



CITY OF NOVI CITY COUNCIL
APRIL 26, 2021

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: Summerlin of Novi (\$5,000), Bella Terra of Novi (\$5,000), and Maples of Novi (\$5,000).

SUBMITTING DEPARTMENT: City Manager

EXPENDITURE REQUIRED	\$ 15,000
AMOUNT BUDGETED	\$ 37,518 (FY 2021-22, includes rollover BA)
APPROPRIATION REQUIRED	\$ 0
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 visible from the public right-of-way; projects cannot include recurring or maintenance improvement items; organizations are not eligible to be awarded a grant in consecutive years.

Five applications were received before the deadline of January 29, 2021. City staff organized the applications for review by the Beautification Commission and provided the evaluation

criteria. 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 the use of native plants, LED lighting, and locally sourced materials. Three of the five applicants completed all requirements and are recommended for approval by City Council.

This year, the Community Relations team created a spread for the Engage! magazine as well as content for Facebook and NextDoor to educate residents on the program. Though staff did not see an increase in applications this award cycle, this is likely a response to the pandemic and not the new methods of communication. Staff plans to roll over excess funds from this award cycle, repeat the increased communication methods, and award more applicants in the upcoming award cycle.

The Commission recommends the requested grant amounts be awarded to the following six neighborhoods:

- Summerlin of Novi (\$5,000)
- Bella Terra of Novi (\$5,000)
- Maples of Novi (\$5,000)

RECOMMENDED ACTION: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the requested grant amount for the following neighborhoods upon successful completion of the entryway work depicted in the applications: Summerlin of Novi (\$5,000), Bella Terra of Novi (\$5,000), and Maples of Novi (\$5,000).

Neighborhood Entryway Enhancement Matching Grant Recipients

Year	Subdivision		Amount of grant
2015	Chase Farms	\$	5,000.00
	Country Place	\$	5,000.00
	North Haven Woods	\$	5,000.00
	Orchard Ridge	\$	5,000.00
	Olde Orchard	\$	5,000.00
2016	Charrington Green	\$	5,000.00
	Riverbridge	\$	5,000.00
	Taft Knolls	\$	1,870.50
	Turtle Creek	\$	5,000.00
	Vista Hills	\$	5,000.00
2017	Briarwood	\$	5,000.00
	Camden Court	\$	5,000.00
	Meadowbrook Glens	\$	1,400.00
	Meadowbrook Lake	\$	5,000.00
	Oakridge Place	\$	1,684.50
	Roma Ridge	\$	2,250.00
	Yerkes Manor	\$	5,000.00
2018	Autumn Park	\$	5,000.00
	Barclay Estates	\$	5,000.00
	Country Place Condos	\$	5,000.00
	Mystic Forest	\$	5,000.00
	Whispering Meadows	\$	5,000.00
2019	Jamestowne Green	\$	1,848.92
	Mirabella	\$	4,000.00
	Westminster	\$	5,000.00
2020	Charneth Fen	\$	3,274.00
	Echo Valley	\$	5,000.00
	Greenwood Oaks	\$	5,000.00
	Lakewood Park Homes	\$	5,000.00
	Meadowbrook Lake	\$	5,000.00
	South Point Condominiums	\$	4,335.00
		\$	135,662.92

FY 2021/22 Projected Grant Amount

2021	Summerlin of Novi	\$	5,000.00
	Maples of Novi	\$	5,000.00
	Bella Terra	\$	5,000.00

City of Novi

Neighborhood Entryway Enhancement

Matching Grant Application

I. Applicant Information

- a.) Summerlin of Novi.
- b.) The property is 20 years old.
- c.) This community is a first-time applicant. They have never applied before.
- d.) The project leader will be the Property Manager.
 - Sheri Kay, Property Manager
 - Property Management by Design, LLC is the property management company.
 - P.O. Box 102, Birmingham, MI 48012
 - 248-203-9404 Office, 248-515-5799 Cell
 - skay@mgtbydesign.com

II. Project Information

The plan for Summerlin of Novi Homeowners Association is to beautify the front entrance located off of West Road, which will increase the visibility of the community and enhance the cornerstone of the city from Walled Lake. Enclosed please find the current site map that locates the entrance to the community off of West Road. This is a premier community which consists of 36 individual site condos.

The current condition of the entrances is not very colorful, and the nighttime visibility of the entrances is hard to see. The land located west of the property is undeveloped and is very dark. The benefit to the homeowners and their guests would be to allow for better visibility to the community and possibly avoid potential accidents due to short stopping.

b. Enclosed please find the city map from the Novi Website.

c. The following is a list of how this project meets the criteria listed in the Grant Selection Criteria and Evaluation Process.

1. **Project Need-**

- a.) The impact will greatly enhance this community's presence.
- b.) The project will enhance the cornerstone of the City of Novi as you enter off of Pontiac Trail Road.
- c.) The improvement will set the entrances apart from blending into the plain undeveloped land around it and create an inviting entrance to this upscale community.
- d.) The existing conditions are not inviting or colorful and have a low nighttime visibility.
- e.) The age of the subdivision is approximately 20 years old, established in 2001.

2. **Project Feasibility-**

- a.) The commitment of the Board of Directors is very high as this has been a long-standing desire to improve their entrances.
- b.) You will find the itemization of how the money will be spent on the proposal.
- c.) The Association is now professionally managed by a management company. The Board of Directors and the community felt that by hiring a Management company it would provide continuity and stabilization for years to come.
- d.) By having a professional management company we will have better accountability for collection of the annual dues and contractual services.
- e.) As you can see on the balance sheet the Association has the matching funds.
- f.) The Association shares in the maintenance of the detention basin which is a joint maintenance item between both Summerlin Communities and North Haven Woods and has always been responsible for the contractual maintenance and has paid their share with never receiving any proportionate reimbursement from North Haven Woods.

3. **Project Planning –**

- a.) Project has had several contractors review the project and the contractors are available and ready to implement this project this year as soon as the weather breaks.
- b.) This project abides by all necessary laws and ordinances.
- c.) The grant application includes well defined scaled plans.
- d.) Grant application is complete.
- e.) Project does not include plants from invasive species list.
- f.) The signage improvement will be to illuminate the lettering which is already in place.

d. The improvement will positively improve the area as there is a lot of un-developed land surrounding this area and will not have any negative impact on the community or the road commission.

e. Enclosed please find the proposal which outlines the plant material which is being recommended to be used in this project.

III. Funding Information

- a.) Estimated Project Cost \$11,022.34
- b.) Estimates provided by
 - Signs and More
 - PMBD
- c.) The total amount of funds requested is \$5,000.
- d.) The total project is estimated to cost more than \$10,000.00 and the matching grant is only \$5,000 from the city the association will also match that amount of \$5,000. The additional amount of \$1,022.34 will be funded from the association's reserve fund. Their reserve fund is currently \$26,664,89 of which \$10,000 is set aside for Detention Pond rebuild.
- e.) No donations or other cash assistance will be utilized.
- f.) Enclosed please find the estimates outlining the costs and materials.

IV. Attachments

- a.) 2 years profit and loss, plus the current balance sheet
- b.) 2021 Budget
- c.) Copy of 2020 Landscaping Contract
- d.) Before and after photos of the areas to be re-designed.
- e.) Estimates of the job costs.
- f.) City of Novi Map
- g.) Grant Check List

Summerlin of Novi HOA

Balance Sheet

01/25/2021

Assets

Accounts Receivable	8,125.00
CAB Cash in bank	26,664.89

<u>Total Assets</u>	34,789.89
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Liabilities

Prepaid Accounts Receivable	1,830.61
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<u>Total Liabilities</u>	1,830.61
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Net Worth

Current Operation Funds	28,591.44
Net Income	4,367.84

<u>Total Net Worth</u>	32,959.28
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<u>Total Net Worth and Liabilities</u>	34,789.89
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Summerlin of Novi HOA

Balance Sheet

12/31/2020

Assets

Accounts Receivable	5,655.00
CAB Cash in bank	23,933.31

<u>Total Assets</u>	29,588.31
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Liabilities

Prepaid Accounts Receivable	996.87
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<u>Total Liabilities</u>	996.87
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Net Worth

Current Operation Funds	25,000.00
Net Income	3,591.44

<u>Total Net Worth</u>	28,591.44
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<u>Total Net Worth and Liabilities</u>	29,588.31
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Summerlin of Novi HOA

Balance Sheet

12/31/2019

Assets

Accounts Receivable	6,125.00
CAB Cash in bank	20,533.19

<u>Total Assets</u>	<u>26,658.19</u>
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Liabilities

Prepaid Accounts Receivable	1,245.23
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<u>Total Liabilities</u>	<u>1,245.23</u>
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Net Worth

Current Operation Funds	22,414.50
Net Income	2,998.46

<u>Total Net Worth</u>	<u>25,412.96</u>
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<u>Total Net Worth and Liabilities</u>	<u>26,658.19</u>
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Summerlin of Novi HOA

Monthly and Annual Budgets 2021

Annual	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
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Revenues

300000.30 - Association Fees	18,720.00	4,680.00			4,680.00			4,680.00			4,680.00	
Total - Revenues	18,720.00	4,680.00			4,680.00			4,680.00			4,680.00	

Expenses

- Administrative												
400110.00 - Postage/Faxes/Copies	100.00	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33
400120.00 - Duplicating	100.00	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33
400130.00 - Administrative/Office Supplies	100.00	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33
400160.00 - Management Fees	2,400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
400175.00 - Legal Fees (non-reimbursable)	500.00	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.63
400230.00 - Accounting	500.00			500.00								
- TOTAL Administrative	3,700.00	266.66	266.66	766.66	266.66	266.66	266.66	266.66	266.66	266.66	266.66	266.74
- Operating												
400420.00 - Electric	1,000.00	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33
400430.00 - Water/Sewer	2,000.00						400.00	400.00	400.00	400.00	400.00	
400502.00 - Pond Shared Expense	275.00	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.92	22.88
400536.00 - Snow Removal	2,750.00	550.00	550.00	550.00								550.00
- TOTAL Operating	6,025.00	656.25	656.25	656.25	106.25	106.25	506.25	506.25	506.25	506.25	506.25	656.25
- Maintenance & Repair												
400525.00 - Lawn Cutting	7,294.00				1,042.00	1,042.00	1,042.00	1,042.00	1,042.00	1,042.00	1,042.00	
400537.00 - Sprinkler System & Repairs	680.00					340.00					340.00	
- TOTAL Maintenance & Repair	7,974.00				1,042.00	1,382.00	1,042.00	1,042.00	1,042.00	1,042.00	1,382.00	
- Taxes & Insurance												
400720.00 - Property & Liability Insurance	1,021.00	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.12
- TOTAL Taxes & Insurance	1,021.00	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.08	85.12
Total - Expenses	18,720.00	1,007.99	1,007.99	1,507.99	1,499.99	1,839.99	1,899.99	1,899.99	1,899.99	1,899.99	2,239.99	1,007.99
Net Income	0.00	3,672.01	(1,007.99)	(1,507.99)	3,180.01	(1,839.99)	(1,899.99)	2,780.01	(1,899.99)	(1,899.99)	2,440.01	(1,007.99)



COMMERCIAL GROUNDS MAINTENANCE CONTRACT - 2019 ²⁰²⁰

SUMMERLIN HOA
ATTN: ROGER BOS
44882 LINBURGH
NOVI, MI 48377

1. PROJECT: Owner agrees to the terms and conditions of this contract for maintenance performed at the location known as: **SUMMERLIN HOA, NOVI, MI SUNSHINE MEDICAL**
2. TERMS OF AGREEMENT: The terms of this agreement shall be in effect during the grass growing season of ~~2019~~ ²⁰²⁰ spring, summer, and fall. Either party may cancel this agreement at any time by certified mail. Past due obligations are cause for termination.

3. DESCRIPTION OF SERVICES:

A. WEEKLY CUT: \$110 / occ

WEEKLY CUTTING OF POND AND WOODS: \$110 / occ

RB initial here for service

Grass shall be cut once per week. Cutting shall consist of mowing, trimming, bi-weekly edging, and blowing clippings from all paved areas. Any missed cuts will be made up at Cut-N-Care, Inc.'s earliest opportunity as weather permits. Should any cuts be missed due to rain or declined service for more than a four-(4) day period, Cut-N-Care, Inc. reserves the right to charge up to TWICE the amount for the cut immediately following the missed cut.

