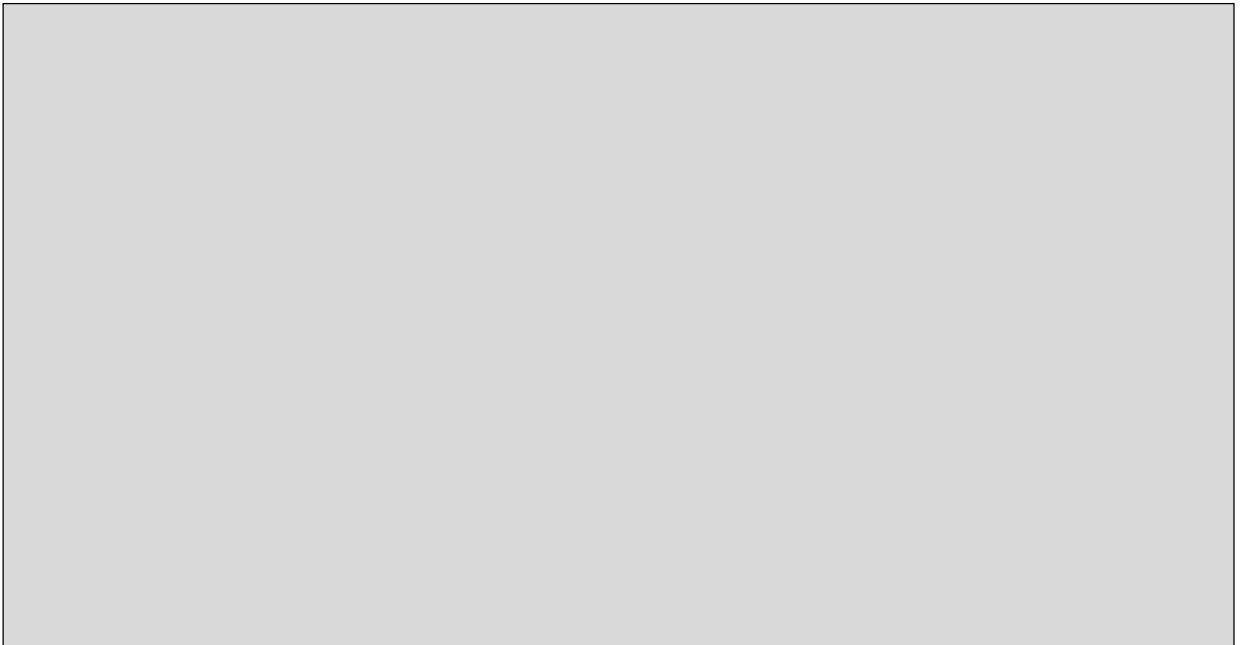
II. Project Information

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

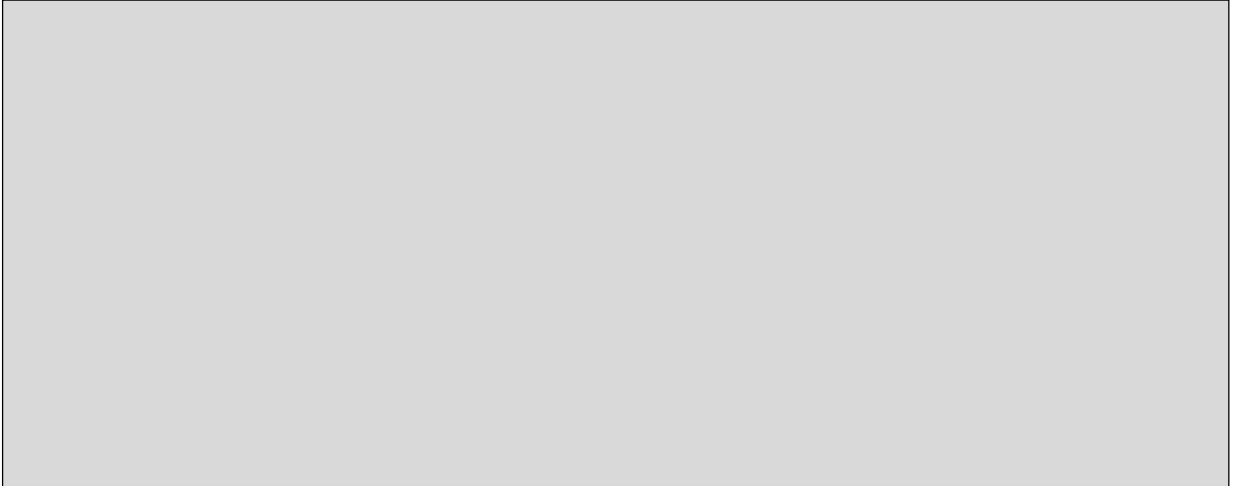
- a. Provide a clear description of the project’s plan and design, including the location, existing conditions, specific need, and public benefit. Attach project planning documents such as landscaping drawings, plans, maps, and/or photos of project area.

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.

