



BEAUTIFICATION COMMISSION AGENDA

CITY OF NOVI

March 12, 2025 | 6:00 PM

Mayor's Conference Room

Novi Civic Center | 45175 Ten Mile Road

(248) 347-0460

CALL TO ORDER

ROLL CALL - Gareth Crawford, Yogesh Kumar, Jan Lach, Dinesh Seksaria, Mary Angela Winter, Torry Yu

APPROVAL OF AGENDA

APPROVAL OF MINUTES

[January](#) 8, 2025 Minutes

PURPOSE OF THE MEETING

[2025](#) Neighborhood Entryway Enhancement Matching Grant Program

- a) Berkshire Pointe
- b) Chamberlin Crossing
- c) Lockmoor Village
- d) The Enclave
- e) Vista Hills

PUBLIC COMMENT

ADJOURNMENT

UPCOMING MEETINGS – 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10

UPCOMING EVENTS –

Arbor Day Celebration (Saturday, April 26, 9:00 a.m. – 12:00 p.m.)

Perennial Exchange (Saturday, September 20, 9:00 – 11:00 a.m.)

NOTICE: *People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.*

Beautification Commission Minutes
Wednesday, January 8, 2025
6:00 pm
Novi Civic Center
45175 10 Mile Rd.
Mayor's Conference Room

Call to Order: 6:01 pm

Roll Call: Gareth Crawford, Yogesh Kumar, Jan Lach, Christen Pietraz, Laura Williams, Mary Angela Winter, Torry Yu

Present: Gareth Crawford, Yogesh Kumar, Jan Lach, Mary Angela Winter, Torry Yu

Absent Excused: Laura Williams

Absent: Christen Pietraz

Approval of Agenda: Motion: Winter; Seconded: Kumar; Approved: 5:0

Approval of Minutes – November 13, 2024: Motion: Yu; Seconded: Winter; Approved: 5:0

New Business:

1. 2025 Social Media Engagement Planning

The Commission reviewed suggestions from Staff Liaison Oppermann for the 1st quarter of 2025. The main focuses suggested were Neighborhood Entryway Enhancement Matching Grant Program throughout January and the preparation for Honeybees in Spring the remaining months. Additional suggestions for later in the year were made including the importance of water sources to bees, the water use ordinance, Christmas tree disposal options, and recommendations for plants to attract specific pollinators (IE plants for hummingbirds, plants for bees, plants for butterflies, etc.). Commissioner Kumar noted the goal of creating a strong social media engagement identity in 2025 is creating greater awareness of the Beautification Commission and its efforts among general public, having “people talking about the Commission by the end of 2025”.

Roundtable Discussion:

Commissioner Crawford suggested that a grant for pollinator/bee gardens be considered. The Commission also suggested that in years ahead (starting with 2026 cycle) that there should be additional encouragement/incentive for applicants to the Novi Neighborhood Entryway Enhancement Matching Grant Program to include native pollinator friendly plants in their landscape plans. Councilmember Kumar made a suggestion that we consider adding Whatsapp to our social media efforts.

Public Comment: none

Adjournment: 7:11 pm

Motion: Lach; Seconded: Yu; Approved: 4:0

Upcoming Meetings: 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10

Neighborhood Entryway Enhancement Matching Grant Program - 2025

0 = project does not meet this criterion

1 = project partially meets the criterion

2 = project fully meets the criterion

Criteria	Subdivision				
	Berkshire Pointe	Chamberlin Crossing	Lochmoor Village	Enclave Condominiums	Vista Hills
1. Subdivision is more than 10 years old					
2. Improves safety					
3. Reduces environmental impact					
4. Improvement from the existing conditions					
5. Positive impact along visible areas of the city					
6. Permanent physical improvement and is not on-going or routine maintenance					
7. Proposed costs appear reasonable					
8. Use of sustainable materials					
Total Points					

Comments:

2025 Entryway Grant Program Applicants										
Subdivision	Contact	Proposal	Total Project Cost	Requested Grant Contribution	Previously Awarded Grant?	Engineering Permit Needed?	Sign Permit Needed?	Notes/Concerns	Staff Recommendation	Beautification Commission Recommendation
Berkshire Pointe	Anirban Sarkar, HOA Treasurer	Sod, Replacement Sprinkler Head, Shrubs and Ornamental Trees (<i>Hydrangea</i> <i>Hydrangea macrophylla</i> and <i>Boxwood</i> <i>Buxus sempervirens</i>)	Est. \$10,000.00** **estimated by treasurer on market rates, no contractor quote provided	\$5,000.00	No, 1st time applicant	Yes, due to irrigation system	No	Subdivision is 8 years old Sprinkler/water line may fall under a construction bond issue	No	
Chamberlin Crossing	Jason Atkinson, HOA President	Removal of Fence, Updated/Enhanced Landscape plantings (Basalm Fir <i>Abies balsamea</i> , Red Bud <i>Cercis canadensis</i> , Limelight <i>Hydrangea</i> <i>Hydrangea paniculata</i> 'Limelight'), Roxanne Geranium, Boxwood <i>Buxus sempervirens</i>), landscape boulders, Mulch, new monument sign, new irrigation, paver walls and pillars	\$49,200.00	\$5,000.00	No, 1st time applicant	Boulders NOT permitted in ROW/crash zone Should provide plan for irrigation system to Engineering	Yes, sign permit and sign foundation permit	Subdivision is 9 years old Mix of native and non-native plants Gate not be permitted due to public street status	Yes - Conditioned on revising plan to remove boulders and gate	
Lochmoor Village	Rich Dixon, HOA President	Refresh of landscaping (Green Velvet Boxwood, Russian Cypress, "tiny tuff stuff" hydrangea)	\$5,633.00	\$2,816.50	No, 1st time applicant	No	No	30 years old Non-native plants only in proposal	Yes	
The Enclave Condominiums	Karyn Lange, HOA Secretary	Parking Area lighting	\$40,793.00	\$5,000.00	No, 1st time applicant	No	No	40 years old The work described is not aligned with Grant	No - this is outside of the purview of the grant	
Vista Hills	Kidambi Kannan, HOA Board Secretary	Two sub entrances, Refresh of landscaping (Green Velvet Hybrid Boxwood, Miscanthus Variegated Grasses, Karl Forester Grasses, Japanese Forest Grass, Myrtle, Periwinkle, Miss Kim Drawf Lilac)	\$12,066.00	\$5,000.00	Yes, 2016 cycle	no	No	29 years old Invasive Vinca minor (periwinkle/myrtle) shown on plan CANNOT be installed	Yes - Conditioned on revising plan to remove invasive	

Total Requested: \$22,816.50

Staff Recommended: \$15,000

BAC Recommended:

Staff Review

Comments from BAC Staff Liaison:

Berkshire Pointe

- This work is primarily restoration to damage done during Wixom Rd project (plantings in ROW are not eligible for replacement. Only grass/sprinkler lines/etc.)
- Per the Department of Public Works, the sprinkler line was reinstalled and operational but was unable to be tested as Berkshire Pointe's contractor from the time went out of business.