B. SHRUB TRIMMING: \$275 / occ

RB initial here for service

Service is offered twice per season, spring and fall, to keep shrubs neatly pruned.

C. FERTILIZATION: \$140 / occ

RB initial here for service

Service is offered as a 4-application plan, which includes 1 application of pre-emergent with fertilizer and 3 applications of weed control and fertilizer. For fungus or other specific problems call for a separate analysis and bid.

D. BI-WEEKLY WEEDING: \$ 45 / occ

RB initial here for service

To maintain a weed free appearance.

E. MULCH INSTALLATION: \$ 3,010

RB initial here for service

Deliver and install 70 yards, approximately 2" of double shredded hardwood mulch to existing mulched areas.

F. SPRING CLEAN-UP: \$ 250

RB initial here for service

Includes removal of leaves and debris from lawn and bed areas caused by winter weather.

G. FALL CLEAN-UP: \$ 500

RB initial here for service



Includes removal of leaves and debris from lawn and bed areas. This service includes removal of annuals and/ or trimming back of perennials.

NO

H. IRRIGATION START UP: \$

_____ initial here for service

All irrigation repairs are billed separately on a time and material basis

NO

I. IRRIGATION WINTERIZATION: \$

_____ initial here for service

All irrigation repairs are billed separately on a time and material basis.

NO

J. SUMMER ANNUALS, Flats: \$

_____ initial here for service

NO

K. FALL MUMS, Mums: \$

L. LANDSCAPING SERVICES: Shrub/tree planting, stone, mulch, brick pavers, flower planting, etc. **Please contact the office for a quote on any landscaping services**

TOTAL SEASONAL PRICE: \$ 11,215.00

*Billed in 6 installments of: \$ 1,869.00

BILLING AND PAYMENT: Services performed shall be billed on a monthly basis and payment shall be made within 30 days from the date of billing. There shall be a 45-day grace period from date of invoice, after which service will be discontinued until payment is received unless other terms have been discussed and mutually agreed upon.

5. **ACKNOWLEDGEMENTS BY OWNER:** Owner acknowledges that any damage to Owner's property or causally related injury that results due to Owner's equipment such as sprinkler systems, lighting systems, etc. failure to operate or be maintained properly shall be the responsibility of Owner and Owner shall hold Cut-N-Care, Inc. harmless thereon. That damage or injury that results due to items being left on the property by anyone other than Cut-N-Care, Inc. shall be the responsibility of owner and owner shall hold Cut-N-Care, Inc. harmless thereon.

[Handwritten Signature]

Bob Bauriedt

Signature

Cut-N-Care, Inc.

Roger A Bos

248-670-5405

4/15/2020

Name Printed

Contact Phone

Date

rogerbos63@gmail.com

Email address

Credit Card – invoices will automatically be paid by credit card if information is provided above

Summerlin of Novi

Before- Left side of entrance



After-Left side of entrance

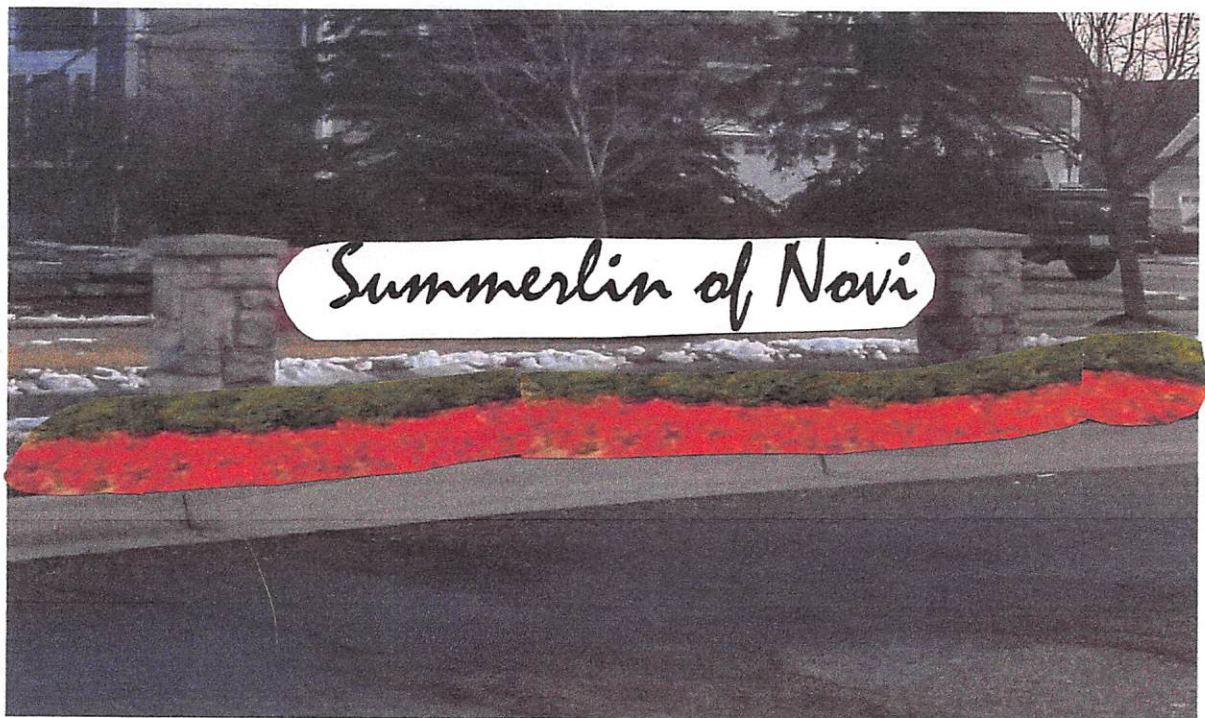


Summerlin of Novi

Before- Sign



After-Sign

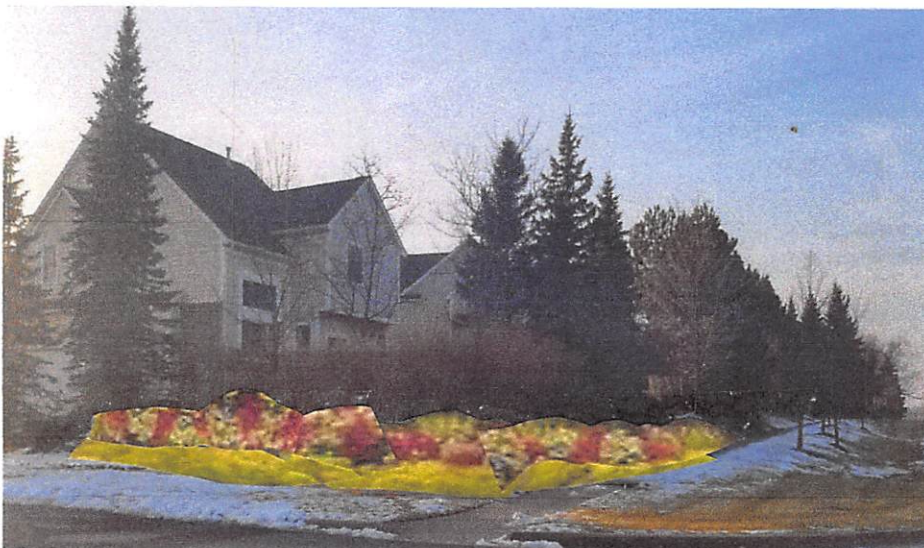


Summerlin of Novi

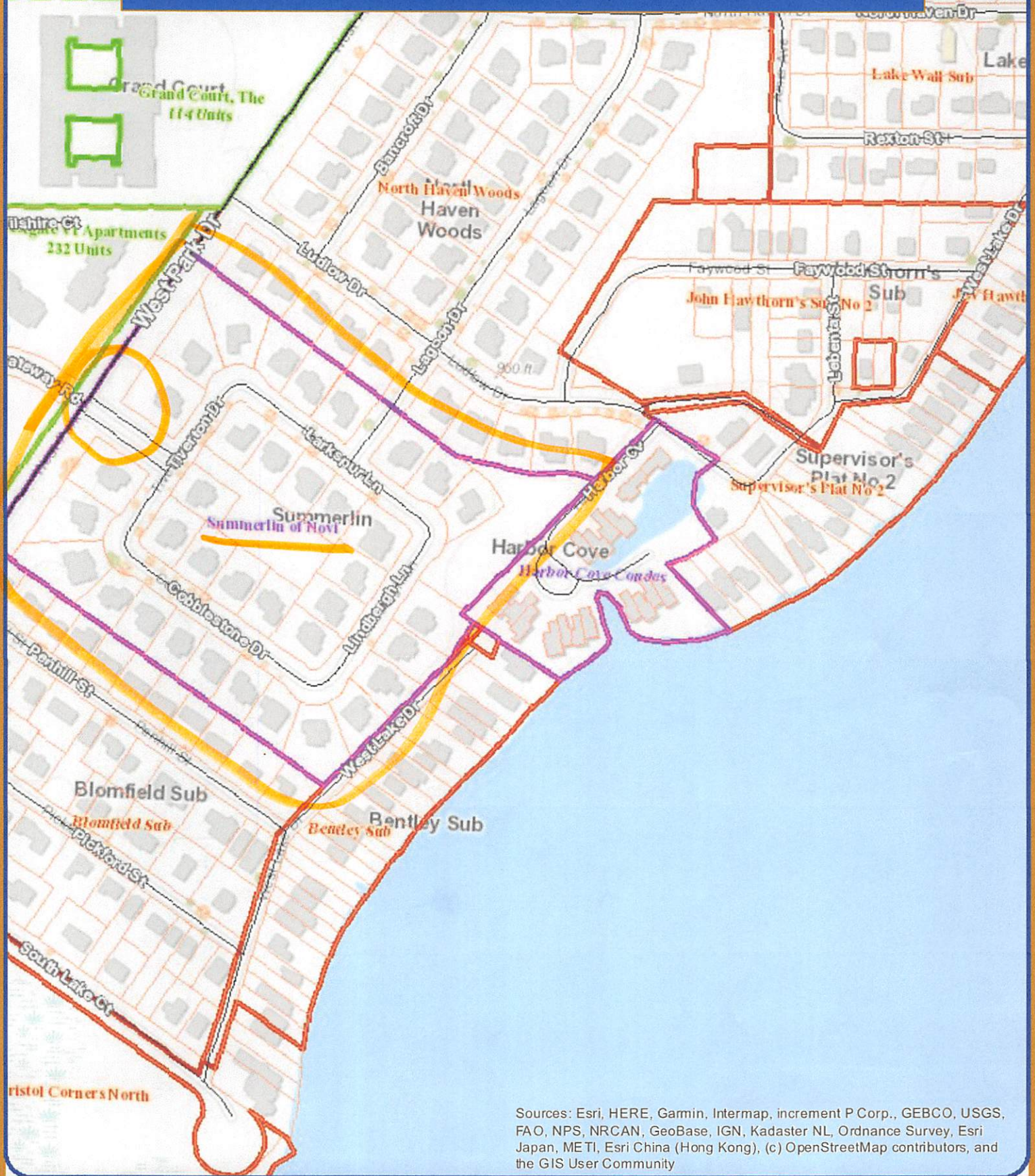
Before- Right side of entrance



After-Right side of entrance



Summerlin of Novi HOA



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

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.



1 inch = 376 feet



Map Print Date:
1/13/2021



City of Novi

45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

ESTIMATE

Signs and More

DATE

1/20/2021

INVOICE NO

E-6829

1371 Souter Dr.
Troy, MI 48083
248-852-0683
signsandmoremi.com

INVOICE TO

Summerlin of Novi
P.O. Box 102
Birmingham, MI 48012
248-203-9404
skay@mgtbydesign.com

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
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Due on Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
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1	Hardwood Routed Sign Installed	\$3,289.00	\$3,289.00
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Subtotal	\$3,289.00
Sales Tax	\$197.34
Total	\$3,486.34

Property Management by Design, LLC
P.O. Box 102
Birmingham MI 48012-0102
Phone: 248-203-9404

INVOICE
Number: 8231
152510.00
Date : 01/25/2021

Sold to :

Sent to :

Summerlin HOA

Summerlin HOA

Product #	Type	Description	Qty	Unit price	Amount
10	Material	Assorted Perennials	57.0	32.00	1,824.00
10	Material	Winter Gem Boxwoods	30.0	47.00	1,410.00
	Material	Shredded Hardwood Mulch	10.0	65.00	650.00
	Material	Edging	44.0	8.00	352.00
	Material	Top Soil	12.0	60.00	720.00
	Labor	Site Work, Demo, Remvoal , Disposal	1.0	2,580.00	2,580.00

This invoice has been paid cash.