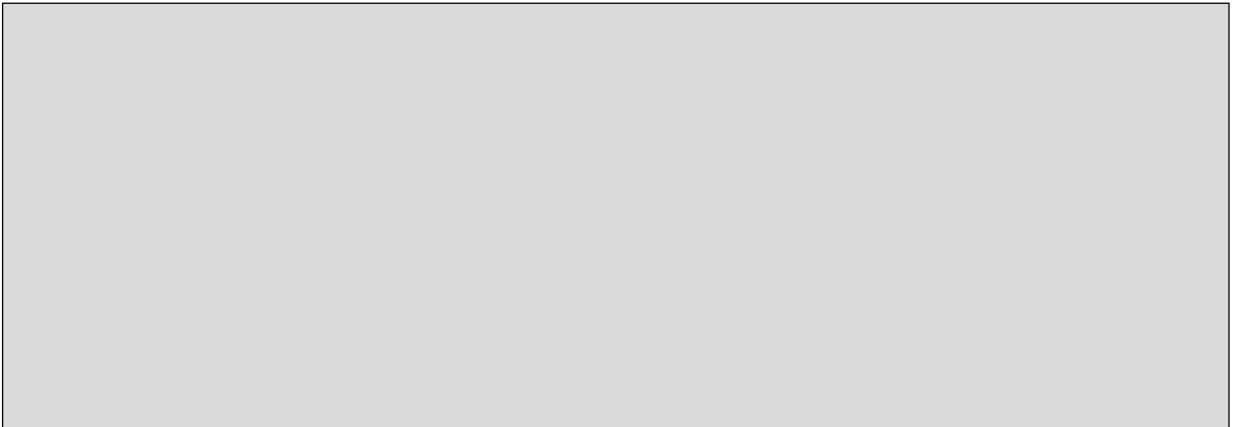
- b. Give the proposed project area’s location. Please provide a written description of location, along with an attached map with location identified. City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.

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. It is currently blank.

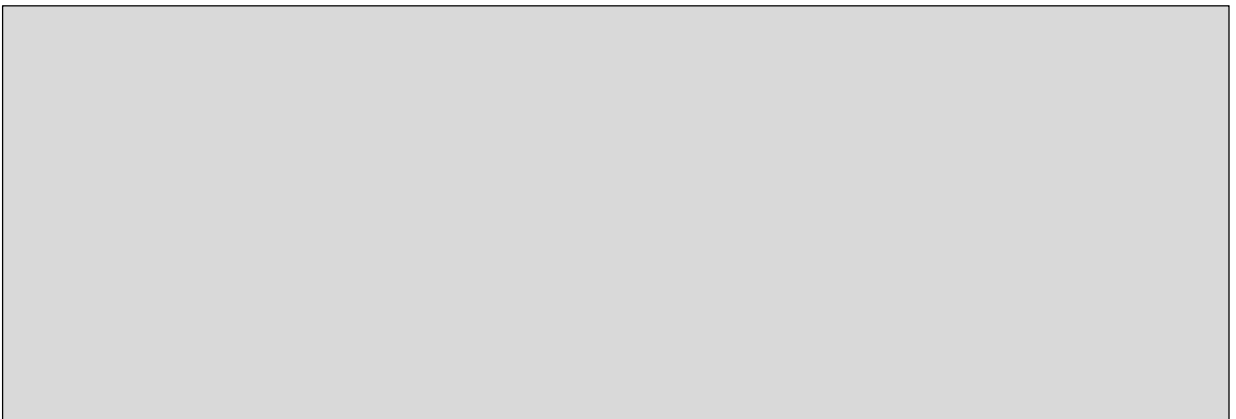
- c. Explain how the project meets the review criteria listed in the “**Grant Selection Criteria & Evaluation Process**” section.



- 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.

2018 Important Dates

- **January 9 (1 p.m. – 5 p.m.) or January 11 (8 a.m. – 12 p.m.)** | Applicants meet with City staff;
- **January 12 – February 2** | Completed applications are accepted;
- **March** | Beautification Commission meets;
- **April** | Recommendations by Beautification Commission are made to City Council; City Council awards grants;
- **November 1** | 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 the Novi City Manager's Office. **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 2016 or 2017.
- 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.



2018 Mystic Forest Budget

01/28/2018

Income

| | |
|---------------------------------------|-----------|
| Present Balance | \$ 2,957 |
| Projected Dues (\$360.00 x 109 homes) | \$ 39,240 |

| | |
|---------------------|------------------|
| <u>Total Income</u> | <u>\$ 42,197</u> |
|---------------------|------------------|

Fixed Expenses

| | |
|---|----------|
| Administrative Expenses | \$ 500 |
| Association Insurance | \$ 2,000 |
| Aqua Weed--Pond Algae & Weed Control (\$5300 + 200 permit fee) | \$ 5,500 |
| Electric | \$ 2,250 |
| Fertilizer & weed control for common grass areas (True Green) | \$ 1,000 |
| Flowers--front entrance (Begonia Brothers) | \$ 2,100 |
| Holiday Lights--front entrance (Begonia Brothers) | \$ 1,100 |
| Lawn Maintenance--does not includes fertilizer (Begonia Brothers) | \$ 8,000 |
| Legal Fees | \$ 1,000 |
| Mulch for pond, common trees & front entrance (Begonia Brothers) | \$ 2,600 |
| Pond area weed control (True Green) | \$ 500 |
| Subdivision Picnic / Halloween | \$ 500 |
| Water | \$ 2,250 |
| Water Landscapes--Fountain Maintenance Contract & Storage | \$ 1,250 |

| | |
|-----------------------------|------------------|
| <u>Total Fixed Expenses</u> | <u>\$ 30,550</u> |
|-----------------------------|------------------|

Projected Expenses

| | |
|---------------------|----------|
| Front Entrance Sign | \$ 9,750 |
|---------------------|----------|

| | |
|---------------------------------|-----------------|
| <u>Total Projected Expenses</u> | <u>\$ 9,750</u> |
|---------------------------------|-----------------|

| | |
|---|------------------|
| <u>Total Fixed & Projected Expenses</u> | <u>\$ 40,300</u> |
|---|------------------|

| | |
|------------------------------|-----------------|
| <u>Cash Reserves in Bank</u> | <u>\$ 1,897</u> |
|------------------------------|-----------------|

| | |
|--|------------------|
| <u>Total Fixed & Proj. Expenses + Cash</u> | <u>\$ 42,197</u> |
|--|------------------|