Chamberlin Crossing

- Will require both a sign permit and a sign foundation permit
- Consider approval with understanding that the applicant may not install large boulders in ROW (IE center island bed) or an entryway fence on a public roadway
- The Addition of an entryway sign will help with visibility to drivers, especially those unfamiliar with the subdivision

Lochmoor Village

- Application is very sparse but the work itself is not objectionable

The Enclave Condominium

- The proposed work *does not meet the requirements of the grant*, it addresses only parking lot lighting not the beautification of an entranceway. Furthermore, the development is on a private road area, not clearly visible from the public right-of-way (as stipulated in Program Guide Section C)

Vista Hills

- Proposed landscape includes a substantial amount of *Vinca minor* (periwinkle/myrtle). *Vinca minor* is considered an invasive species in Michigan and is therefore prohibited under the City's [Landscape Design Manual](#) (section 9c).
- Consider approval with condition that landscape plan be revised with a different (ideally native) ground cover in place of proposed invasive species. The revised plan should be submitted for approval by Landscape Architect R. Meader

Comments from Landscape Architect:

Berkshire Pointe

- Seed could be used to fill in the gaps (complete resodding is not necessary)
- No native plants are proposed
- The subdivision isn't very old, and no new elements are proposed
- Grant Recommendation: No

Chamberlin Crossing

- The subdivision currently has no identifying sign (only street sign)
- Proposal includes native plants: 2 redbud trees and 10 balsam firs

- Non-natives include boxwood, hydrangea and Roxanne geraniums
- The entire entry area proposal should be shown to scale, including the new center island they discuss and the sign locations relative to the right-of-way line to be sure it is out of the right-of-way.
- Only the new signs and associated landscaping are shown, no plan is proposed for the center island
- It is in a relatively high-profile location given its location near ITC Sports Park
- Grant Recommendation: Yes

Lochmoor Village:

- Mostly old plants being replaced with new ones
- No native species are used
- No plan is given – only a landscape estimate
- Grant Recommendation: Yes

The Enclave:

- This project does not address the entry – only interior lighting
- Grant Recommendation: No (the work isn't entryway-related)

Vista Hills:

- No native species are used
- Invasive myrtle/periwinkle is used - not allowed
- Existing rocks not shown on plans (should be clearer on where things are located)
- Fineline buckthorns must be replaced with some other species as buckthorns are not allowed
- Improving the fence material mentioned for future years would be a better use of the grant money
- Grant Recommendation: No (work is all basically maintenance/clean-up related with nothing permanent is proposed)

I don't think we should feel obligated to fund projects that don't meet the goals and spirit of the program, which are spelled out in the opening paragraph of the application and in Section C.1. Many of these are primarily focused on clean up, fill-in or general maintenance.

Comments from Engineering:

Berkshire Pointe

- will need a Right-of-way (ROW) permit, due to the underground boring for irrigation system

Chamberlin Crossing

- Will need to provide a plan for the new Irrigation system, to determine if a ROW permit is required.
- "Large boulders" not permitted in the ROW & crash zone.
- An entryway gate is not permitted as Chamberline Court is a public drive.

Lochmoor Village

- Does not require a ROW permit

The Enclave Condominium

- Replacing light poles in the same location as the existing ones, ROW permit would not be required.

Vista Hills

- Does not require a ROW permit

Comments from Code Compliance:

- No comments

Neighborhood Entryway Enhancement Matching Grant Program

2025 Award Cycle



(248) 347-0445

EntrywayGrant@cityofnovi.org

Table of Contents

Grant Program Explanation	2
Selection Criteria & Evaluation Process	2
Grant Application	5
Checklist	7
Invasive Plant List	9

Neighborhood Entryway Enhancement Matching Grant Program

A. 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, such as adding or modifying entrance signs, constructing flower beds, planting trees and shrubs, upgrading lighting, and making other entryway-related improvements. A neighborhood is not eligible to be awarded a grant in consecutive years.

B. Application and Selection Process

1. Grant applications (Attachment 1) will be accepted once per calendar year.
2. Final grant applications must be submitted to the City Manager's office by January 31, 2025. The application may be submitted electronically to EntrywayGrant@cityofnovi.org.
3. The City Manager may request additional information or clarification. It is recommended that applications be submitted as early as possible to allow time for revisions to be submitted. Applications will be reviewed to verify the grant application is complete and accurate and complies with the requirements set forth in this document.
4. Recommendation for approval of qualifying projects will be provided by the Beautification Committee using a points system (Attachment 2).
5. Final grant awards are approved by the Novi City Council. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
6. All grant applicants will be notified regarding City Council's final decision after decisions are announced.

The following information will be required as an attachment along with the application:

- The association/property owner'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/property owner 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/property owner must submit formal documentation from the donating entity on company letterhead confirming their specific donation for the project.

- Documentation reflecting the association/property owner's current and previous spending on landscape and landscape maintenance.

C. Project Policies and Qualification Criteria

1. To qualify, projects must be located at the entrance of to a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction or installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, and streetscape amenities. Work involving routine maintenance, installation or removal of annual plants, or other recurring tasks is not eligible.
2. The project must comply with City of Novi ordinances and regulations, Novi Residential Entryway Signage requirements, and state and local laws.
3. If there is an impact on property owners or other non-city agencies (e.g., road commission) written permission and approval of the project from the appropriate entity must be obtained and provided.
4. Projects are encouraged to be environmentally sensitive and be of a sustainable nature. The project may not include the use of invasive species. Please refer to the City's prohibited species list in section 9c of the City's [Landscape Design Manual](#). A list of commonly used invasive species is included as Attachment 3.
5. The neighborhood or Homeowner's Association has not been awarded a grant in the previous two years.

D. Project Cost Reimbursement Process

1. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion.
2. Grant project funding requires at least an equal (1:1) match from the Homeowner's 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.**
3. 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/property owner must submit formal documentation from the donating entity on company letterhead confirming their specific donation for the project.
4. The amount awarded will be reimbursed upon successful completion of the project, verification of conformance with all standards of the program, and proof that all necessary permits were obtained.
5. The City of Novi will disburse the awarded amount directly to the applicant (not the contractor) upon proof of payment of the applicant's cost and proof of completion

of the entire project. The request for reimbursement and proof of project completion must be made by October 31, 2025.