Total Labor:	2,580.00
Total Material:	4,956.00
Total Other:	0.00
Total	7,536.00

Neighborhood Entryway Enhancement Matching Grant Grant Checklist

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 2019 or 2020.

You included in the grant application a current 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 current spending on landscape and landscape maintenance is included.

If project consists of entryway signage, project abides by all Residential Entranceway Signage Guide regulations.

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.

Photos of the project area.

Commission Request:

Good morning,

I am pleased to share that the Beautification Commission has conditionally approved Summerlin of Novi's grant application. After reviewing the application, the Commission feels it will be able to recommend this project to City Council if additional information can be provided. Responses to the following items should be submitted by the end of the week to allow the Commission to recommend this application to City Council:

- Scaled plans
 - I have attached examples from previously awarded projects. Maps of the City can be found [here](#) should you need them.
- Clarification in the financial statements as to where the \$11,022.34 for the project will come from. Will it all be purchased using the reserve fund or just the \$1,022.34 noted on the application?
- The project materials are presented as an invoice, not a quote. The invoice states that it has been paid in cash. Has the HOA completed the \$7,536 payment for labor and materials?
- Will the HOA's management company be completing the project themselves?
- Clarification of products quoted
 - The invoice list a quantity of 12 for "top soil," does this mean \$60 for an individual bag of top soil?

Thank you,
Simone

Applicant Response:

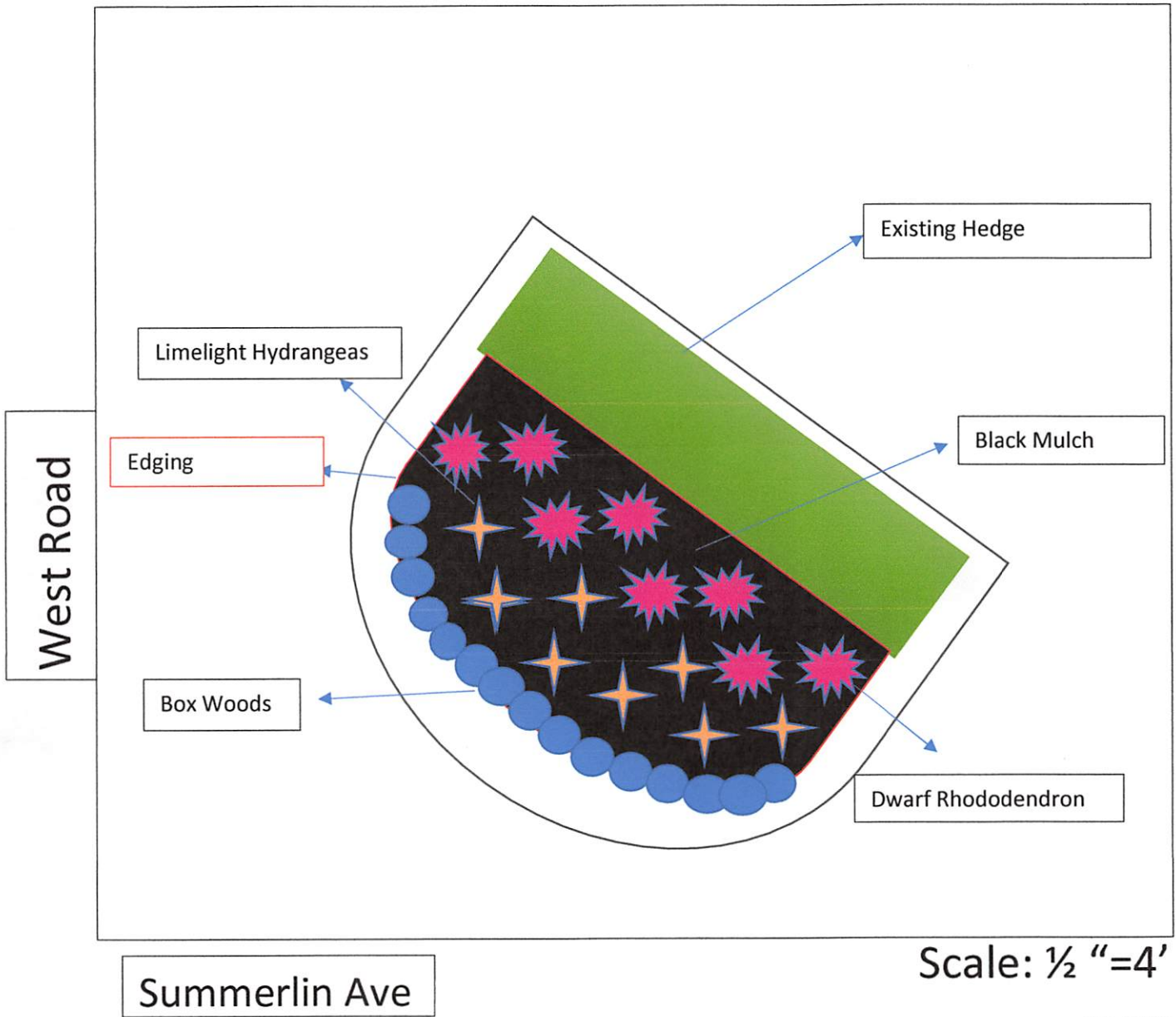
Thank you for your email and consideration for this grant. We are very excited, please find the answers to your questions below

Scaled plans

- I have attached examples from previously awarded projects. Maps of the City can be found [here](#) should you need them. **We will be able to submit actual scaled plans of the actual work. they did not commission this to be done until they knew that there were approved for the grant.**
- Clarification in the financial statements as to where the \$11,022.34 for the project will come from. Will it all be purchased using the reserve fund or just the \$1,022.34 noted on the application? **I am sorry, that was a typo all of the money will come from the reserves \$11,022.34**
- The project materials are presented as an invoice, not a quote. **This is a quote** The invoice states that it has been paid in cash. Has the HOA completed the \$7,536 payment for labor and materials? **Not yet as the work has not commenced**

- Will the HOA's management company be completing the project themselves? **No we will work with the Board of Directors and the contractors which will be hired to do the specific required work**
- Clarification of products quoted
 - The invoice list a quantity of 12 for "top soil," does this mean \$60 for an individual bag of top soil? **No that is yards of topsoil and will be finalized once all contractors are approved**

Front Entrance Plan North Side (Exit) Summerlin Ave and West Road



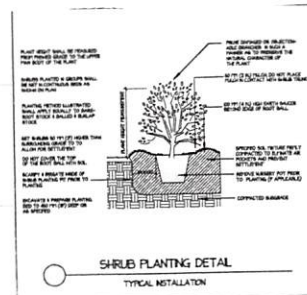
Scale: 1/2" = 4'

File 41621

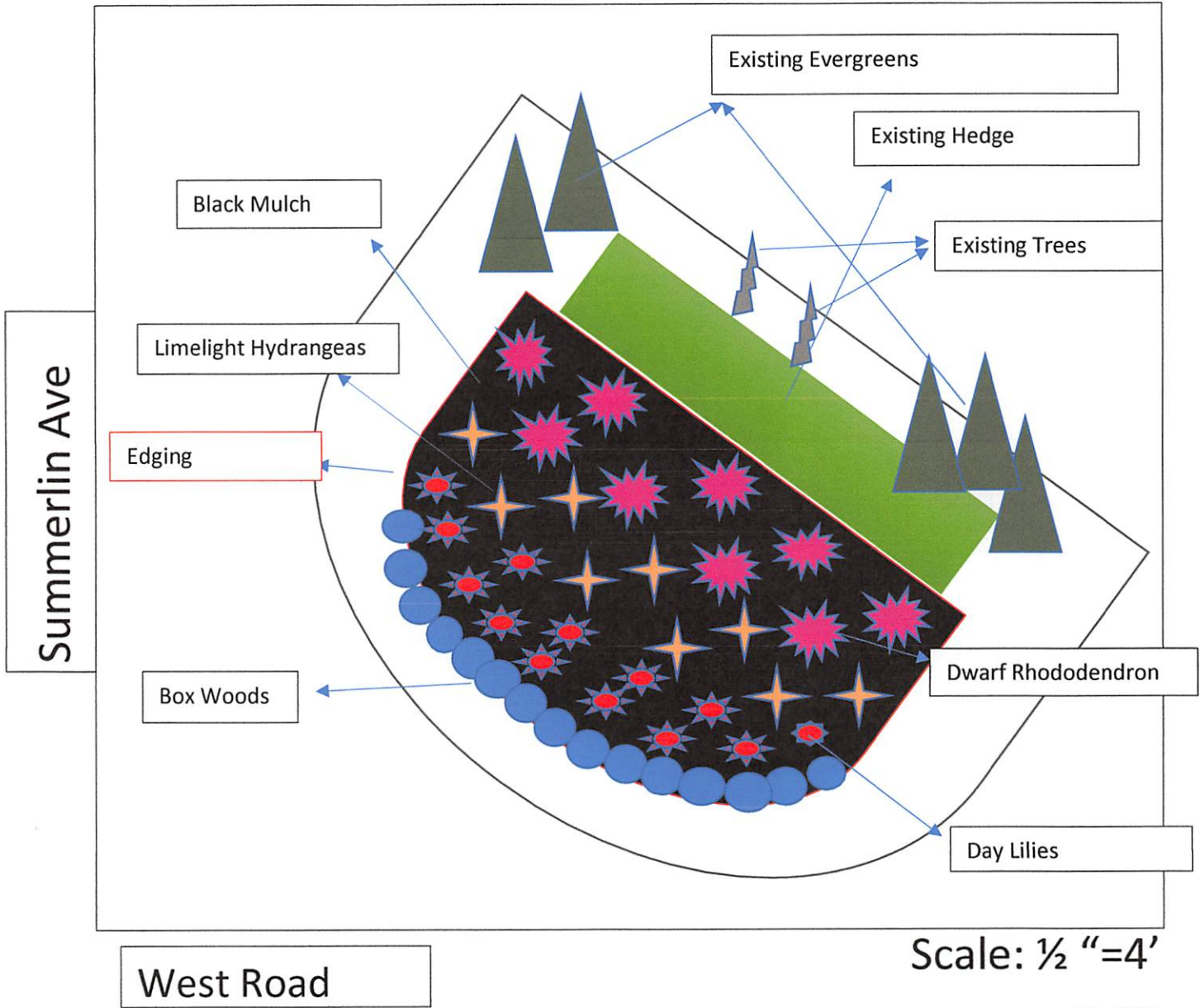
Notes:

- excavated soils to be used on-site where possible
- =damaged sod areas to be reseeded
- +new planting areas to be watered by existing sprinkler system