2017 Mystic Forest Budget

02/20/2017

Income

| | |
|---------------------------------------|-------------------------|
| Present Balance | \$ 7,907 |
| Projected Dues (\$325.00 x 109 homes) | \$ 35,425 |
| <u>Total Income</u> | <u>\$ 43,332</u> |

Fixed Expenses

| | |
|---|-------------------------|
| Administrative Expenses | \$ 750 |
| Association Insurance | \$ 2,000 |
| Aqua Weed--Pond Algae & Weed Control (\$5500 + 250) | \$ 5,750 |
| Electric | \$ 2,500 |
| Fertilizer & weed control for common grass areas (True Green) | \$ 1,000 |
| Flowers--front entrance (Begonia Brothers) | \$ 2,150 |
| Holiday Lights--front entrance (Begonia Brothers) | \$ 1,100 |
| Lawn Maintenance--does not includes fertilizer (Begonia Brothers) | \$ 9,000 |
| Legal Fees | \$ 1,000 |
| Mulch for pond, common trees & front entrance (Begonia Brothers) | \$ 2,500 |
| Pond mulch area weed control(True Green) | \$ 750 |
| Subdivision Picnic / Halloween | \$ 1,000 |
| Water | \$ 2,250 |
| Water Landscapes--Fountain Maintenance Contract & Storage | \$ 1,500 |
| <u>Total Fixed Expenses</u> | <u>\$ 33,250</u> |

Projected Expenses

| | |
|---|----------|
| Front Entrance Sign Painting | \$ 1,000 |
| Misc. Fountain, Sprinkler, Lighting, Etc. Repairs | \$ 2,000 |
| Misc. Landscaping & Tree Replacement | \$ 2,500 |

Total Projected Expenses \$ 5,500

Total Fixed & Projected Expenses \$ 38,750

Cash Reserves in Bank \$ 4,582

Total Fixed & Proj. Expenses + Cash \$ 43,332

2016 Mystic Forest Budget

1/17/2016

Income

| | |
|---------------------------------------|-----------|
| Present Balance | \$ 5,459 |
| Projected Dues (\$325.00 x 109 homes) | \$ 35,425 |

Total Income \$ 40,884

Fixed Expenses

| | |
|---|------------------|
| Administrative Expenses | \$ 750 |
| Association Insurance | \$ 2,000 |
| Aqua Weed-Pond Algae & Weed Control (\$5500 + 250) | \$ 5,750 |
| Electric | \$ 2,200 |
| Fertilizer & weed control for common grass areas (True Green) | \$ 750 |
| Flowers-front entrance (Begonia Brothers) | \$ 2,100 |
| Holiday Lights-front entrance (Begonia Brothers) | \$ 1,100 |
| Lawn Maintenance-does not includes fertilizer (Begonia Brothers) | \$ 9,000 |
| Legal Fees | \$ 1,000 |
| Mulch for pond, common trees & front entrance (Begonia Brothers) | \$ 2,600 |
| Spraying & fertilizer for common flowering crabapple trees (True Green) | \$ 750 |
| Subdivision Picnic / Halloween | \$ 1,000 |
| Water | \$ 2,300 |
| Water Landscapes-Fountain Maintenance Contract & Storage | \$ 1,200 |
| <u>Total Fixed Expenses</u> | <u>\$ 32,500</u> |

Projected Expenses

| | |
|---|----------|
| Front Entrance Sign Painting | \$ 1,000 |
| Misc. Fountain, Sprinkler, Lighting, Etc. Repairs | \$ 2,000 |
| Misc. Landscaping & Tree Replacement | \$ 2,500 |

Total Projected Expenses \$ 5,500

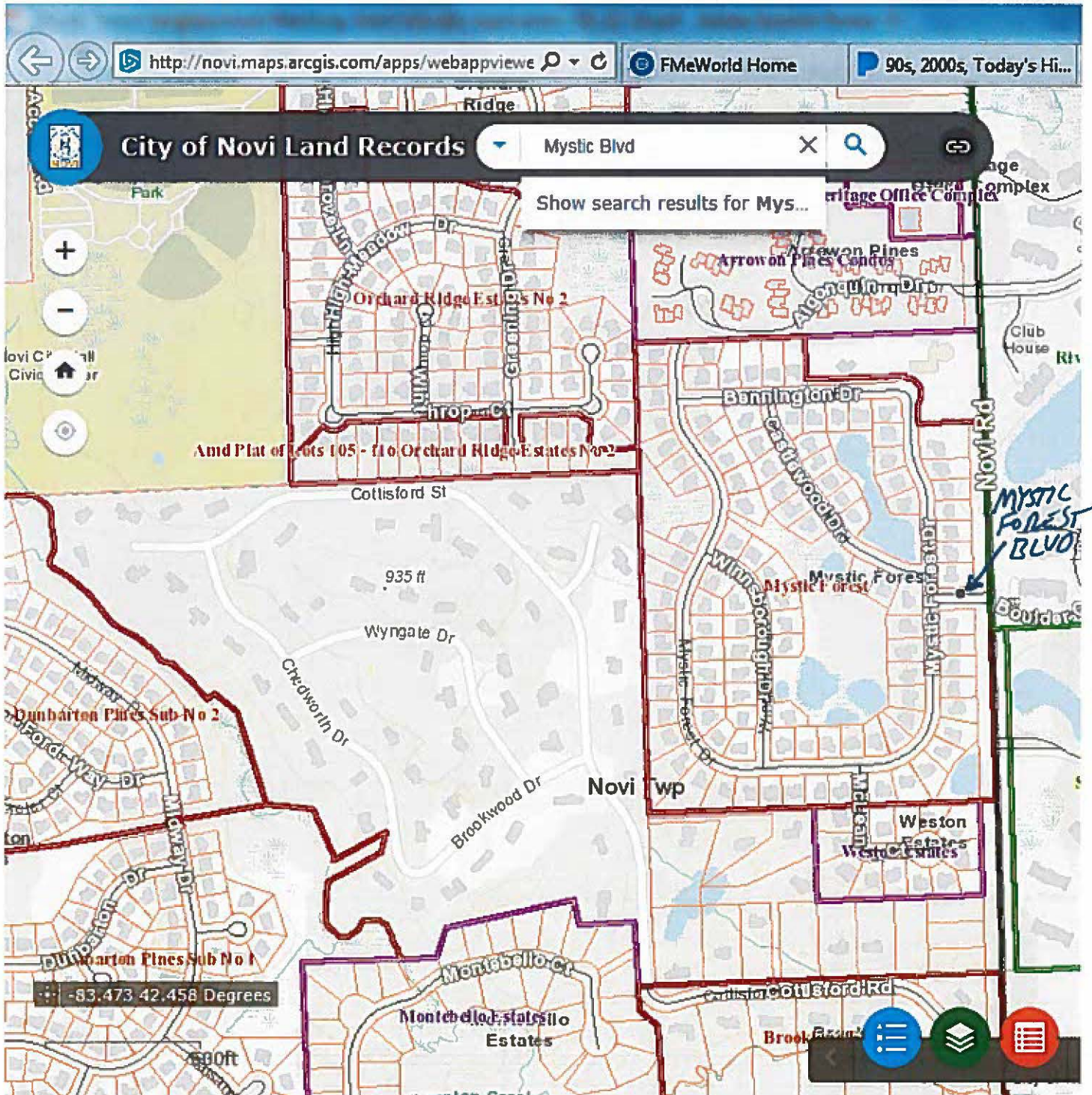
Total Fixed & Projected Expenses \$ 38,000