6. An applicant is limited to no more than one award every two years. *Example: If an organization/homeowner association is awarded in 2022, it is eligible to reapply in 2025.* To add further clarification the HOA would have to sit out the grant cycles for 2023 and 2024. This allows the City to provide assistance to as many interested neighborhoods as possible.
7. Grants are made with the understanding that the City is in no way obligated to provide further financial or management assistance to ensure that a project is completed. Property is and will continue to be maintained by the Homeowner's Association into the future.
8. Project work must not begin, and permits shall not be obtained until grant approval from City Council.
9. Projects are encouraged to be environmentally sensitive and be of a sustainable nature.
10. All selected projects must comply with City of Novi Ordinances, as well as state and local laws, and all 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: or contact Code Compliance at (248 735-5678). The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by October 31, 2025.
11. Priority will be given to projects that abide by the regulations listed in the City's Residential Entryway Signage document. These regulations can also find be found on the City of Novi's [website](#). It is encouraged that applicants meet with Community Development personnel to ensure that their project abides by these regulations, prior to grant application submittal.
12. Grant applications will be accepted once per calendar year. Recommendation for approval of qualifying projects will be provided by the Beautification Committee for final grant approval by Novi City Council. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

Attachment 1. Neighborhood Entryway Enhancement Matching Grant Application

Due Date: January 31, 2025, by 5:00pm

Please answer the questions below in a separate document. Questions must be presented in the same order they are presented below. Applications will not be considered if any requested documentation is not included.

I. Applicant Information

- a. Homeowner's Association or Property Name
- b. Age of the subdivision or neighborhood where the work will be done
- c. First-time Applicant? If not, please list the date of last application submission.
- d. Project Leader
 - Office Held/Position within organization
 - Address
 - Telephone
 - E-Mail

II. Project Information

- a. Provide a clear detailed description of the project's purpose, plan and design, including the existing conditions, specific need, and public benefit.
- b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area.
- c. Provide the proposed project area's location. Please provide a written description of the specific location of the project along with an attached map with the location clearly marked. City maps can be found on the City of Novi website's [map gallery](#).
- d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section.

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 and attach written permission or approval from the necessary entity.
- e. Provide a detailed list all proposed plants, if any, intended to be used in the project. Include the plant's common name and Latin name. Please refer to the City's prohibited species list in section 9c of the City's [Landscape Design Manual](#).

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 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 organization with an additional \$2,000 from the organization*), please provide the amount of the additional cost.
- e. Total amount to be donated through in-kind donations and/or cash assistance.
- Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).
 - Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project
- f. Itemized unit and total cost estimates

EXAMPLE:

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

IV. Attachments

Please include:

- The association/property'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/property'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

Attachment 2. Beautification Commission Project Grading System

Projects are evaluated using a 0-, 1-, and 2-point system.

0 = project does not meet this criterion

1 = project partially meets the criterion

2 = project fully meets the criterion

Criteria	Points
1. Subdivision is more than 10 years old	
2. Improves safety	
3. Reduces environmental impact	
4. Improvement from the existing conditions	
5. Positive impact along visible areas of the city	
6. Permanent physical improvement and is not on-going or routine maintenance	
7. Proposed costs appear reasonable	
8. Use of sustainable materials	
Total	

Project is a permanent, physical improvement located at the entrance of the neighborhood, and is not on-going or routine maintenance.

Checklist

- ☐ Your Association did not receive City of Novi Neighborhood Entryway Enhancement grant funding in 2022 or 2023.
- ☐ 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.

Attachment 3. Invasive Plant List

The list below contains the invasive plant species which are unsuitable for this project. For a more comprehensive look, please refer to the [Michigan Invasive Plant Species List](#). 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*

Burning Bush – *Euonymus alatus*

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*

Applicant Information

a. Homeowner's Association or Property Name : Berkshire Pointe

b. Age of the subdivision or neighborhood where the work will be done:

8 Years.

Entrance of the sub-division

c. First-time Applicant? If not, please list the date of last application submission.

YES

d. Project Leader : Anirban Sarkar

Office Held/Position within organization – Treasurer of HOA

- Address: 27652 Hartwick Cir, NOVI, MI - 48374
- phone: 313-510-8136
- email: anirban77sarkar@gmail.com