Summerlin of Novi HOA
Novi, Michigan

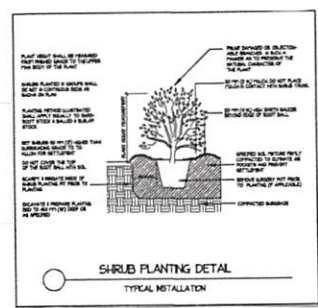


Sign Detail South Side (Entrance) Summerlin Ave and West Road

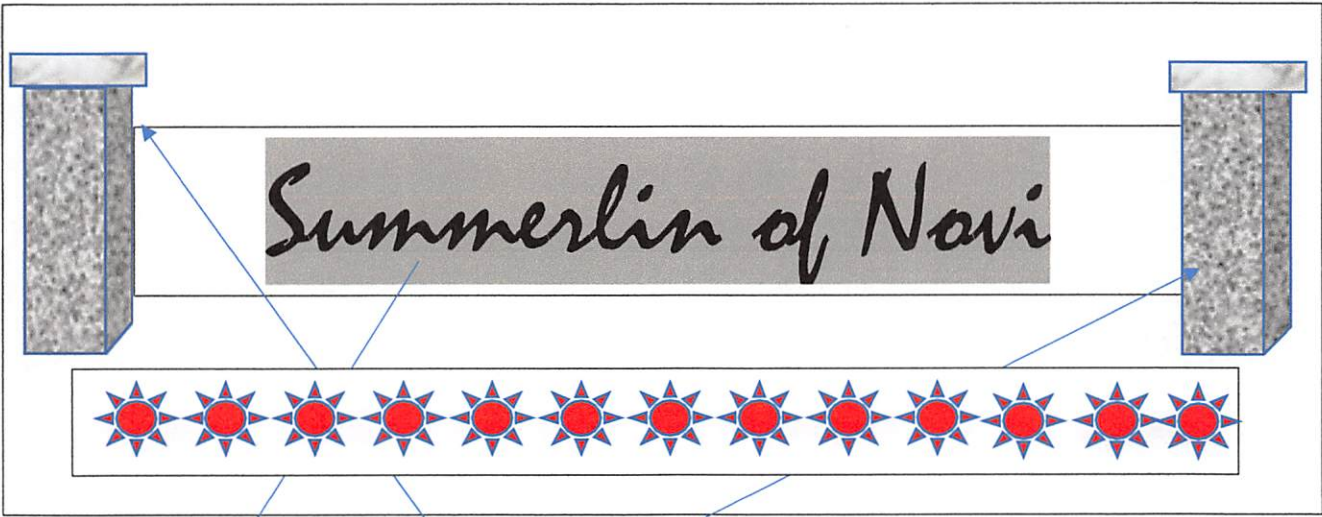


File 41621

Notes:
 -excavated soils to be used on-site where possible
 =damaged sod areas to be reseeded
 +new planting areas to be watered by existing sprinkler system



Sign Detail Summerlin Ave



Existing Stone Pillars











Hardwood Routed Sign

Scale: 1/2" = 4'

File 41621

Monument Detail:
-Existing stone pillars will be used
=Hardwood Routed Sign Background color to TBD
+Lettering to be Mistral
+Annual flowers installed

Plant Legend

Picture	Qty	Common	Symbol
	8	Dwarf Rhododendron	
	8	Limelight Hydrangea	
	15	Dwarf Mini Saffron Box Woods	
	10	Black Mulch	
	13	Day Lilies	

GRANT APPLICATION FOR BELLA TERRA OF NOVI

I. APPLICANT INFORMATION

BELLA TERRA OF NOVI

EST 2011

NO RECENT APPLICATIONS HAVE BEEN FILED

PROJECT LEADER:

MARIELLE BISHOP HOA BOARD PRESIDENT

23938 Mondavi Court

Novi MI 48374

269-599-4643

mariellebishop@me.com

II. PROJECT INFORMATION

As our subdivision ages, the entrance to our neighborhood has required multiple improvements. Over the past 3 years, the HOA has needed to replace various shrubs and plants that had been planted by the developer that failed to thrive. We have also done major repair work to the existing stone wall and Bella Terra entry signage. In 2020, we invested in a fountain to aerate and beautify the pond at the front entrance. In the spring of 2021, our overall goal is to refresh existing front beds with new plants as well as repurpose and split some of our existing greenery. We have planned for plants that are hardy to the harsh conditions at the front entrance. Our entry is adjacent to the gravel surface of Nine Mile Road.

Our entrance consists of three main areas. The east side is the largest area that contains the Bella Terra sign. Our sign is mounted on an expansive stone wall. The east side of our entrance has a large pond as part of our community green space that is back fed by a well. The boulevard separating two way traffic on Torino Drive at our entrance is lined with large deciduous trees and hydrangea. The west side of the entrance also has a large stone wall. Both the east wall and the west wall have large pine trees behind and beds layered with flowers and boxwood in front. All work will take place along 9 mile and Torino Drive. (Map attached)

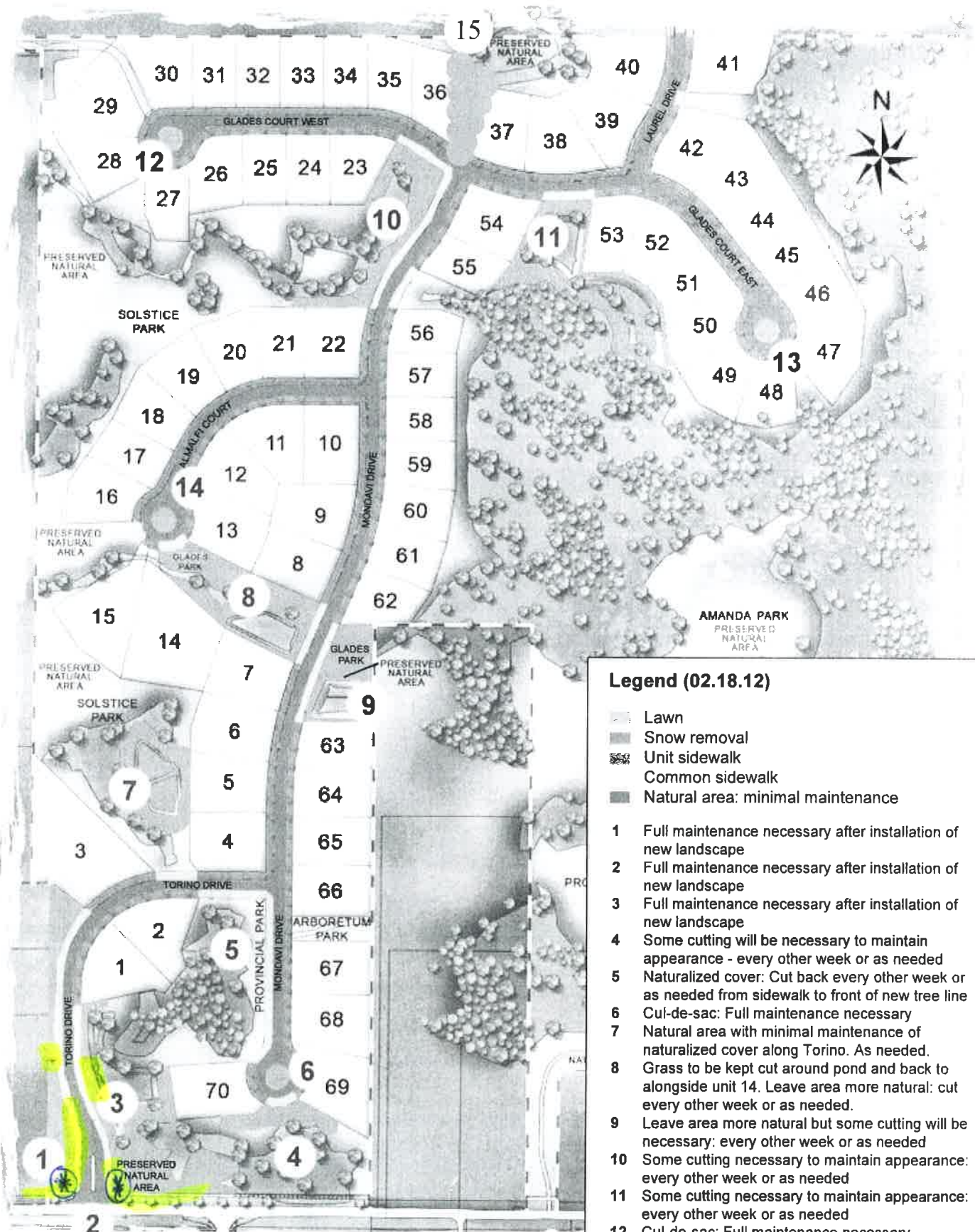
Our plan is to remove dead pine trees that currently obscure the fountain and other natural spaces from view along Torino Drive as you enter the neighborhood. We will also be splitting and spreading our existing perennials for an even distribution as we have gaps in greenery. Shrubs will be planted to create symmetry of the beds of the east and west side of Torino Drive. Additional grasses will also be planted to protect and obscure pond utilities from view. Photos of the areas to be improved at our front entry are included.

This project does not negatively impact any property owners or other non-City agencies. This project will contribute to the overall beauty of Novi along Nine Mile Road as well as the entry into our neighborhood.

Plants to be used include Hydrangea, Viburnum, Maiden Grass, Burning Bush, Boxwood, and Ninebark. All greenery was chosen in accordance with avoiding the Michigan Invasive Plant Species List.

III. **FUNDING INFORMATION**

The estimated total cost is \$10275.88. Work to be completed in spring 2021 by Transitions Outdoor Services. 248-652-8221 (Drew Lefresne). Total funds requested for grant is \$5000 to be used towards the total amount. We did not receive any in-kind donations or cash assistance for this project. Please see attached itemized estimate. Cost of project to be considered a capital expense improvement funded by our reserve account.



Legend (02.18.12)

- Lawn
 - Snow removal
 - Unit sidewalk
 - Common sidewalk
 - Natural area: minimal maintenance
- 1 Full maintenance necessary after installation of new landscape
 - 2 Full maintenance necessary after installation of new landscape
 - 3 Full maintenance necessary after installation of new landscape
 - 4 Some cutting will be necessary to maintain appearance - every other week or as needed
 - 5 Naturalized cover: Cut back every other week or as needed from sidewalk to front of new tree line
 - 6 Cul-de-sac: Full maintenance necessary
 - 7 Natural area with minimal maintenance of naturalized cover along Torino. As needed.
 - 8 Grass to be kept cut around pond and back to alongside unit 14. Leave area more natural: cut every other week or as needed.
 - 9 Leave area more natural but some cutting will be necessary: every other week or as needed
 - 10 Some cutting necessary to maintain appearance: every other week or as needed
 - 11 Some cutting necessary to maintain appearance: every other week or as needed
 - 12 Cul-de-sac: Full maintenance necessary
 - 13 Cul-de-sac: Full maintenance necessary
 - 14 Cul-de-sac: Full maintenance necessary

= EAST AND WEST STONE ENTRY WALLS WITH MULCH BEDS IN FRONT

15 Laurel Park - Some cutting will be necessary to maintain appearance every other week or as needed



Bella Terra of Novi Enhancements

IN RHODES MANAGEMENT, INC.
8252 UNIVERSITY DRIVE
SUITE 145
AUBURN HILLS, MICHIGAN 48826

Sales: Drew LeFresne
Bella Terra of Novi HOA | Landscape Enhancements
 22592 Torino Drive Novi, Michigan 48374

Est ID: EST2120756
Date: Sep-22-2020

Email: invoices@inrhodes.com
Phone: 248-652-8221

Entrance Enhancements

\$4,989.29

- Install one(1) Viburnum on East side of retention pond
- Remove (6) dead Viburnum on West side of entrance
- Install eight(8) Grasses around pond utilities
- Split existing grasses on West side of entrance and extend planting line to Crabapple tree
- Transplant necessary Hosta on both East and West side of entrance to create symmetry and create one line of Hosta
- Install one(1) Burning Bush on East side of entrance behind wall
- Install/Replace two(2) Hydrangea on center entrance island
- Install eight(8) Boxwood:
 - Replace four(4) small/dying Boxwood on East side of entrance
 - Install four(4) Boxwood on North end of shrub line on West side of entrance to lengthen hedge row to achieve symmetry

2 Pot	SMOOTH HYDRANGEA #3	HYDR. AR. ANNABELLE	\$32.05	\$64.10
1 Pot	ARROWWOOD VIBURNUM #5	VIBURNUM DEN. BLUE MUFFIN	\$40.60	\$40.60
8 Pot	MAIDEN GRASS #3	MISCANTHUS GRACILLIMUS	\$26.00	\$208.00
1 B&B or Pot	BURNING BUSH 24"	EUONYMUS ALATUS COMPACTUS	\$41.31	\$41.31
8 B&B or Pot	HYBRID BOXWOOD 24" BB/POT	BUXUS X GREEN GEM	\$128.91	\$1031.28
8 Yd(s)	MLCH1-25.Premium Hardwood Mulch Double Shred Installed		\$73.00	\$584.00
6 Yd(s)	WST.Waste Removal Fee	Removal of landscpe waste and construction debris. Waste and debris is hauled off site.	\$45.00	\$270.00