Cash Reserves in Bank \$ 2,884


Total Fixed & Proj. Expenses + Cash \$ 40,884

Lennex, Joe

From: Lennex, Joe
Sent: Tuesday, January 23, 2018 4:28 PM
To: Lennex, Joe
Subject: Mystic Forest Blvd



**Proposal and
Contract**



Begonia Brothers

21061 Brickscape Drive, Northville Mi 48167
888.889.8282, Fax. 866.980.9559
www.begoniabrothers.com

| | | | | |
|--|---------------|---|--|------------------|
| Proposal Submitted To Mystic Forest of Novi | | Contact Name Joe Lennex | Job Location Novi Road, North of 9 Mile | |
| Street 23365 Winnsborough | | Job Description Landscape Maintenance | | |
| City, State, Zip Novi, MI 48376 | | Year of Contract 2016-2018 (3 seasons) | | |
| Phone | Fax or e-mail | Submitted By Mike McDonald | | Date 12/14/15 |

Spring Cleanup

Cleanup of common areas, leafs/sticks-includes disposal off site of debris
Also includes cutting down of ornamental grasses \$380.00

Lawn Cutting and Sidewalk edging

Cut at 3" depth- total cuts 28, total edgings 14. Includes weeding of immediate entrance
Area beds @ \$200 per cut \$5,600.00

Early Spring Pansies

25 Spring Pansies \$580.00

Mulch

Double cut hardwood, a total of 50 yards. 25 yards for pond, 15 for common areas trees inside
Community and 10 yards for front entrance area. 50 yards x \$52= \$2,600.00

Flower Flat

Spring Annuals, 35 flats, includes flowers, fertilizer, planting mix \$890.00

Trimming

1 Trimming session front entrance shrubs \$180.00
1 Trimming session pond area shrubs \$280.00

Weed Whipping Pond Area

2 Weed Whipping sessions for all the stuff around the pond, each session \$160.00x2 \$320.00

Flower Flat

Fall Mums-38 \$550.00

Irrigation

Start up front entrance clock only and blowout only front entrance clock
\$50.00, Winterization \$40.00-NO STARTUP FOR POND CLOCK, NO BLOWOUT \$90.00

Fall Cleanup

1 Mid to late Nov cleanup of leafs and debris. Includes all disposal fees off site at compost
dump. Also includes cutting down of daylily and sedum perennials \$1,080.00

Holiday Decorating

60 sets for center island Pear Trees, 40' garland around sign with lights and garland around

pole with lights

\$1,050.00

Season Service Totals

\$13,600.00

**Total fixed seasonal services of \$13,600 will be divided into 4 equal payments of \$3,400.00 each
#1 Due May 1st, #2 Due July 1st, #3 Due Sept 1st, and #4 Due Nov 1st**

Additional Services Billed Hourly

General Labor- Any requested labor jobs **weeding, trimming, special cleanup would be \$40 per man hour**
Must be quoted and agreed on in writing or email before servicing

Irrigation Labor-\$49 hourly, \$59 service call, includes first half hour of labor. Plus parts

Cancellation, Termination:

This contract may be cancelled with or without cause by either party within 60 days written notice to the other party. There should be no further penalties for cancellation. All outstanding invoices must be paid within the terms listed above.

Begonia Brothers warrants the plants sold above to be disease and pest free at time of delivery. Begonia Brothers' liability is limited to replacement of diseased and pest infested plants or refund of purchase price at Begonia Brothers' option. The warranty described in this paragraph shall be in lieu of any other warranty expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. It is the sole responsibility of the purchaser to maintain any plants after installation. Begonia Brothers is not responsible for watering, weeding, fertilizing or replacing any such material unless previously agreed upon in writing.

Multi Year Option

Length of Contract

Contractor initials

Association initials

Year 1 2016

M. McDonald



Year 2 2017

M. McDonald



Year 3 2018

M. McDonald



Approval:

This proposal will not be binding upon contractor until the signed acceptance has been received by us

By (Contractor) Mike McDonald

CLIENT ACCEPTANCE AND WORK AUTHORIZATION

The above quotation is accepted as written and you are hereby authorized to proceed with the work according to date specified above. If applicable, deposits must be received by the date outlined above.