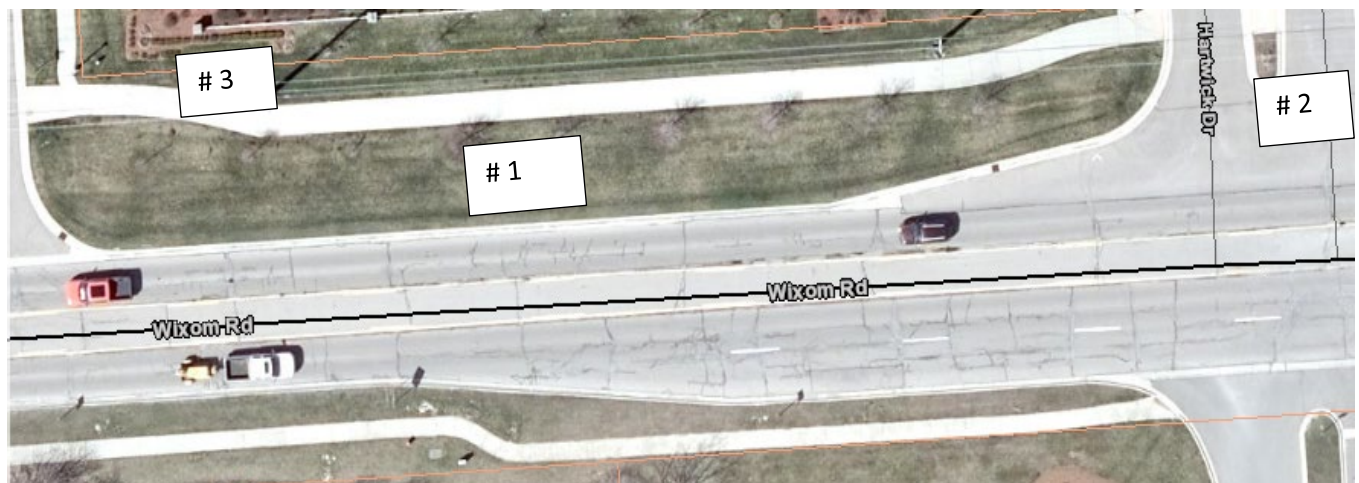
Project Information**Description:**

- Sod Reinstatement: Reinstall sod within the marked area 1 on the map, approximately 6 feet wide along Wixom Road, extending 400 feet from the edge of the road. Total area approximately 2400 sq ft. Sod got disturbed due to the construction activities along Wixom Road, between Harrier Pl Entrance and Hartwick Dr Entrance
- "Re-install a sprinkler head of the center island at the main entrance (Hartwick Drive). This will involve extending the existing water line at the flower bed. Extend the line approximately 2 feet under the concrete, following a straight path to the island, using a horizontal boring method to minimize surface disruption. Existing water line was dug out by public works contractor and was not replaced properly.
- Shrubbery Update: Plant new shrubs and 2 ornamental trees (such as Hydrangea) along the Harrier Place entrance. The planting area is approximately 20 feet long, and shrubs should be spaced evenly within this area, including removal of dead shrubs

Location:

Projects will be front area of the community, including two entrances and the area which is along Wixom Road. This location is clearly visible from the public right of way. The project locations are marked in the below map.

- Sod Reinstatement: Reinstall sod within the marked area 1 on the map, approximately 6 feet wide along Wixom Road, extending 400 feet from the edge of the road. Total area approximately 2400 sq ft
- Sprinkler Head Replacement: Replace sprinkler head at location 2 on the map.
- Plant new shrubs along the Harrier Place entrance as indicated by Location 3 on the map.



Pic 1- Map

Justification:

During the construction activities that took place on the Wixom Road, contractors tore up the SOD along the Wixom Road (between Harrier Place Entrance and Hartwick Drive). This SOD was not properly replaced by the contractors. Several large patches within this area are completely bare, while other areas have sparse grass growth with weed infestation, which gives a bad appearance to the area.

During the construction activities, public works contractor removed our front island (at the Harrier Place entrance) and later reinstalled it. However, they failed to replace the water line that irrigates the flower bed. As a result, the front island

cannot be properly planted with a good flower bed due to lack of irrigation. Before picture is displayed below (Pic 3).

Update the existing shrubbery near the Harrier Place entrance by increasing its density and adding new perennial flowering plants such as hydrangeas.

As per our assessment, there are no negative effects to property owners or non-city agencies.

Below Picture shows the Before and after pictures



Pic 2 : Before- construction work. Sod Along the Wixom Road



Pic 3: Front Island Flower Bed – with sprinkler set up

After construction work



Pic 4 : After- construction work. Sod Along the Wixom Road



Pic 5: Front Island Flower Bed – with sprinkler set up

Proposed Plants:

- Hydrangea: *Hydrangea macrophylla*
- Boxwood : *Buxus sempervirens*

Funding Information

Total project costs for the project: 10000.00 USD

Amount of Project requested: 5000 USD

Amount of Additional cost: N.A

Itemized unit and total cost estimates: These unit costs are calculated based on current market rates, as collected from online sources and our previous quotes from landscaping vendors. Due to the winter weather and snow-covered ground, most of our vendors were unable to visit the area to provide an on-site quote

ITEM	Unit	COST/UNIT	Total	Additional Info:
SOD	850 nos	6	5100	Area = 400*5 feet =2000sqft
Top Soil			400	
Boxwood	15	100	1500	
Hydrangea Tree	2	400	800	
Labor (SOD + Boxwood)	100	20	2000	
Reinstall sprinkler- Including water line under concrete + labor	1	1000	1000	
Total Project Cost			10000	

Budget Summary With Notes

Berkshire Pointe

Operating

2025 Budget Draft

	2023 Actual	2024 Budget	2024 Projected	2025 Budget	Budget % Change	Monthly Budget
Accounts Payable						
2060 -- Insurance Payable	0.00	0.00	0.00	0.00	0.00%	0.00
Total Accounts Payable	0.00	0.00	0.00	0.00	0.00%	0.00
Other Liabilities						
2026 -- New Account Setup Fee	0.00	0.00	0.00	0.00	0.00%	0.00
Total Other Liabilities	0.00	0.00	0.00	0.00	0.00%	0.00
Total Operating Liabilities	0.00	0.00	0.00	0.00	0.00%	0.00
Assessment Income						
4000 -- Association Fees	62,640.00	61,920.00	62,640.00	67,860.00	9.59%	5,655.00
Board agreed to raise dues to \$780 for 2025						
Total Assessment Income	62,640.00	61,920.00	62,640.00	67,860.00	9.59%	5,655.00
Collections Income						
4700 -- Collection Processing Fees	0.00	0.00	0.00	0.00	0.00%	0.00
4705 -- NSF Service Fees	0.00	0.00	30.00	0.00	0.00%	0.00
4710 -- Late Fees & Interest	0.00	0.00	0.00	0.00	0.00%	0.00
4720 -- Legal Reimbursements	1,960.93	0.00	0.00	0.00	0.00%	0.00
Total Collections Income	1,960.93	0.00	30.00	0.00	0.00%	0.00
Other Income						
4810 -- Compliance Fines	175.00	0.00	0.00	0.00	0.00%	0.00
Total Other Income	175.00	0.00	0.00	0.00	0.00%	0.00
Investment Income						
4905 -- Reserve Contribution Income	0.00	0.00	0.00	0.00	0.00%	0.00
Total Investment Income	0.00	0.00	0.00	0.00	0.00%	0.00
Total Operating Income	64,775.93	61,920.00	62,670.00	67,860.00	9.59%	5,655.00
Administrative						
5025 -- Collection Charges	0.00	0.00	0.00	0.00	0.00%	0.00
5030 -- Account Management Fee	70.00	1,001.04	337.04	1,013.00	1.19%	84.42
Account management fee .97*86*12=1001.04						
5090 -- Office Supplies	351.86	600.00	249.09	700.00	16.67%	58.33
Office supply bundle and misc. office supplies						
5115 -- Web Site Maintenance	0.00	0.00	0.00	0.00	0.00%	0.00