Transitions Outdoors LLC
 504 Farmer Street
 Plymouth, Michigan
 48170

P.734-377-7558

TransitionsOutdoors.com
 DLefresne@TransitionsOS.com

1	LAM.Landscape Labor	\$2,750.00	\$2750.00
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Pine Tree Removal: West Side of Entrance

\$2,546.50

- Remove one(1) dead/dying pine tree
- Stump grind
- Remove built up grade
- Install sod to reduce size of landscape bed

1	LAC.Stump Grinding	\$275.00	\$275.00
350 SqFt	Sod	\$0.49	\$171.50
10 Yd(s)	WST.Waste Removal Fee	\$45.00	\$450.00
	Removal of landscape waste and construction debris. Waste and debris is hauled off site.		
1	LAM.Landscape Labor	\$1,650.00	\$1650.00

Pine Tree Removal: East Side of Entrance

\$2,729.80

- Remove two(2) dead/dying pine trees
- Stump grinding
- Grade out stump grindings
- Install eight(8) Ninebarks to fill in landscape bed and create symmetry
 - Four(4) Ninebarks per area of each tree that was removed

2	LAC.Stump Grinding	\$275.00	\$550.00
15 Yd(s)	WST.Waste Removal Fee	\$45.00	\$675.00
	Removal of landscape waste and construction debris. Waste and debris is hauled off site.		
8 Pot	DWARF NINEBARK #3	\$38.10	\$304.80
	PHYSOCARPUS LITTLE DEVIL		
1	LAM.Landscape Labor	\$1,200.00	\$1200.00

Estimate Total	\$10,275.88
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BELLA TERRA OF NOVI
2019 BUDGET

INCOME

Assessment Income	\$ 58,800
TOTAL INCOME	58,800

EXPENSES

ADMINISTRATIVE

Administrative	240
Management Fee	6,900
Postage	400
Print/Reproduction	200
Filing Fees	20
Accounting Fees	250
Legal Fees	500
TOTAL ADMINISTRATIVE	8,510

INSURANCE/TAXES

Liability & Property	1,500
TOTAL INSURANCE/TAXES	1,500

BUILDING MAINTENANCE

Fountain	1,800
TOTAL BUILDING MAINTENANCE	1,800

GROUNDS MAINTENANCE

Grounds	1,000
Irrigation	1,500
Landscape Supplies	6,000
Lawn Care	17,700
Pond/Lake Maintenance	3,750
TOTAL GROUNDS MAINTENANCE	29,950

UTILITIES

Electricity	700
Water & Sewer	4,000
TOTAL UTILITIES	4,700

MISCELLANEOUS

Seasonal Decorations	500
TOTAL MISCELLANEOUS	500

PROJECT

Project Expense	4,840
TOTAL PROJECT	4,840

TOTAL EXPENSES

51,800

TOTAL OPERATIONAL INCOME

7,000

RESERVE

Reserve Expense	7,000
TOTAL RESERVE	7,000

NET INCOME

\$ -

BELLA TERRA OF NOVI CONDOMINIUM
2020 BUDGET

INCOME

Assessment Income	\$ 58,800
TOTAL INCOME	<u>58,800</u>

EXPENSES

ADMINISTRATIVE

Administrative	240
Management Fee	6,900
Mailing Fee	140
Postage	200
Print/Reproduction	200
Filing Fees	20
Accounting Fees	1,550
TOTAL ADMINISTRATIVE	<u>9,250</u>

INSURANCE/TAXES

Liability & Property	990
Directors & Officers	1,435
Workers Comp.	575
TOTAL INSURANCE/TAXES	<u>3,000</u>

BUILDING MAINTENANCE

Fountain	350
TOTAL BUILDING MAINTENANCE	<u>350</u>

GROUNDS MAINTENANCE

Grounds	6,000
Irrigation	2,500
Lawn Care	18,950
Pond/Lake Maintenance	3,750
TOTAL GROUNDS MAINTENANCE	<u>31,200</u>

UTILITIES

Electricity	900
Water - Irrigation	4,000
TOTAL UTILITIES	<u>4,900</u>

MISCELLANEOUS

Seasonal Decorations	500
TOTAL MISCELLANEOUS	<u>500</u>

PROJECT

Project Expense	2,600
TOTAL PROJECT	<u>2,600</u>

TOTAL EXPENSES

51,800

TOTAL OPERATIONAL INCOME

7,000

RESERVE

Reserve Expense	7,000
TOTAL RESERVE	<u>7,000</u>

NET INCOME

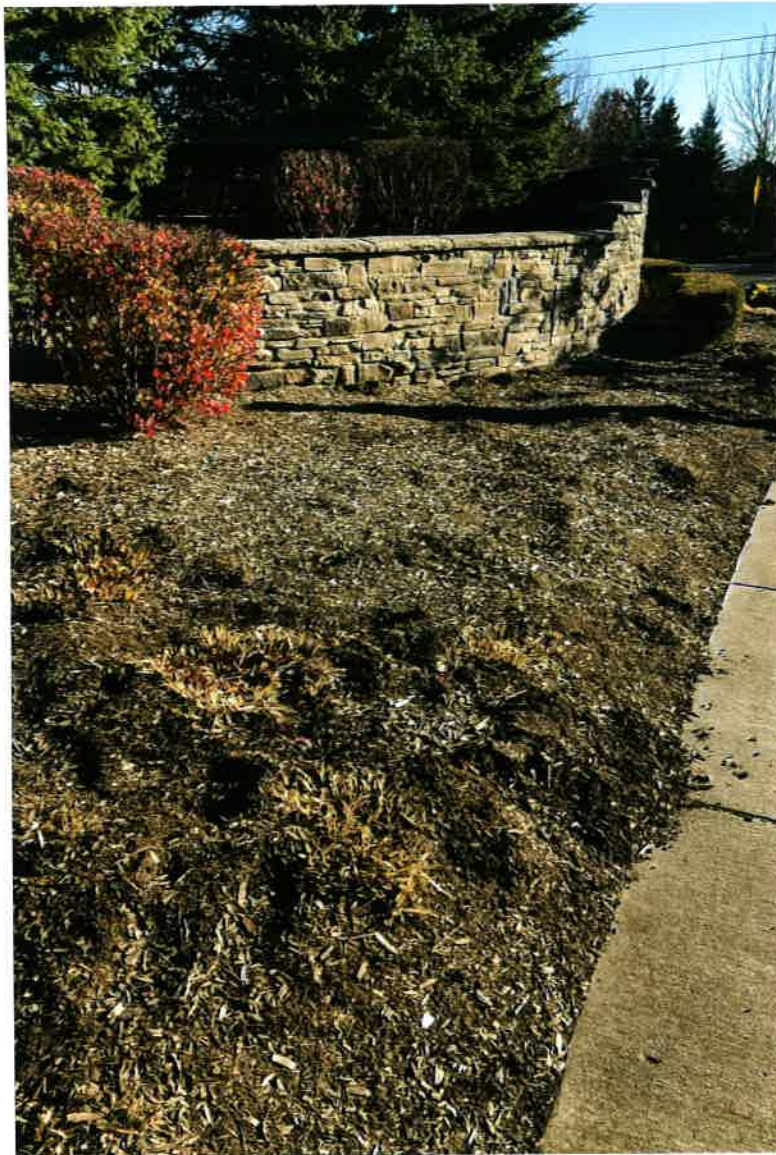
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**Bella Terra of Novi Homeowners Association
2021 Adopted Budget**

	2020 Budget	2021 Adopted Budget
Income		
3100 - Association Dues	\$58,800.00	\$58,800.00
3110 - Late Fees	\$0.00	\$0.00
3120 - Interest Income	\$0.00	\$0.00
3240 - Administrative Fee	\$0.00	\$0.00
3241 - Collection Fee	\$0.00	\$0.00
Total Income	\$58,800.00	\$58,800.00
Expense		
A: Grounds Expense		
4000 - General Grounds Maintenance	\$6,000.00	\$3,000.00
4010 - Lawn Maintenance	\$18,950.00	\$20,170.00
4050 - Irrigation	\$2,500.00	\$2,500.00
4070 - Pond/Lake Maintenance	\$3,750.00	\$3,750.00
4075 - Fountain	\$350.00	\$450.00
4080 - Holiday Decorations	\$500.00	\$3,650.00
Total A: Grounds Expense	\$32,050.00	\$33,520.00
D: Utility Expenses		
4400 - Electricity	\$900.00	\$930.00
4415 - Water - Irrigation	\$4,000.00	\$4,000.00
Total D: Utility Expenses	\$4,900.00	\$4,930.00
E: Insurance Expenses		
4500 - Property & Liability Insurance	\$990.00	\$350.00
4505 - Directors & Officers Insurance	\$1,435.00	\$1,625.00
4510 - Workers Compensation Insurance	\$575.00	\$200.00
Total E: Insurance Expenses	\$3,000.00	\$2,175.00
F: Administrative Expenses		
4600 - Management Fee	\$6,900.00	\$5,481.00
4602 - Setup Fee	\$0.00	\$0.00
4605 - Postage	\$200.00	\$200.00
4610 - Copies	\$200.00	\$200.00
4620 - Office Supplies	\$140.00	\$350.00
4625 - Fees & Permits	\$20.00	\$20.00
4640 - Accounting	\$1,550.00	\$1,550.00
4645 - Legal Fees	\$0.00	\$1,500.00
4690 - Misc. Administrative	\$240.00	\$500.00
Total F: Administrative Expenses	\$9,250.00	\$9,801.00
G: Projects		
4900 - Project Expense	\$2,600.00	\$2,600.00
Total G: Projects	\$2,600.00	\$2,600.00
Total Expense	\$51,800.00	\$53,026.00
Reserve Expense		
5000 - Transfer to Reserve	\$7,000.00	\$5,774.00
5001 - Reserve Interest	\$0.00	\$0.00
Total Reserve Expenses	\$7,000.00	\$5,774.00







Commission Request:

Good morning,

I am pleased to share that the Beautification Commission has conditionally approved Bella Terra's grant application. After reviewing the application, the Commission feels they will be able to recommend this project to City Council if additional information can be provided. The application did not include scaled plans. Would the HOA be able to provide scaled plans for the project by the end of this week? I have attached examples from previously awarded projects. Maps of the City can be found [here](#) should you need them.

Additionally, several of the plants in the project proposal need to be swapped or replaced. Burning Bush is somewhat invasive and would need to be replaced by another plant in the proposal. The City recommends chokeberry or another ornamental, native shrub. The dead pine trees that are being removed will need to be replaced with other evergreens or deciduous canopy trees, not shrubs.

If the HOA can commit to these plant swaps and provide scaled plans, the Commission will be able to recommend this application to City Council.

Thank you,
Simone

Applicant Response:

Good Morning,

Unfortunately we do not have scaled plans. Many landscapers do not provide these anymore and if and when they do they are quite timely and expensive to prepare.

Much of what we are wanting to do is replace current items that have been removed in the past or try and showcase other features of our neighborhood. One of our primary features is the large pond/fountain with so many amazing types of wildlife on the East side of Torino Drive that our homeowners enjoy seeing as they pull in.

The single burning bush we were replacing is in a line of other burning bushes planted by the original builder of our neighborhood as should be seen in the pictures that were provided in our application packet. We are happy to sub out a chokeberry as they do look a bit similar.

As for the tree replacement. We are happy to replace the trees on the west side of the street with an appropriate tree but would prefer to keep the west side open for visual aesthetics. We could add in a 3rd tree to the west side as a replacement for the east side to satisfy the loss of the 3rd tree.