Customer

Title and Date


PRESIDENT - M.F. HOA
12/14/15

Begonia Brothers warrants the plants sold above to be disease and pest free at time of delivery. Begonia Brothers' liability is limited to replacement of diseased and pest infested plants or refund of purchase price at Begonia Brothers' option. The warranty described in this paragraph shall be in lieu of any other warranty expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. It is the sole responsibility of the purchaser to maintain any plants after installation. Begonia Brothers is not responsible for watering, weeding, fertilizing or replacing any such material unless previously agreed upon in writing.



Estimate #4394

05/16/2017

Prepared by:

images unlimited, I.I.c.

Salesperson: John Meyer

361-A South Street

Rochester, MI 48307

Phone: (248) 608-8685

Fax: (248) 608-8689

Prepared for:

Mystic Forest HOA

Joe Lennex

Phone: 248-761-8567 -mo Fax:

Description:

9083-Mystic Forest

Delivery:

Production time for the following item(s) will be approximately 25 working days.

| Quantity | Description | Each | Amount | Tax |
|----------|---|-------------|-------------|-----|
| 1 | New Main Community Entrance Sign: Tear down existing sign and brick structure and rebuild using masonary block, Wolf Creek Southern ledgestone clutured stone, limestone cap and limestone signs per approved drawing. Double sided. Includes tear down, dumpster and old brick & sign removal and disposal. All needed supplies to make new sign | \$14,400.00 | \$14,400.00 | |
| 1 | Permits: Normal range of permits is \$300.00 to \$1,000.00 depending on what is needed. This is considered as an at cost item. Includes all time, fees, paperwork and expenses to apply for permits. This does not guaranty that permits will be approved. Additional time, fees, paperwork might be required if a varience is needed. This cost is not indicated in total costs on this estimate. | \$0.00 | \$0.00 | |
| 1 | Discount: 2% discount on sign and foundation cost (does not include permit costs) | (\$288.00) | (\$288.00) | |

Terms:

This Estimate good for 30 Days. 50% deposit due on signing. Remainder due at installation

By my signature below, I authorize work to begin and agree to pay above amount in full according to the terms on this agreement.

SIGNED: _____ **DATE:** _____ **AMT. PAID TODAY:** _____

Invoice

Images Unlimited LLC

(248) 608-8685 (248) 608-8689-fax
361 South Street, Suite A
Rochester, MI 48307-2259

| DATE | INVOICE # |
|----------|-----------|
| 12/19/17 | 4574 |

| BILL TO |
|---------------|
| Joseph Lennex |

| SHIP TO |
|--|
| Mystic Forest Entrance Sign REVISED |

| TERMS | REP | JOB # |
|---------|-----|-------|
| DEPOSIT | M,J | 9083 |

| QUANTITY | DESCRIPTION | PRICE EACH | AMOUNT |
|--|----------------------------------|---------------|------------|
| 1 | New Main Community Entrance Sign | 14,400.00 | 14,400.00 |
| -1 | Discount given | 288.00 | -288.00 |
| -1 | Deposit received | 5,000.00 | -5,000.00 |
| | Sales Tax | 6.00% | 0.00 |
| <div data-bbox="402 1703 930 1801" data-label="Text"><p>Thank You For Your Order!!</p></div> | | | |
| DEPOSIT PAID | | Total: | \$9,112.00 |

Existing Sign



images
unlimited

248-608-8685

info@images-unltd.com

| | |
|---------------|---------------------|
| Customer | Mystic Forest |
| Job # | 9083 |
| Proposal Date | 4/28/17 |
| Revision | |
| Approved | |
| File Ref. | 9083MysticForest.ai |

Size:

overall: 157.5" x 71.5"
sign: 114.25" x 37"

Material:

Limestone cap and sign face,
Stone - Wolf Creek Southern
Ledgestone

Posts:

Colors:

- Black
- Green

WANDA

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 Homeowners Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects. These projects are intended to beautify a subdivision entrance through significant and permanent physical improvements, including adding/modifying entrance signs, constructing flower beds, planting trees, upgrading lighting, and other related entryway 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.

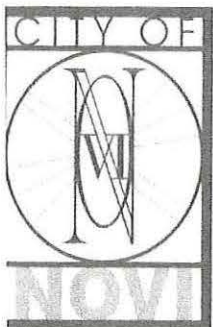
Directions

Prior to submittal, applicants are strongly encouraged to schedule a meeting with Community Development staff to discuss project details. This ensures that projects are in line with City regulations, and the applicant is prepared to move forward in the event their project is awarded. Please see bullet #10 below for available meeting dates.

Complete the application providing all required information and any supplemental materials. One electronic copy, and all attachments, must be submitted via email to the City of Novi Manager's Office to EntrywayGrant@cityofnovi.org by February 3, 2017. ***All required materials must be submitted by this date for application consideration.** If you have any questions or concerns, you may contact the Novi City Manager's office at 248.347.0445 or at EntrywayGrant@cityofnovi.org.

Required Application Materials

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
 - Complete bank statements are **not required**; however, should the Association choose to provide these documents, please be sure all account numbers are removed before submittal of application.
- If in-kind donations (such as donated professional services or materials, and excluding volunteer labor) are to be used to assist in the fund matching, the association must submit formal documentation from the donating entity/company 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 (e.g. Road Commission for Oakland County) provide written permission / approval from the necessary entity (if applicable).
- Well defined, scaled plans of the proposed project.
- Map with project location identified.



cityofnovi.org

THANKS!