Budget Summary With Notes

Berkshire Pointe

Operating

2025 Budget Draft

	2023 Actual	2024 Budget	2024 Projected	2025 Budget	Budget % Change	Monthly Budget
Administrative						
5195 -- Other Administrative Services Moved to office supplies	357.40	0.00	247.50	0.00	0.00%	0.00
5210 -- Printing/Copying	1,010.05	1,100.00	497.60	1,100.00	0.00%	91.67
5215 -- Postage	602.64	115.00	83.85	150.00	30.43%	12.50
6300 -- Fees & Permits	20.00	20.00	0.00	20.00	0.00%	1.67
7000 -- Accounting/Audit 750+1099 fee	810.00	850.00	750.00	850.00	0.00%	70.83
7020 -- Legal	6,350.46	4,170.00	4,447.00	4,500.00	7.91%	375.00
Total Administrative	9,572.41	7,856.04	6,612.08	8,333.00	6.07%	694.42
Communications						
5200 -- Community Events	150.00	300.00	100.00	0.00	(100.00%)	0.00
Total Communications	150.00	300.00	100.00	0.00	(100.00%)	0.00
Insurance						
5400 -- Insurance Premiums 1203*1.03+350=1589.09	1,677.00	2,200.00	2,622.00	3,000.00	36.36%	250.00
Total Insurance	1,677.00	2,200.00	2,622.00	3,000.00	36.36%	250.00
Utilities						
6000 -- Electric Service	1,661.77	1,000.00	1,396.73	1,400.00	40.00%	116.67
6025 -- Water Service	9,108.31	9,000.00	2,655.28	4,000.00	(55.56%)	333.33
6030 -- Sewer Service	0.00	0.00	0.00	0.00	0.00%	0.00
6035 -- Trash and Recycling Service For monthly trash emptying for park	0.00	600.00	200.00	600.00	0.00%	50.00
6050 -- Telephone Service	210.00	0.00	122.50	0.00	0.00%	0.00
Total Utilities	10,980.08	10,600.00	4,374.51	6,000.00	(43.40%)	500.00
Landscaping						
6100 -- Grounds Mulch 2025	0.00	5,000.00	2,991.00	4,000.00	(20.00%)	333.33
6110 -- Landscape Repair & Maintenance Current contraact \$14508. Requesting bids for 2023	19,101.00	18,000.00	16,320.50	20,000.00	11.11%	1,666.67
6165 -- Tree Removal/Replacement Tree services for 2025	0.00	750.00	3,920.00	4,000.00	433.33%	333.33
6200 -- Irrigation Repair & Maintenance	4,213.75	2,500.00	2,787.50	3,000.00	20.00%	250.00

Budget Summary With Notes

Berkshire Pointe

Operating

2025 Budget Draft

	2023 Actual	2024 Budget	2024 Projected	2025 Budget	Budget % Change	Monthly Budget
Landscaping						
6418 -- Ponds/Fountains	0.00	300.00	1,850.00	0.00	(100.00%)	0.00
Total Landscaping	23,314.75	26,550.00	27,869.00	31,000.00	16.76%	2,583.33
Contracted Services						
6442 -- Snow Removal Services	0.00	0.00	0.00	0.00	0.00%	0.00
Total Contracted Services	0.00	0.00	0.00	0.00	0.00%	0.00
Repair & Maintenance						
6430 -- Janitorial Services	1,306.00	0.00	778.00	0.00	0.00%	0.00
6434 -- Exterminating	0.00	0.00	0.00	0.00	0.00%	0.00
6515 -- Building Repair & Maintenance	0.00	0.00	0.00	0.00	0.00%	0.00
6530 -- Common Areas Repair & Maintenance	175.00	400.00	200.00	2,638.36	559.59%	219.86
6585 -- Fountain/Pond/Lake Repair & Maintenance Per JC Waters contract	1,925.00	2,275.00	694.00	2,575.00	13.19%	214.58
6600 -- General Repair & Maintenance	0.00	1,000.00	333.00	1,200.00	20.00%	100.00
6640 -- Lighting Supplies/Repair & Maintenance Holiday Decor Contract	0.00	850.00	1,755.00	2,110.00	148.24%	175.83
Total Repair & Maintenance	3,406.00	4,525.00	3,760.00	8,523.36	88.36%	710.27
Professional Services						
7025 -- Legal Services - Collections	0.00	0.00	0.00	0.00	0.00%	0.00
7030 -- Legal Services - General Counsel	0.00	0.00	0.00	0.00	0.00%	0.00
7040 -- Management Fees Pending signed revised management agreement 2025-3% increase 848.72 per month	9,600.00	9,888.00	9,888.00	10,184.64	3.00%	848.72
7095 -- Other Professional Services Meeting attendance	210.00	0.96	(0.04)	400.00	41566.67%	33.33
Total Professional Services	9,810.00	9,888.96	9,887.96	10,584.64	7.03%	882.05
Other Expenses						
9105 -- Reserve Contribution Expense	6,192.00	0.00	0.00	419.00	0.00%	34.92
Total Other Expenses	6,192.00	0.00	0.00	419.00	0.00%	34.92
Total Operating Expense	65,102.24	61,920.00	55,225.55	67,860.00	9.59%	5,654.99
Total Operating Net Income / (Loss)	(326.31)	0.00	7,444.45	0.00	0.00%	0.01

Budget Summary With Notes
Berkshire Pointe
Reserves
2025 Budget Draft

	2023 Actual	2024 Budget	2024 Projected	2025 Budget	Budget % Change	Monthly Budget
Investment Income						
4905 -- Reserve Contribution Income	6,192.00	0.00	0.00	0.00	0.00%	0.00
4910 -- Interest Earned - Reserve Accounts	284.79	0.00	182.47	0.00	0.00%	0.00
Total Investment Income	6,476.79	0.00	182.47	0.00	0.00%	0.00
Total Reserves Income	6,476.79	0.00	182.47	0.00	0.00%	0.00
Other Expenses						
9105 -- Reserve Contribution Expense	0.00	0.00	0.00	0.00	0.00%	0.00
Total Other Expenses	0.00	0.00	0.00	0.00	0.00%	0.00
Reserve Expenses						
9826 -- Common Area Expenses	(6,212.00)	0.00	0.00	0.00	0.00%	0.00
Total Reserve Expenses	(6,212.00)	0.00	0.00	0.00	0.00%	0.00
Total Reserves Expense	(6,212.00)	0.00	0.00	0.00	0.00%	0.00
Total Reserves Net Income / (Loss)	12,688.79	0.00	182.47	0.00	0.00%	0.00