Thank you,

Marielle Bishop

City of Novi
Neighborhood Entryway Enhancement
Matching Grant Program

2021 Award Cycle

Applicant:

**Maple Greens Condominium
Association- Maples of Novi**

Part I: Applicant Information

Neighborhood Entryway Enhancement Matching Grant Application

Due Date: January 29, 2021

Part I. Application Information

a. **Association/Property Name:** Maple Greens Condominium Association- Maples of Novi

b. **Age of Association/Property:** Approximately 30 years old.

c. **First-time Applicant?** Yes

d. **Project Leader**

- Janine McKay, Maple Greens Board Secretary (currently), Beautification Committee member
- 30742 Tanglewood Dr. Novi, 48377
- 248-396-1718
- jmmckay@aol.com

Part II: Project Information

Part II. Project Information

- A. **Description:** The purpose of this request is to revitalize the approximately 30-year-old 14 Mile Road/Wakefield Road entrance to the Maples of Novi condominium associations. *(See site drawing and photos in Attachments and Inclusions)* The proposal plan is as follows:
1. Current plantings will be removed: lilies, burning bushes, junipers, and grasses.
 2. 12-18-inch stone border will be installed (salt/snow border) around the perimeter.
 3. Low ground cover (vinca or myrtle) will be planted, with aluminum edging, in front of both sides of the Maples of Novi sign.
 4. Boxwoods will be planted along the east/west borders of the island.
 5. Either grasses or hydrangeas will be planted within the boxwood borders
 6. Blue Fescue grasses will be planted at the south end of the island with a large boulder to balance that area.
 7. A line of Boxwoods may be planted near the Maples sign (to be determined).

Location: Wakefield Road Island; entrance from 14 Mile Road between Novi and Welch Roads. *(maps included in Attachments and Inclusions)*

Existing Conditions: Currently, there are approximately 20 Stella D'Oro Daylilies scattered along the south and west sides of the island. Most years, we do not see any of the blooms as the deer eat them before flowering. There are 4 grasses near the "Maples of Novi" sign, one large spruce tree (healthy and in good shape), 8 large burning bushes and 4 junipers. *(see photos)* There currently is no irrigation as that was severed from the clubhouse (west side of island) when that property changed hands. There is electricity.

The site is mulched occasionally by Maple Greens Beautification Committee team members with bulk mulch purchased through fundraising efforts. The team (all volunteer) has taken on responsibilities of weeding, dead-heading, and trimming the burning bushes within the island during the growing seasons. These volunteer efforts occur 2-3 times a year.

Specific Need: The Maple Greens Association does not budget for this type of project and relies on volunteers to maintain and "beautify" this area. Our (the Maple Greens Board and Beautification Committee) current focus and budgeted funds has been on the woods and wetlands areas where we have experienced invasive growth encroaching on many of the units. These areas have been neglected for the 30 years of our association and required our attention. This past year the association was able to cut back growth that was encroaching on the properties. The woods/wetlands project was budgeted and will continue to be for the next 3 years, attempting to get under control the forward growth (The city is aware of this project). With that, and the other fiduciary responsibilities, the Maple Greens has limited funds to fully appropriate to the Wakefield entrance.

Public Benefit: The 14 Mile Road/Wakefield entrance is highly visible to all vehicular and pedestrian traffic along 14 Mile Road, a major artery of traffic between M-5 and Novi Roads. The current old, tired, unappealing entrance to the Maple Greens Association is in dire need of a face-lift, bringing it into the 21st Century *(or close to it. See photos.)*

- B. **Proposed project's location:** Proposed site is the island at the 14 Mile Road/Wakefield Road entrance to the Maples of Novi located between Novi and Welch Roads. *(See map and photos in Attachments and Inclusions)*

**C. How does this project meet the review criteria?
Grant Selection Criteria & Evaluation Process**

1. Project Need and Impact

a. Age of the subdivision: as stated above, The Maple Greens Condominium Association is approximately 30 years old. No improvements to the proposed project site have occurred during this time. An oak tree was removed 3 years ago (dying and a danger to vehicles and pedestrians) and the planting of annuals no longer occurs due to lack of irrigation.

b. Improvement from existing conditions of the project area: Implementation of the proposed improvements to the project site will rejuvenate and offer a much-needed update to this currently tired looking and dated area. Part II, Item A, above, offers a description of the proposed improvements.

c. Potential impact of the project on the neighborhood: The Maple Greens Beautification Committee has worked hundreds of hours over the past years attempting to enhance, beautify, renew our aging, 30-year-old association. As previously stated, the association budget does not cover many of the projects this team takes on, whether it is tree pruning, weeding of common areas, rejuvenating old bushes throughout our 256-unit association. We (the Beautification Committee) have made great strides in improving the overall appearance of our association, but our talents, energies, and monies go only so far. The proposed Wakefield Island improvements are beyond this team's capabilities and require 'professional' help to aid in the beautifying of this area. It is the one area highly visible to more than just our association. Anyone driving 14 Mile Road from Novi Road and Welch Road sees it. Improving, beautifying this area will not only create a positive impact on the Maple Greens AND the Maple Hills associations by creating a welcoming entrance to our homes, but will produce a visually appealing and updated area along the 14 Mile Road corridor. This may also spur the current owners of the golf course/club house to update their dated and unsightly entrance areas. (We can hope...)

d. The potential impact of the project on the City of Novi: As the City of Novi grows and more and more new subdivisions and homeowner associations are established, each are 'blessed' with a beautifully landscaped entrance reflective of the day's modern vision. These beautiful entrances enhance the overall appearance of the immediate area and the spill-over areas that are nearby. The current appearance of the Maples of Novi/Wakefield Road entrance is a bleak reflection of times gone by and needs to be brought up to date with what the City of Novi demonstrates not only with its city hall site but the entrances of dozens of other subdivisions or homeowner associations. As stated, this proposed project site is a highly visible and heavily traveled area along the 14 Mile Road corridor between Novi Road and Welch Road.

2. Project Feasibility

a. Commitment and capacity of requestors to carry out the program: As a member of the Maple Greens Association Board and a highly active member of the Beautification Committee, I (Janine McKay) would not pursue this project without the commitment to see it through. I was integral in the planning and implementation of the woods and wetlands project during this past year (2020) and met with, spoke with, many of the City of Novi employees involved in aiding in and approving that project. I was present each

day of the project, working with the crew, to assure the mandates of the city were carried out (preserving the tagged trees, maintaining within marked boundaries, made certain no tree was removed unnecessarily.) The Beautification Committee is committed to continuing their work about the association to maintain the areas our landscape company is not contracted to address, including the Wakefield Island.

b. Itemized account of how the money will be spent: *See enclosed Estimate #22118 in Attachments and Inclusions)*

c. The organization's fiscal responsibility and management qualifications: The Maple Greens Condominium Association budget for 2021 has been established and approved by the Board of Directors (*see included financials*). Our budget's Reserve Fund is strictly overseen and used only for emergency issues in our aging association (structural issue, retaining wall damage, irrigation repairs to an old system, etc.); issues that threaten the welfare of the unit, its occupants, and/or the properties. The Wakefield Island proposal does not fall under 'emergency' issues, though there is funding within the operational budget to aid in the project. The Beautification Committee budget may also be able to 'pitch in' a bit to help with the costs (that will have to be discussed within the committee) as we do have a small budget arrived by fundraising efforts. With the acceptance of this proposal and award of the matching grant, The Maple Greens will be able to reimburse its budget with monies spent to enhance the entrance island. Acceptance and award of this proposal will also indicate to the voting body, our co-owners, of this Board's commitment to creating improvements to our association in a fiscally responsible manner.

Uncertain as to the inquiry about 'management qualifications', our management company, Mister Management, is responsible to overseeing the daily rigors of our association, recommending contractors, scheduling all site work, etc. It is, however, the responsibility of the Board of Directors to be aware of all these actions and set to review and approve (or deny) the recommendations of our management company. Our Board of Directors are very 'hands on' and deeply involved in all projects around our association, present and recent past.

As a member of the current Board of Directors and the Maple Greens Beautification Committee, I (Janine McKay) am involved in projects regarding the grounds of the association. I am a master gardener and the 'go to' person when a question or issue arises regarding the grounds. (sort of the unofficial grounds keeper...) As stated before, I was involved in the planning and implementation of the woods/wetlands project that occurred this past year and will continue so until the project is completed in approximately 3 years. The primary focus during these years is to control the growth of invasive species (buckthorn, bittersweet vine, poison ivy). Again, the city has been informed of this project. My responsibilities for the Wakefield island project will be to secure a contractor and associated quotes, bring all information to the Board of Directors for review and approval, oversee the project when contractors are on site.

d. History of maintenance: The Beautification Committee has taken on the responsibility of maintaining the Wakefield Island and the west side of Wakefield. (The Hill Association is responsible for the east side of Wakefield). The team weeds, dead heads any spent lily, and trims the burning bushes two to three times a growing season. This is all

volunteer work. The team has also ordered bulk hardwood mulch to place within the island. Monies for this mulch has been from fundraising efforts throughout the past years. There have been no upgrades or improvement to this site. This team has been committed to the association since its inception seven (or so) years ago. The team of volunteers convene regularly to prune trees, weed in common beds, and assist co-owners with minor landscape needs not covered in our landscape contractor's contract.

II. Project Information continues:

D. How this project affects the surrounding elements: The Wakefield Island proposed project should not negatively affect the surrounding area and environment. There will be no change in grade to the site. The large spruce will remain, offering a centerpiece to the site. Our associations (The Greens and Hills) and anyone entering this area will reap the positive reward of a more updated, visually appealing, and welcoming entranceway. Additionally, maintenance to the site will be greatly reduced with the removal of the burning bushes (5 feet tall and difficult to trim) and the lilies allowing the Beautification team more time elsewhere throughout the Maple Greens.

E. Total amount to be donated through in-kind donations. It is not anticipated that there will be any in-kind donations.

F. List of proposed plants:

- | | |
|-------------------------|---------|
| 1. Boxwood "winter gem" | 39 |
| 2. Hydrangea or Grass | 12 |
| 3. Blue Fescue | 7 |
| 4. Ground Cover: Myrtle | 8 flats |
| 5. Hardwood Mulch | 10 yds |
| 6. Fieldstone | tbd |
| 7. Planting soil | 5 yds |

Part III: Funding Information

III. Funding Information

A. Estimated Total Project Costs

- a. *Per Estimate # 22118 the total cost of this project is **\$10,788.00** (it will be approximately **\$400 less if grasses are used instead of hydrangeas)***

B. Name, etc. of provider of estimate

- a. Greenlawn Landscaping Company has issued the above estimate. Brian Fraser, Manager/Owner, is the contact for the rendering and project information.
- b. Greenlawn Landscaping Company
28911 Grand River
Farmington Hills, Mi. 48336
248-474-6167

C. Total amount of funds requested upon completion.

- a. The Maple Greens Condominium will request the maximum of **\$5,000** from the City of Novi matching grant. The Maple Greens realizes their responsibility for costs over and above the reimbursement from the City of Novi.
- b. In-Kind donations: there will be no in-kind donations for this project.

D. Itemized cost for materials and services: *see Estimate # 22118*

Estimate

GREENLAWN LANDSCAPING CO.