Neighborhood Entryway Enhancement

Matching Grant Program

City Manager's Office

2018



Contact:
City Manager's Office
248.347.0445
EntrywayGrant@cityofnovi.org



**Neighborhood Entryway Enhancement
Matching Grant.
Application**
Due Date: Friday, February 2, 2018

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

The Whispering Meadows main entranceway was erected and designed in 1980. This sign has remained the same for that many years with the exception of upgraded landscaping, repairs and painting of the lettering etc. It has been the desire of the Board and our 331 members to redesign, enhance and stabilize the existing sign. The location of this long time sign is at the entranceway to Whispering Meadows South of 9 mile road and East of Sunrise on that corner. Its present condition is in need of repair and updated sign graphics. The benefit to the public is a contemporary visually attractive entranceway display. The adds to the aesthetics of 9 mile road, the sidewalk and the landscaping. Most importantly, the pride it brings to our Whispering Meadows Association community.

The Proposed project does meet all communicated criteria. Whispering Meadows is a mature and organized sub-division and has been since 1979. Our 331 homes welcome the proposed new and improved entranceway sign. The aesthetic and visual impact for the neighborhood residents will have an obvious impact. This impact is created via the visual aesthetics of the new design. The graphics in the gold leave lettering which is current, improved and compatible with other subdivision signage. The new Whispering Meadows entranceway sign will add to the Novi welcome, the Novi Community and the Novi reputation as a wonderful place to live. It will also create added ambiance to the 9 mile landscape including sidewalk and road traffic.

The Whispering Meadows Association Board and its members are committed to this project and will see it through to completion. The WMHA Board has retained the services of a professional Graphics and Sign Design firm. The budget has been established and is attached. Our long time commitment to maintenance includes a very large commons area and network which is completely mowed weekly, trees are pruned and cut for tree health and playground safety to state mandated codes, maintenance of our playground, benches and tables, maintenance of our pond and our co-op long time partnership with Cross Winds Condo maintaining Sandpoint Lake with 6 aeration fountains, algae control and water purity maintenance for our members families and the wildlife habitat it provides and supports for our large wildlife population.

The project has been planned and implemented by and with the full cooperation of the Board of Directors and our chosen professional Sign professionals.

All landscaping will be done by our long time partners Blade Runners LLC. They are knowledgeable in plants, water useage, ground cover, etc. The electrical requirements are serviced and installed by our partner Marsh Electric. All sign lighting including Christmas decorations are LED.

City of Novi Land Records

Address, Parcel #, Owner, Dev



Option B2



| BUILD INFORMATION | | LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS • WEB SITES | |
|--|-----------------------------|--|---|
| SCALE | <u>3/4" = 1'-0"</u> | CLIENT NAME: | <u>Whispering Meadows Homeowners Assoc.</u> |
| QUANTITY | <u>1</u> | PROOF #: | <u>2</u> |
| SUBSTRATE | <u>Signfoam</u> | FILE NAME: | <u>WHISPERMEAD-K43177-Entry Sign</u> |
| SURFACE APP. | <u>XX</u> | PROOF DATE: | <u>12/19/17</u> |
| SINGLE/DOUBLE SIDED | <u>Single</u> | APPROVED BY: | _____ |
| SQUARE FOOTAGE | <u>24.86 sq ft</u> | APPROVAL DATE: | _____ |
| FINISHING | <u>on site installation</u> |  visit our online portfolio at www.graphicvisionsinc.com 16857 Northville Rd., Northville, MI 48168 • (248) 347-3355 • FAX (248) 347-3388 | |
| ©2017 Graphic Visions, Inc. Use or reproduction must be authorized in writing by Graphic Visions, Inc. or be subjected to design fees. | | | |

III. Funding Information

a. Estimated total project costs:

\$ 8,000.00

b. Who provided this cost estimate?

Larry G. Ciancio

(Name, Title, Company)

248-349-4234

(Phone Number)

c. Total amount of funds requested:

\$ 4,000.00

(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.

WHISPERING MEADOWS HOMEOWNER ASSOCIATION

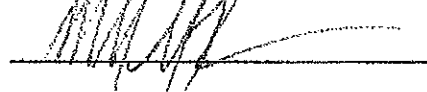
Dues Collected: 2017

| <u>Month</u> | <u>Amount</u> |
|--------------|---------------|
| January: | \$834.61 |
| February: | 10,808.00 |
| March: | 6,976.00 |
| April: | 1,631.00 |
| May: | 777.00 |
| June: | 533.00 |
| July: | 308.00 |
| August: | 0.00 |
| September: | 462.00 |
| October: | 0.00 |
| November: | 238.00 |
| December: | 0.00 |

Total: \$ 22,567.61

Attached is a copy of the November 30, 2017 bank statement for WMHA with a balance of \$10,650.16 and the prior year (2016) Financial Statement for your files. If you need further information, please call.

Very Truly Yours,



Michael G. Thomas C.P.A. Financial Director

January 5, 2017

WHISPERING MEADOWS HOMEOWNERS ASSOCIATION
Statement of Revenues, Expenses and Changes in Cash/Fund Balances
For the Year Ended December 31, 2016

| | <u>Jan - Dec 16</u> |
|--|---------------------|
| REVENUES | |
| Member Dues/Assessments | \$ 27,761.00 |
| Interest Income | 0.00 |
| Lien Filing Fees-Reimbursements | 0.00 |
| TOTAL REVENUES | 27,761.00 |
| EXPENSES | |
| Accounting Fees | 2,320.00 |
| Annual Report | 20.00 |
| Insurance | 3,317.00 |
| Landscaping/Special Projects | 2,585.00 |
| Lawn Maintenance/Cutting | 12,300.00 |
| Lien Fees | 0.00 |
| Office Supplies | 90.07 |
| Postage | 315.00 |
| Sandpoint Lake - Water Treatment | 1,188.50 |
| Utilities | 311.81 |
| TOTAL EXPENSES | 22,447.38 |
| EXCESS OF REVENUES OVER EXPENSES | 5,313.62 |
| CASH BALANCE AT BEGINNING OF YEAR | |
| - JANUARY 1, 2016 | 10,415.97 |
| CASH BALANCE AT END OF YEAR | |
| - DECEMBER 31, 2016 | \$ 15,729.59 |