Budget Summary With Notes

Berkshire Pointe

All Department Summary

2025 Budget Draft

	2023 Actual	2024 Budget	2024 Projected	2025 Budget	Budget % Change	Monthly Budget
Accounts Payable						
2060 -- Insurance Payable	0.00	0.00	0.00	0.00	0.00%	0.00
Total Accounts Payable	0.00	0.00	0.00	0.00	0.00%	0.00
Other Liabilities						
2026 -- New Account Setup Fee	0.00	0.00	0.00	0.00	0.00%	0.00
Total Other Liabilities	0.00	0.00	0.00	0.00	0.00%	0.00
Total All Department Summary Liabilities	0.00	0.00	0.00	0.00	0.00%	0.00
Assessment Income						
4000 -- Association Fees	62,640.00	61,920.00	62,640.00	67,860.00	9.59%	5,655.00
Total Assessment Income	62,640.00	61,920.00	62,640.00	67,860.00	9.59%	5,655.00
Collections Income						
4700 -- Collection Processing Fees	0.00	0.00	0.00	0.00	0.00%	0.00
4705 -- NSF Service Fees	0.00	0.00	30.00	0.00	0.00%	0.00
4710 -- Late Fees & Interest	0.00	0.00	0.00	0.00	0.00%	0.00
4720 -- Legal Reimbursements	1,960.93	0.00	0.00	0.00	0.00%	0.00
Total Collections Income	1,960.93	0.00	30.00	0.00	0.00%	0.00
Other Income						
4810 -- Compliance Fines	175.00	0.00	0.00	0.00	0.00%	0.00
Total Other Income	175.00	0.00	0.00	0.00	0.00%	0.00
Investment Income						
4905 -- Reserve Contribution Income	6,192.00	0.00	0.00	0.00	0.00%	0.00
4910 -- Interest Earned - Reserve Accounts	284.79	0.00	182.47	0.00	0.00%	0.00
Total Investment Income	6,476.79	0.00	182.47	0.00	0.00%	0.00
Total All Department Summary Income	71,252.72	61,920.00	62,852.47	67,860.00	9.59%	5,655.00
Administrative						
5025 -- Collection Charges	0.00	0.00	0.00	0.00	0.00%	0.00
5030 -- Account Management Fee	70.00	1,001.04	337.04	1,013.00	1.19%	84.42
5090 -- Office Supplies	351.86	600.00	249.09	700.00	16.67%	58.33
5115 -- Web Site Maintenance	0.00	0.00	0.00	0.00	0.00%	0.00
5195 -- Other Administrative Services	357.40	0.00	247.50	0.00	0.00%	0.00
5210 -- Printing/Copying	1,010.05	1,100.00	497.60	1,100.00	0.00%	91.67

Budget Summary With Notes

Berkshire Pointe

All Department Summary

2025 Budget Draft

	2023 Actual	2024 Budget	2024 Projected	2025 Budget	Budget % Change	Monthly Budget
Administrative						
5215 -- Postage	602.64	115.00	83.85	150.00	30.43%	12.50
6300 -- Fees & Permits	20.00	20.00	0.00	20.00	0.00%	1.67
7000 -- Accounting/Audit	810.00	850.00	750.00	850.00	0.00%	70.83
7020 -- Legal	6,350.46	4,170.00	4,447.00	4,500.00	7.91%	375.00
Total Administrative	9,572.41	7,856.04	6,612.08	8,333.00	6.07%	694.42
Communications						
5200 -- Community Events	150.00	300.00	100.00	0.00	(100.00%)	0.00
Total Communications	150.00	300.00	100.00	0.00	(100.00%)	0.00
Insurance						
5400 -- Insurance Premiums	1,677.00	2,200.00	2,622.00	3,000.00	36.36%	250.00
Total Insurance	1,677.00	2,200.00	2,622.00	3,000.00	36.36%	250.00
Utilities						
6000 -- Electric Service	1,661.77	1,000.00	1,396.73	1,400.00	40.00%	116.67
6025 -- Water Service	9,108.31	9,000.00	2,655.28	4,000.00	(55.56%)	333.33
6030 -- Sewer Service	0.00	0.00	0.00	0.00	0.00%	0.00
6035 -- Trash and Recycling Service	0.00	600.00	200.00	600.00	0.00%	50.00
6050 -- Telephone Service	210.00	0.00	122.50	0.00	0.00%	0.00
Total Utilities	10,980.08	10,600.00	4,374.51	6,000.00	(43.40%)	500.00
Landscaping						
6100 -- Grounds	0.00	5,000.00	2,991.00	4,000.00	(20.00%)	333.33
6110 -- Landscape Repair & Maintenance	19,101.00	18,000.00	16,320.50	20,000.00	11.11%	1,666.67
6165 -- Tree Removal/Replacement	0.00	750.00	3,920.00	4,000.00	433.33%	333.33
6200 -- Irrigation Repair & Maintenance	4,213.75	2,500.00	2,787.50	3,000.00	20.00%	250.00
6418 -- Ponds/Fountains	0.00	300.00	1,850.00	0.00	(100.00%)	0.00
Total Landscaping	23,314.75	26,550.00	27,869.00	31,000.00	16.76%	2,583.33
Contracted Services						
6442 -- Snow Removal Services	0.00	0.00	0.00	0.00	0.00%	0.00
Total Contracted Services	0.00	0.00	0.00	0.00	0.00%	0.00
Repair & Maintenance						
6430 -- Janitorial Services	1,306.00	0.00	778.00	0.00	0.00%	0.00
6434 -- Exterminating	0.00	0.00	0.00	0.00	0.00%	0.00

Budget Summary With Notes

Berkshire Pointe

All Department Summary

2025 Budget Draft

	2023 Actual	2024 Budget	2024 Projected	2025 Budget	Budget % Change	Monthly Budget
Repair & Maintenance						
6515 -- Building Repair & Maintenance	0.00	0.00	0.00	0.00	0.00%	0.00
6530 -- Common Areas Repair & Maintenance	175.00	400.00	200.00	2,638.36	559.59%	219.86
6585 -- Fountain/Pond/Lake Repair & Maintenance	1,925.00	2,275.00	694.00	2,575.00	13.19%	214.58
6600 -- General Repair & Maintenance	0.00	1,000.00	333.00	1,200.00	20.00%	100.00
6640 -- Lighting Supplies/Repair & Maintenance	0.00	850.00	1,755.00	2,110.00	148.24%	175.83
Total Repair & Maintenance	3,406.00	4,525.00	3,760.00	8,523.36	88.36%	710.27
Professional Services						
7025 -- Legal Services - Collections	0.00	0.00	0.00	0.00	0.00%	0.00
7030 -- Legal Services - General Counsel	0.00	0.00	0.00	0.00	0.00%	0.00
7040 -- Management Fees	9,600.00	9,888.00	9,888.00	10,184.64	3.00%	848.72
7095 -- Other Professional Services	210.00	0.96	(0.04)	400.00	41566.67%	33.33
Total Professional Services	9,810.00	9,888.96	9,887.96	10,584.64	7.03%	882.05
Other Expenses						
9105 -- Reserve Contribution Expense	6,192.00	0.00	0.00	419.00	0.00%	34.92
Total Other Expenses	6,192.00	0.00	0.00	419.00	0.00%	34.92
Reserve Expenses						
9826 -- Common Area Expenses	(6,212.00)	0.00	0.00	0.00	0.00%	0.00
Total Reserve Expenses	(6,212.00)	0.00	0.00	0.00	0.00%	0.00
Total All Department Summary Expense	58,890.24	61,920.00	55,225.55	67,860.00	9.59%	5,654.99
Total All Department Summary Net Income / (Loss)	12,362.48	0.00	7,626.92	0.00	0.00%	0.01
Total Association Net Income / (Loss)	12,362.48	0.00	7,626.92	0.00	0.00%	0.01