Design • Installation • Maintenance

28911 Grand River, Farmington Hills, MI 48336
 Phone: 248 474-6167 * Fax: 248 474-6312

Date	Estimate #
1/11/2021	22118

Name / Address
Maple Green Association c/o Mister Management P.O. Box 1676 Brighton, MI 48116

Rep	Project
DSE	

Description	Qty	Cost	Total
BOXWOOD 'WINTER GEM' 18-21"	39	108.00	4,212.00
HYDRANGEA 'INCREDIBALL' #5	12	85.00	1,020.00
BLUE FESCUE 'ELIJAH BLUE' #2	7	28.00	196.00
GROUND COVER FLATS MYRTLE	8	65.00	520.00
HARDWOOD MULCH DELIVERED AND INSTALLED	10	64.00	640.00
FIELDSTONE BORDER LABOR AND MATERIAL	1	2,800.00	2,800.00
EXCAVATION FOR FIELDSTONE	1	600.00	600.00
LOWER GRADE FROM SPRUCE SOUTH APPROX 6-12"±	1	250.00	250.00
PLANTING SOIL MIX	5	60.00	300.00
DISPOSAL FEE	1	250.00	250.00
Total			\$10,788.00

Customer Signature _____

Part IV: Attachments and Inclusions

IV. Attachments

- Current budget- Maple Greens Balance Sheet and Income Statements dated 12/31 2020
- Current and previous spending on landscape and landscape maintenance:
 - All maintenance has been on a volunteer basis: Maple Greens Beautification Committee offers minor maintenance 2-3 time during the growing season (weeding, trimming, dead-heading) to this site.
 - Purchase of mulch via fundraising efforts (approximately \$200 in 2019).
- Formal Donations? None
- Written Permission or approval from the Hills Association
- Well-defined, scaled plans with complete list of plants and lighting.
- Map with project location
- Current photos of site

Balance Sheet

Cash Basis, As of 12/31/2020

Prepared By: Mister Management
P.O. Box 1676
Brighton, MI 48116-1676
(810) 225-3244
mistermanagement@gmail.com

Maple Greens Condominium Association

Assets

Current Asset

Maple Greens Condo - Citizens-Bus Checking-850-3	\$505.00
Maple Greens Condo - Huntington 6200 Bus Checking	\$1,026.24
Maple Greens Condo Assoc 6286 Operating	\$62,066.64
Total Current Asset	\$63,597.88

Fixed Asset

Maple Greens Condo - Citizens -MM - 848-1	\$241,361.37
Maple Greens Condo - Huntington 6226 MMA	\$245,070.99
Maple Greens Condo ****5542 MM	\$285,126.87
Maple Greens Condo-Huntington CD-Mat.04302021-9334	\$131,118.36
Total Fixed Asset	\$902,677.59

Total Assets

\$966,275.47

Liabilities & Equity

Equity

Retained Earnings Previous Years	(\$187,421.28)
Retained Earnings	\$1,046,047.76
Net Income	\$107,648.99
Total Equity	\$966,275.47

Total Liabilities & Equity

\$966,275.47

Income Statement

Cash Basis, From 1/1/2020 to 12/31/2020, By Quarter

Maple Greens Condominium Association

Account	1/1/2020 - 3/31/2020	4/1/2020 - 6/30/2020	7/1/2020 - 9/30/2020	10/1/2020 - 12/31/2020	Total
Income					
Additional Assessment	\$438,270.00	\$39,315.00	\$4,570.00	\$2,855.00	\$485,010.00
Association Fee Income	\$247,710.00	\$265,425.00	\$261,594.00	\$286,662.00	\$1,061,391.00
Expense Reimbursement	\$1,050.00		\$4,745.00	\$1,000.00	\$6,795.00
Interest Income	\$54.44	\$51.15	\$20.80	\$27.43	\$153.82
Late Fee Income	\$930.00	\$500.00	\$601.00	\$850.00	\$2,881.00
Misc. Income					
Misc. Income - Other	\$4,771.10	\$3,293.18	\$3,546.67	\$3,879.33	\$15,490.28
Total for Misc. Income	\$4,771.10	\$3,293.18	\$3,546.67	\$3,879.33	\$15,490.28
NSF Fee Income		\$75.00			\$75.00
Total Income	\$692,785.54	\$308,659.33	\$275,077.47	\$295,273.76	\$1,571,796.10
Expense					
Administrative Expense					
Accounting Fees		\$2,600.00	\$2,500.00		\$5,100.00
Community Events (Awards/Events)	(\$156.15)	(\$215.00)	\$117.20	\$140.00	(\$113.95)
Coupon Books	\$3.92				\$3.92
Licenses and Permits				\$20.00	\$20.00
Management Fees	\$13,824.00	\$13,824.00	\$13,824.00	\$13,824.00	\$55,296.00
Misc Admin	\$20.00	\$65.00		\$75.00	\$160.00
Miscellaneous Management Expense	\$550.00		\$120.00		\$670.00
Postage and Delivery	\$578.25	\$843.15	\$138.45	\$894.00	\$2,453.85
Print/Reproduction	\$126.75	\$244.13	\$264.01	\$205.09	\$839.98
Total for Administrative Expense	\$14,946.77	\$17,361.28	\$16,963.66	\$15,158.09	\$64,429.80
Building Maintenance					
Building Repairs	\$33,590.00	\$5,855.00	\$17,672.50	\$41,003.16	\$98,120.66
Gutter Cleaning - Contract		\$8,960.00		\$8,960.00	\$17,920.00
Painting			\$39,850.00		\$39,850.00
Roof Repairs	\$305.00	\$285.00	\$691.25	\$551.25	\$1,832.50
Siding Repairs		\$310.00	\$195.00		\$505.00
Total for Building Maintenance	\$33,895.00	\$15,410.00	\$58,408.75	\$50,514.41	\$158,228.16
Grounds					
Asphalt Maintenance	\$1,420.00		\$2,100.00	\$3,654.40	\$7,174.40
Exterior Lights	\$0.00	\$180.00	\$770.00	\$13,605.00	\$14,555.00
Grounds Concrete Maintenance		\$39,110.00	\$11,253.00	\$2,250.00	\$52,613.00
Grounds Maintenance			\$5,529.00	\$6,303.00	\$11,832.00
Irrigation			\$5,798.15	\$900.00	\$6,698.15
Irrigation - Repairs			\$17,114.35	\$7,577.15	\$24,691.50
Pest Control Contract	\$549.00	\$366.00	\$549.00	\$549.00	\$2,013.00
Tree & Shrub Maintenance	\$3,840.00	\$100.00		\$2,360.00	\$6,300.00

Income Statement

Cash Basis, From 1/1/2020 to 12/31/2020, By Quarter

Prepared By: Mister Management
P.O. Box 1676
Brighton, MI 48116-1676
(810) 225-3244
mistermanagement@gmail.com

Account	1/1/2020 - 3/31/2020	4/1/2020 - 6/30/2020	7/1/2020 - 9/30/2020	10/1/2020 - 12/31/2020	Total
Tree/Shrub Remove/Replace		\$1,653.75	\$385.00	\$3,783.00	\$5,821.75
Total for Grounds	\$5,809.00	\$41,409.75	\$43,498.50	\$40,981.55	\$131,698.80
Insurance					
Insurance Claim	\$14,464.22				\$14,464.22
Liability Insurance	\$8,112.00	\$16,912.00	\$12,682.00	\$12,438.00	\$50,144.00
W/C Insurance		\$550.00			\$550.00
Total for Insurance	\$22,576.22	\$17,462.00	\$12,682.00	\$12,438.00	\$65,158.22
Lawn/Snow Seasonal Contract					
Lawn Care		\$22,479.72	\$44,959.44	\$11,239.86	\$78,679.02
Lawn Fertilization		\$2,875.00	\$6,125.00	\$2,875.00	\$11,875.00
Snow Removal	\$51,225.28	\$25,612.64		\$47,141.98	\$123,979.90
Total for Lawn/Snow Seasonal Contract	\$51,225.28	\$50,967.36	\$51,084.44	\$61,256.84	\$214,533.92
Legal and Professional Fees					
Legal Fees - Association	\$689.00		\$790.00	\$265.00	\$1,744.00
Total for Legal and Professional Fees	\$689.00		\$790.00	\$265.00	\$1,744.00
Replacement Reserve Expense					
Additional Assessment Reserve Expense		\$512,000.00			\$512,000.00
Cable-MGCA-Reserve Expense	\$2,250.84	\$2,206.43	\$3,419.03	\$4,975.42	\$12,851.72
Reserve Expense	\$110,665.92	\$110,665.92	\$110,665.92	\$110,665.92	\$442,663.68
Total for Replacement Reserve Expense	\$112,916.76	\$624,872.35	\$114,084.95	\$115,641.34	\$967,515.40
Utilities					
Cable Expense	\$1,108.62	\$1,086.75	\$1,170.40	\$1,280.17	\$4,645.94
Electricity	\$1,343.70	\$1,335.94	\$2,389.96	\$1,835.85	\$6,905.45
Total for Utilities	\$2,452.32	\$2,422.69	\$3,560.36	\$3,116.02	\$11,551.39
Total Expense	\$244,510.35	\$769,905.43	\$301,072.66	\$299,371.25	\$1,614,859.69
Net Operating Income	\$448,275.19	(\$461,246.10)	(\$25,995.19)	(\$4,097.49)	(\$43,063.59)

Non-operating Income					
Reserve Contributions					
Additional Assessment - Reserve Contribution		\$512,000.00			\$512,000.00
Misc Income Contribution	\$2,250.84	\$2,206.43	\$3,419.03	\$4,975.42	\$12,851.72
Reserve Contributions - Other	\$110,665.92	\$110,665.92	\$110,665.92	\$110,665.92	\$442,663.68
Total for Reserve Contributions	\$112,916.76	\$624,872.35	\$114,084.95	\$115,641.34	\$967,515.40
Reserve Interest	\$1,242.31	\$1,084.05	\$1,186.85	\$307.97	\$3,821.18
Total Non-operating Income	\$114,159.07	\$625,956.40	\$115,271.80	\$115,949.31	\$971,336.58

Non-operating Expense					
Reserve Repairs/Replacement					
Building Wrapping	\$150,000.00			\$180,000.00	\$330,000.00

Income Statement

Cash Basis, From 1/1/2020 to 12/31/2020, By Quarter

Prepared By: Mister Management
P.O. Box 1676
Brighton, MI 48116-1676
(810) 225-3244
mistermanagement@gmail.com

Account	1/1/2020 - 3/31/2020	4/1/2020 - 6/30/2020	7/1/2020 - 9/30/2020	10/1/2020 - 12/31/2020	Total
Road Improvements/Asphalt - Reserves		\$50,000.00	\$389,269.50	\$18,582.00	\$457,851.50
Wetlands	\$26,500.00		\$6,272.50		\$32,772.50
Total for Reserve Repairs/Replacement	\$176,500.00	\$50,000.00	\$395,542.00	\$198,582.00	\$820,624.00
Total Non-operating Expense	\$176,500.00	\$50,000.00	\$395,542.00	\$198,582.00	\$820,624.00
Net Non-operating Income	(\$62,340.93)	\$575,956.40	(\$280,270.20)	(\$82,632.69)	\$150,712.58
Net Income	\$385,934.26	\$114,710.30	(\$306,265.39)	(\$86,730.18)	\$107,648.99

January 19th 2021

This letter is to confirm that the Maple Hills of Novi board of directors accepts and supports the landscaping improvement plan put forth by the Maple Greens Association. This plan pertains to the shared space at the entryway to the condominium complex off of 14 Miles road and Wakefield Drive.

Thanks,

A handwritten signature in black ink, appearing to read 'Donald Jorgensen', written over a horizontal line.

Donald Jorgensen, President – Maples Hills Association
Contact # 517-410-9304

Maple Hills of Novi Board of Directors

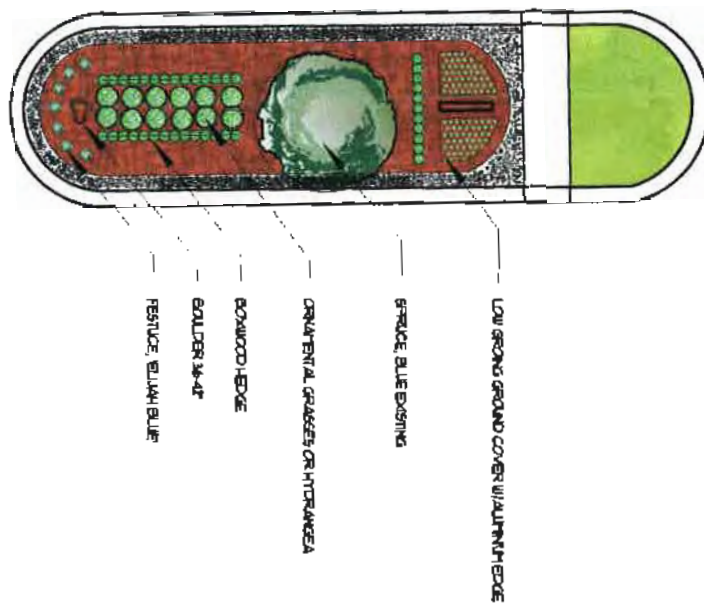
Donald Jorgensen - president

Donald Ratzel - Treasurer

Linda Kamin - secretary

Susan Rubin

THE MAPLES OF NOV 14 MILE ENTRANCE



PROPERTY NAME: THE
MAPLES OF NOV

SCALE: 1/16"=1'

DRAWN BY: BRIAN
FRASER

DATE: 01-10-21
REVISION # 1

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2091 GRAND RIVER AVENUE FARMINGTON HILL, MI 48336
OFFICE 248-474-6167 FAX 248-474-6312