P.O. Box 16284
Wilmington, DE 19850

Customer service information

AI 0 413 445 617 000639 #001 AV 0.373

WHISPERING MEADOWS HOMEOWNERS ASSOC
22059 SHADYBROOK DR
NOVI, MI 48375-5156

1.888.BUSINESS (1.888.287.4637)

bankofamerica.com

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

Your Business Economy Checking

for November 1, 2017 to November 30, 2017

Account number: ~~0000000000000000~~

WHISPERING MEADOWS HOMEOWNERS ASSOC

Account summary

| | |
|--|--------------------|
| Beginning balance on November 1, 2017 | \$14,037.06 |
| Deposits and other credits | 238.00 |
| Withdrawals and other debits | -405.90 |
| Checks | -3,219.00 |
| Service fees | -0.00 |
| Ending balance on November 30, 2017 | \$10,650.16 |

of deposits/credits: 1

of withdrawals/debits: 6

of deposited items: 2

of days in cycle: 30

Average ledger balance: \$12,961.54



Banking at your fingertips

Mobile Banking¹ allows you to manage your business account on the go.

Download our free Mobile Banking app at bankofamerica.com/getmobileapp.

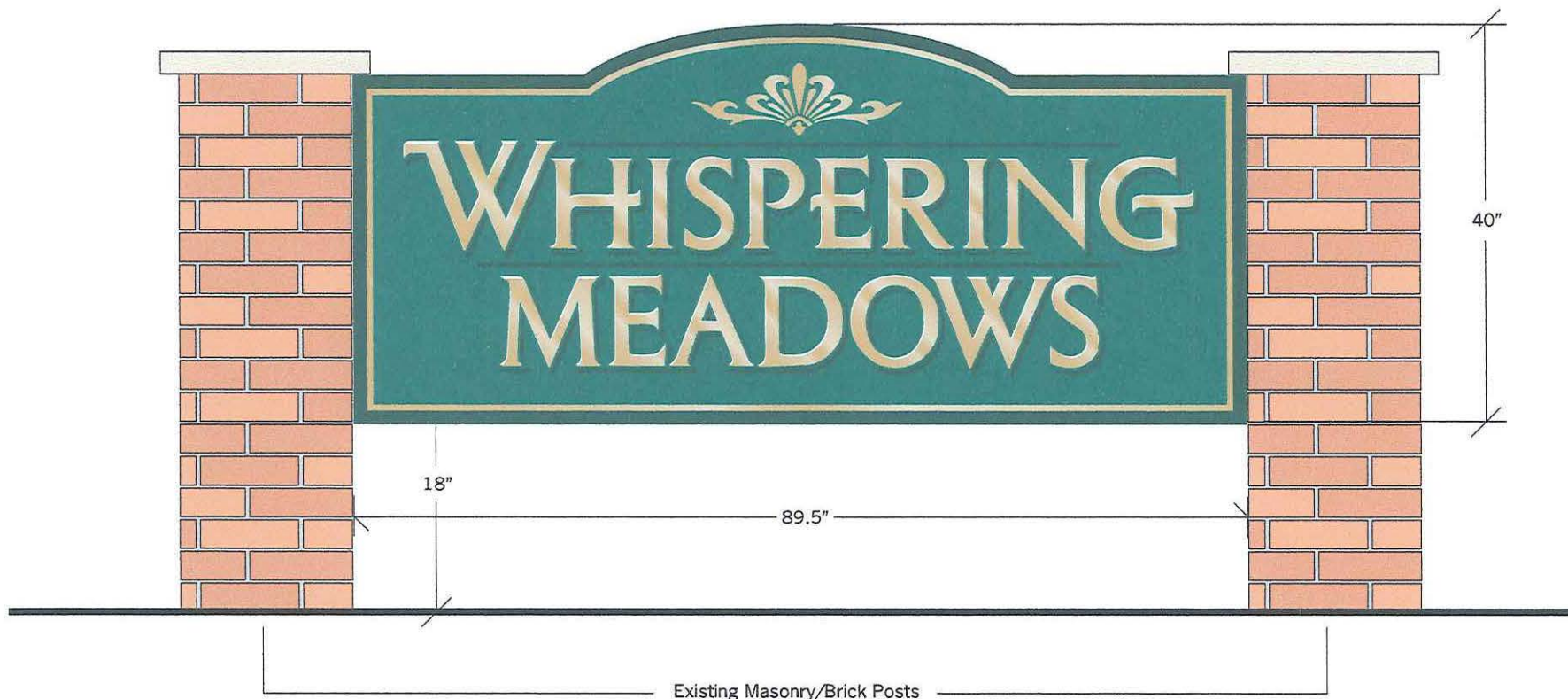
Online Banking

TIP OF THE MONTH

¹ Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply. Thank You Online Banking Service Sponsor at bankofamerica.com for your agreement for more information. Data transmission required. Wireless service fees may apply. ©2017 Bank of America Corporation. #ARTS17310 • SSN 04-17-0042 A