Monthly Financial Summary (MFS)

This MFS December 2024 is prepared for you to track **Berkshire Pointe** Monthly cash flow and Expenditures.

Balance Sheet Summary					
Account		Balance	Notes and Recommended Board Action		
Operating Funds: Bank acct(s) for day-to day expenses.		\$30,679.22	Operating Funds		
Due (To/From): A non-liquid amount of funds owed to/from reserve or operating		\$13,416.00	Balance due from funds borrowed in 2022; a write off should be considered for 2024 needs be documented in meeting minutes		
Reserve Funds: Saving Acct(s) for Capital expenditures		\$91,157.00	Reserve Funds		
Accounts Receivable: This represents the total amount of unpaid Assessments.		\$7,261.00	0 delinquent accounts		
Prepaid Balances: This represents the total amount of assessments paid before they are due.		\$36,810.92			
Net Income: Total Assets <u>Minus</u> Total Liabilities <u>Minus</u> Total Equity = Net Operating Income (NOI)		\$5,016.67	Operating Net Income Only		
Income & Expense Report					
GL Acct#	GL Description	Monthly Budgeted Amount	Actual Expense	YTD Status	Explanation of Variance
GL #5090	Office Supplies	\$50.00	\$243.01	-\$294.05	KTM
GL #5195	Other Admin	\$0.00	\$381.00	\$753.50	KTM
GL #5210	Printing/Copying	\$92.00	\$466.75	-\$501.60	KTM
GL #5215	Postage	\$10.00	\$467.95	\$407.56	KTM
Total YTD Operating Expenses		\$61,920.00	\$57,908.59	(\$4,011.41)	

We are pleased to produce your Monthly Financial Summary; our trained Accountants and Managers have carefully reviewed your monthly financials. As always, please contact your manager with any questions you may have regarding the above detail. Thank you for allowing us the opportunity to provide management services for your Association.



Sincerely,

Nichelle McFarlin- Community Manager
734-707-5739
NMcfarlin@kramertriad.com

Associa® – *To bring a positive impact and meaningful value to every community.*

Troy Office: 320 E Big Beaver, Suite 190 | Troy, MI 48083 | 248.879.9700
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www.kramertriad.com

Bringing positive impact and meaningful value to every community.

Rev 7/7/23

Balance Sheet Report

Berkshire Pointe

As of December 31, 2024

	Operating	Reserves	Others	Total
<u>Assets</u>				
Operating Funds				
1000 - FCB OP 3652	30,679.22	0.00	0.00	30,679.22
1650 - Due to/from Reserves	(13,416.00)	0.00	0.00	(13,416.00)
Total Operating Funds	17,263.22	0.00	0.00	17,263.22
Reserve Funds				
1325 - FCB RSRV 3958	0.00	91,157.00	0.00	91,157.00
1651 - Due to/from Operating	0.00	13,416.00	0.00	13,416.00
Total Reserve Funds	0.00	104,573.00	0.00	104,573.00
Accounts Receivable				
1510 - Maintenance Fees Receivable	40.00	0.00	0.00	40.00
Total Accounts Receivable	40.00	0.00	0.00	40.00
Total Assets	17,303.22	104,573.00	0.00	121,876.22
<u>Liabilities</u>				
Accounts Payable				
2035 - Due to Declarant/Developer	7,261.00	0.00	0.00	7,261.00
Total Accounts Payable	7,261.00	0.00	0.00	7,261.00
Accrued Expenses				
2395 - Other Accrued Expenses	1,540.80	0.00	0.00	1,540.80
Total Accrued Expenses	1,540.80	0.00	0.00	1,540.80
Prepaid Assessments				
2550 - Prepaid Assessments	36,810.92	0.00	0.00	36,810.92
Total Prepaid Assessments	36,810.92	0.00	0.00	36,810.92
Total Liabilities	45,612.72	0.00	0.00	45,612.72

Balance Sheet Report

Berkshire Pointe

As of December 31, 2024

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Owners' Equity</u>				
Owners Equity - Prior Years				
3000 - Owners Equity - Prior Years	(33,070.91)	0.00	0.00	(33,070.91)
Total Owners Equity - Prior Years	(33,070.91)	0.00	0.00	(33,070.91)
Capital Reserves - Prior Years				
3102 - Repair & Replacement Reserve - Prior Yrs	0.00	104,317.74	0.00	104,317.74
Total Capital Reserves - Prior Years	0.00	104,317.74	0.00	104,317.74
Total Owners' Equity	(33,070.91)	104,317.74	0.00	71,246.83
Net Income / (Loss)	4,761.41	255.26	0.00	5,016.67
Total Liabilities and Equity	17,303.22	104,573.00	0.00	121,876.22