List of proposed plants

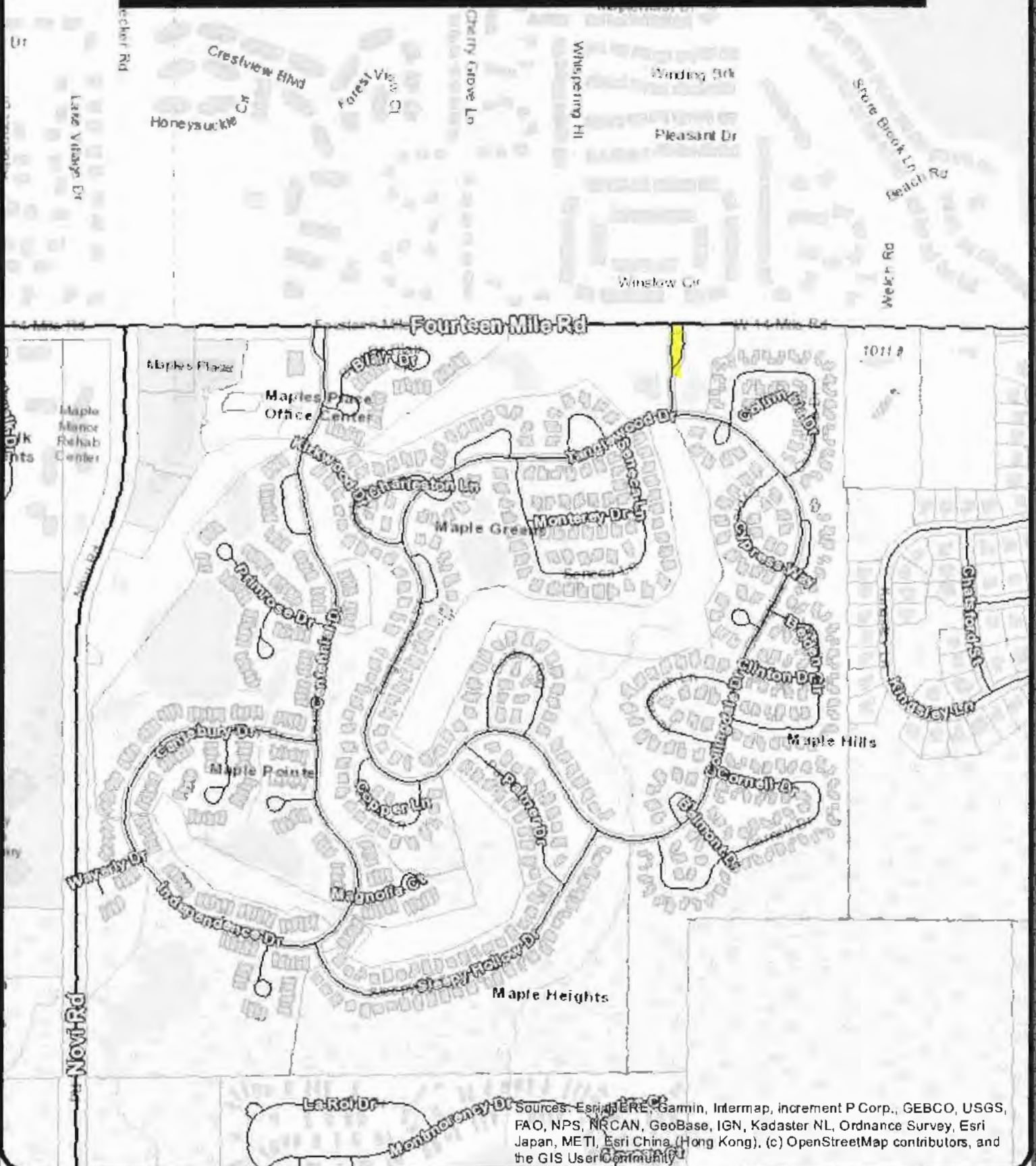
1. Boxwood "winter gem" 39
2. Hydrangea or Grass 12
3. Blue Fescue 7
4. Ground Cover: Myrtle 8 flats

Hardwood Mulch 10 yds

Fieldstone tbd

Planting soil 5 yds

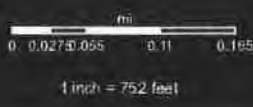
Parcel Map



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

M.P. INTERPRETATION NOTE

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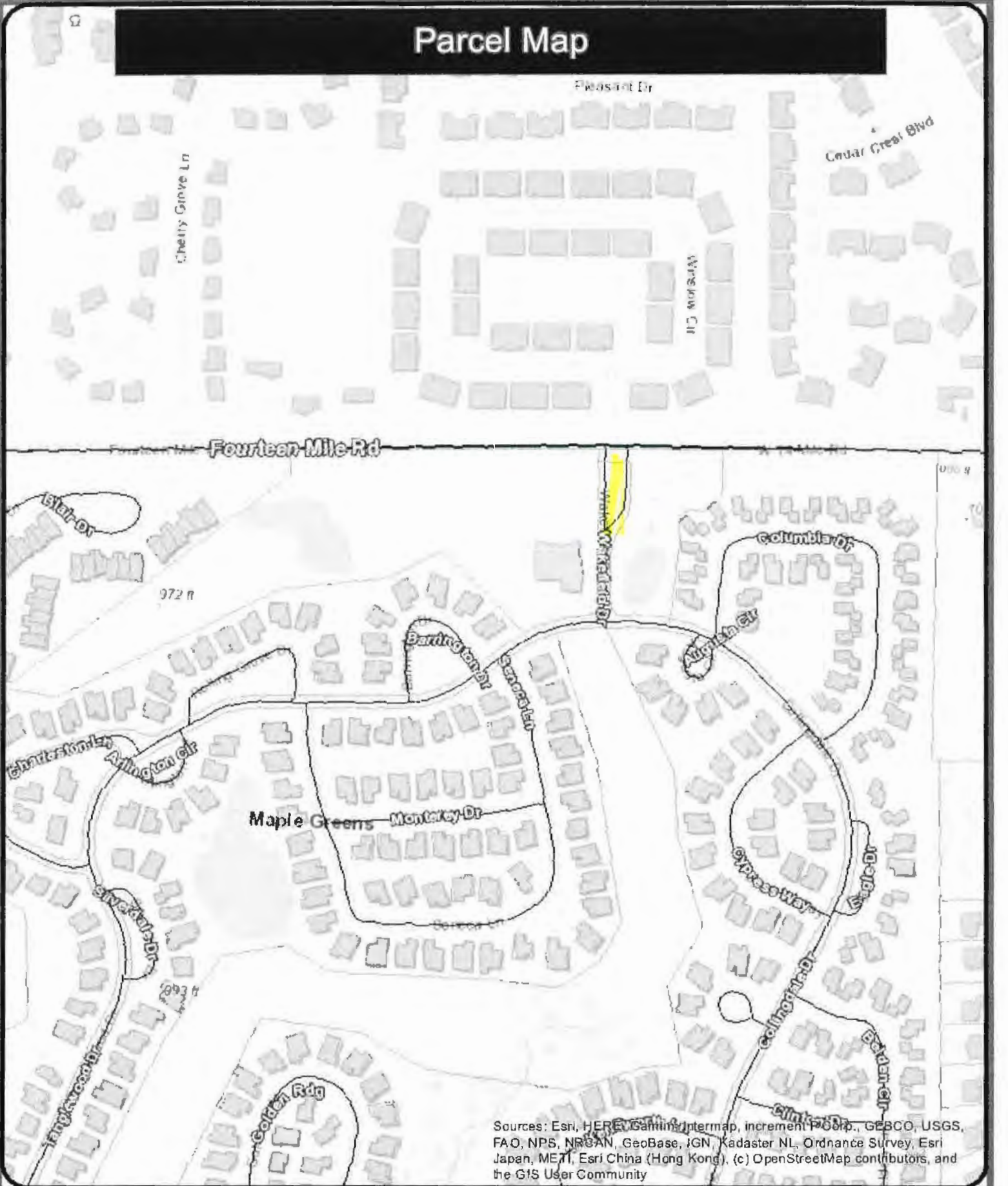


Map Print Date:
12/30/2020



City of Novi
45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Parcel Map



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

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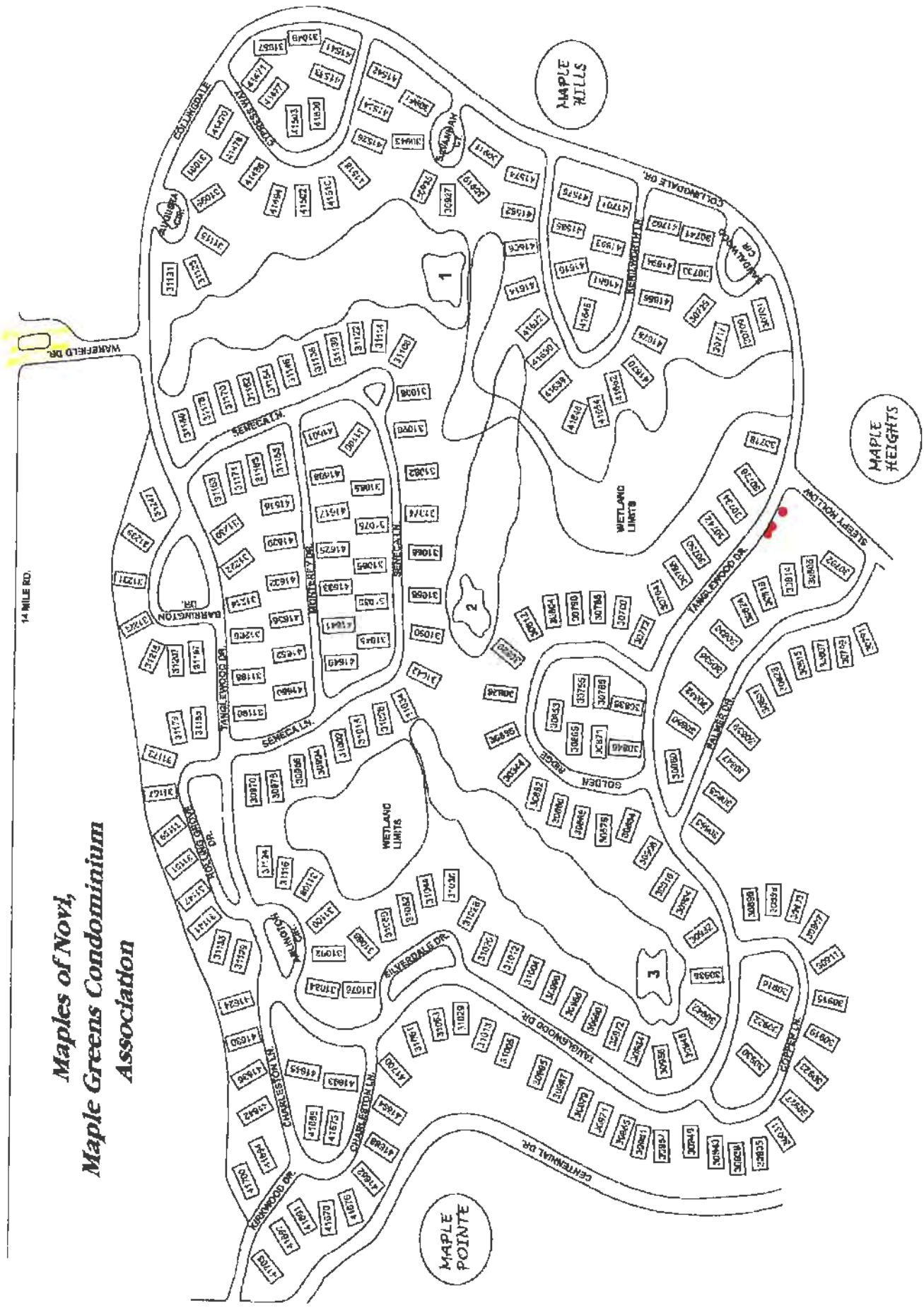


Map Print Date:
12/30/2020



City of Novi
45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

*Maples of Novi,
Maple Greens Condominium
Association*







KEEP
→
RIGHT

STOP