Bank of America Business Advantage

Option B1



| BUILD INFORMATION | | LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS • WEB SITES | |
|--|-----------------------------|--|---|
| SCALE | <u>3/4" = 1'-0"</u> | CLIENT NAME: | <u>Whispering Meadows Homeowners Assoc.</u> |
| QUANTITY | <u>1</u> | PROOF #: | <u>2</u> |
| SUBSTRATE | <u>Signfoam</u> | FILE NAME: | <u>WHISPERMEAD-K43177-Entry Sign</u> |
| SURFACE APP. | <u>XX</u> | PROOF DATE: | <u>12/19/17</u> |
| SINGLE/DOUBLE SIDED | <u>Single</u> | APPROVED BY: | _____ |
| SQUARE FOOTAGE | <u>24.86 sq ft</u> | APPROVAL DATE: | _____ |
| FINISHING | <u>on site installation</u> |  visit our online portfolio at www.graphicvisionsinc.com 16857 Northville Rd., Northville, MI 48168 • (248) 347-3355 • FAX (248) 347-3388 | |
| ©2017 Graphic Visions, Inc. Use or reproduction must be authorized in writing by Graphic Visions, Inc. or be subjected to design fees. | | | |



CERTIFICATE OF LIABILITY INSURANCE

WHISP-1

OP ID: LM

DATE (MM/DD/YYYY)

01/10/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER CHOICE INSURANCE AGENCY INC 201 N WAYNE RD, PO BOX 851319 WESTLAND, MI 48185 GREGORY J BAJOREK | | CONTACT NAME: GREGORY J BAJOREK PHONE (A/C, No, EX): 734-641-4200 FAX (A/C, No): 734-641-9906 E-MAIL ADDRESS: | | | | | | | | | | | | | | | |
|--|--------|--|--|-------------------------------|--------|----------------------------------|-------|------------|--|------------|--|------------|--|------------|--|------------|--|
| INSURED WHISPERING MEADOWS HOMEOWNERS ASSOCIATION PO BOX 823 NOVI, MI 48376-0823 | | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: HOME-OWNERS INSURANCE</td> <td>26638</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table> | | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: HOME-OWNERS INSURANCE | 26638 | INSURER B: | | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | | | |
| INSURER A: HOME-OWNERS INSURANCE | 26638 | | | | | | | | | | | | | | | | |
| INSURER B: | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|---|----------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | 04591497 | 06/04/2017 | 06/04/2018 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 |
| A | <input checked="" type="checkbox"/> DIRECTORS/OFFICER GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | 04591497 \$1,000,000 | 06/04/2017 | 06/04/2018 | PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A | | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | HOMEOWNERS REPLCMENT COST | | 04591497 | 06/04/2017 | 06/04/2018 | SIGNS 20,000 1,000 DEDUCTIBLE |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
POLLUTANT CLEANUP AND REMOVAL COVERAGE INCLUDED - \$25,000

| | |
|---|---|
| CERTIFICATE HOLDER INSURED | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE GREGORY J BAJOREK |

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

DESIGN • SIGNS • BRANDING • PRINT • WEB

Date | 1/9/2018
Rep | SD
P.O. No.
Terms | 50% DOWN/COD

QUOTE

18K43177

Billing Name and Address

WHISPERING MEADOWS HOA
C/O LARRY CIANCIO

Primary Customer Contact:

CONTACT:
LARRY CIANCIO
PHONE: 248-349-4234
LARRYCIANCIO@HOTMAIL.COM

Billing Contact:

Alt. Contact | LARRY CIANCIO
Alt. Phone | PHONE: 248-349-4234
E-mail | LARRYCIANCIO@HOTMAIL.COM

| Qty | Item | Description | Price Ea. | Total |
|-----|------|---|-----------|-----------|
| | | 18K43177 ENTRY SIGNS | | |
| 1 | DSS | Design: Provide site visit/survey for field measurements & reference photos and review sign ordinance. Develop creative design based on client direction, including illustration of existing brick pillars, new icons, font studies & color recommendation. Provide scale layouts in pdf format. Pre-quoted, will be invoiced if project does not go forward. | 225.00 | 225.00 |
| 1 | DSS | Design Revisions/Provide 4th option: Per client direction, modify option B sign design and increase height to 40" tall - requiring adjustment to fonts/layout. Created 4th option with new alternative font study & icon, provided in scale layout in pdf format. Additional work provided to present to board/municipality, will be invoiced if project does not go forward. | 145.00 | 145.00 |
| 1 | SF | Signfoam carved sign faces: 40" x 89.5" x 2" 18# high density signfoam, dimensionally v- carved graphics (carved into face) painted 2 tones of dark green (color TBD & Rich Gold, back of sign to be painted dark green). | 3,485.00 | 3,485.00T |
| 1 | SF | Upgrade to traditional gold leaf from Rich Gold paint. | 650.00 | 650.00T |
| 1 | SF | Upgrade to multi-dimensional prismatic built up letters (See Churchill Crossing). | 850.00 | 850.00T |
| 1 | SF | Estimated cost for masonry repair (by others): \$500.00- 650.00. | 650.00 | 650.00T |
| 1 | HD | Estimated back & side supports in painted wood/angle iron (actual build TBD based on masonry repair). | 420.00 | 420.00T |

We appreciate the opportunity to quote this project for you.

Sales Tax (6.0%)

Submitted by; Sue Dillon/AH

Total

Client Approval / Date _____

Deposit Amount Requested: \$3569.15

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.



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| 1 | IN | Installation: On-site installation performed in Novi, MI. | 350.00 | 350.00 |
| 1 | PER | Sign/Permit & Processing Fees as required by the City of Novi. COST TO BE DETERMINED | | 0.00 |

We appreciate the opportunity to quote this project for you.

Sales Tax (6.0%)

\$363.30

Submitted by; Sue Dillon/AH

Total

\$7,138.30

Client Approval / Date _____

Deposit Amount Requested:

\$3569.15

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Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the Novi City Manager's Office. **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 2016 or 2017.
- 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.