Income Statement Report

Berkshire Pointe

Operating

December 01, 2024 thru December 31, 2024

	Actual	Current Period Budget	Variance	Actual	Year to Date (12 months) Budget	Variance	Annual Budget	Budget Remaining
Income								
Assessment Income								
4000 - Association Fees	0.00	0.00	0.00	62,640.00	61,920.00	720.00	61,920.00	(720.00)
Total Assessment Income	0.00	0.00	0.00	62,640.00	61,920.00	720.00	61,920.00	(720.00)
Collections Income								
4705 - NSF Service Fees	0.00	0.00	0.00	30.00	0.00	30.00	0.00	(30.00)
Total Collections Income	0.00	0.00	0.00	30.00	0.00	30.00	0.00	(30.00)
Total Operating Income	0.00	0.00	0.00	62,670.00	61,920.00	750.00	61,920.00	(750.00)
Expense								
Administrative								
5030 - Account Management Fee	0.00	83.04	(83.04)	3.00	1,001.04	(998.04)	1,001.04	998.04
5090 - Office Supplies	243.01	50.00	193.01	305.95	600.00	(294.05)	600.00	294.05
5195 - Other Administrative Services	381.00	0.00	381.00	753.50	0.00	753.50	0.00	(753.50)
5210 - Printing/Copying	466.75	92.00	374.75	598.40	1,100.00	(501.60)	1,100.00	501.60
5215 - Postage	467.95	10.00	457.95	522.56	115.00	407.56	115.00	(407.56)
6300 - Fees & Permits	0.00	0.00	0.00	20.00	20.00	0.00	20.00	0.00
7000 - Accounting/Audit	0.00	0.00	0.00	750.00	850.00	(100.00)	850.00	100.00
7020 - Legal	75.00	4,170.00	(4,095.00)	620.32	4,170.00	(3,549.68)	4,170.00	3,549.68
Total Administrative	1,633.71	4,405.04	(2,771.33)	3,573.73	7,856.04	(4,282.31)	7,856.04	4,282.31
Communications								
5200 - Community Events	0.00	25.00	(25.00)	0.00	300.00	(300.00)	300.00	300.00
Total Communications	0.00	25.00	(25.00)	0.00	300.00	(300.00)	300.00	300.00
Insurance								
5400 - Insurance Premiums	0.00	183.00	(183.00)	1,889.00	2,200.00	(311.00)	2,200.00	311.00
Total Insurance	0.00	183.00	(183.00)	1,889.00	2,200.00	(311.00)	2,200.00	311.00
Utilities								
6000 - Electric Service	683.02	83.00	600.02	2,031.44	1,000.00	1,031.44	1,000.00	(1,031.44)

Income Statement Report

Berkshire Pointe

Operating

December 01, 2024 thru December 31, 2024

	Actual	Current Period Budget	Variance	Actual	Year to Date (12 months) Budget	Variance	Annual Budget	Budget Remaining
<u>Expense</u>								
Utilities								
6025 - Water Service	4,224.09	0.00	4,224.09	6,917.02	9,000.00	(2,082.98)	9,000.00	2,082.98
6035 - Trash and Recycling Service	(174.00)	50.00	(224.00)	0.00	600.00	(600.00)	600.00	600.00
6050 - Telephone Service	35.00	0.00	35.00	192.50	0.00	192.50	0.00	(192.50)
Total Utilities	4,768.11	133.00	4,635.11	9,140.96	10,600.00	(1,459.04)	10,600.00	1,459.04
Landscaping								
6100 - Grounds	0.00	0.00	0.00	491.00	5,000.00	(4,509.00)	5,000.00	4,509.00
6110 - Landscape Repair & Maintenance	0.00	0.00	0.00	18,384.00	18,000.00	384.00	18,000.00	(384.00)
6165 - Tree Removal/Replacement	0.00	0.00	0.00	3,170.00	750.00	2,420.00	750.00	(2,420.00)
6200 - Irrigation Repair & Maintenance	0.00	0.00	0.00	4,569.90	2,500.00	2,069.90	2,500.00	(2,069.90)
6418 - Ponds/Fountains	0.00	25.00	(25.00)	2,100.00	300.00	1,800.00	300.00	(1,800.00)
Total Landscaping	0.00	25.00	(25.00)	28,714.90	26,550.00	2,164.90	26,550.00	(2,164.90)
Repair & Maintenance								
6430 - Janitorial Services	347.00	0.00	347.00	1,212.00	0.00	1,212.00	0.00	(1,212.00)
6530 - Common Areas Repair & Maintenance	0.00	0.00	0.00	0.00	400.00	(400.00)	400.00	400.00
6585 - Fountain/Pond/Lake Repair & Maintenance	0.00	0.00	0.00	475.00	2,275.00	(1,800.00)	2,275.00	1,800.00
6600 - General Repair & Maintenance	0.00	83.00	(83.00)	0.00	1,000.00	(1,000.00)	1,000.00	1,000.00
6640 - Lighting Supplies/Repair & Maintenance	2,110.00	850.00	1,260.00	3,015.00	850.00	2,165.00	850.00	(2,165.00)
Total Repair & Maintenance	2,457.00	933.00	1,524.00	4,702.00	4,525.00	177.00	4,525.00	(177.00)
Professional Services								
7040 - Management Fees	824.00	824.00	0.00	9,888.00	9,888.00	0.00	9,888.00	0.00
7095 - Other Professional Services	0.00	(0.04)	0.04	0.00	0.96	(0.96)	0.96	0.96
Total Professional Services	824.00	823.96	0.04	9,888.00	9,888.96	(0.96)	9,888.96	0.96
Total Operating Expense	9,682.82	6,528.00	3,154.82	57,908.59	61,920.00	(4,011.41)	61,920.00	4,011.41
Total Operating Income / (Loss)	(9,682.82)	(6,528.00)	(3,154.82)	4,761.41	0.00	4,761.41	0.00	(4,761.41)

Income Statement Report

Berkshire Pointe

Reserves

December 01, 2024 thru December 31, 2024

	Current Period			Year to Date (12 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Investment Income								
4910 - Interest Earned - Reserve Accounts	17.03	0.00	17.03	255.26	0.00	255.26	0.00	(255.26)
Total Investment Income	17.03	0.00	17.03	255.26	0.00	255.26	0.00	(255.26)
Total Reserves Income	17.03	0.00	17.03	255.26	0.00	255.26	0.00	(255.26)
Total Reserves Income / (Loss)	17.03	0.00	17.03	255.26	0.00	255.26	0.00	(255.26)
 Total Association Net Income / (Loss)	 (9,665.79)	 (6,528.00)	 (3,137.79)	 5,016.67	 0.00	 5,016.67	 0.00	 (5,016.67)

Income and Expense Trend Report

Berkshire Pointe

Operating

As of December 31, 2024

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Association Fees	62,640	0	0	0	0	0	0	0	0	0	0	0	62,640	61,920
Total Assessment Income	62,640	0	0	0	0	0	0	0	0	0	0	0	62,640	61,920
Collections Income														
4705 - NSF Service Fees	30	0	0	0	0	0	0	0	0	0	0	0	30	0
Total Collections Income	30	0	0	0	0	0	0	0	0	0	0	0	30	0
Total Income	62,670	0	0	0	0	0	0	0	0	0	0	0	62,670	61,920
Administrative														
5030 - Account Management Fee	0	3	0	0	0	0	0	0	0	0	0	0	3	1,001
5090 - Office Supplies	8	8	1	6	0	11	8	6	0	14	0	243	306	600
5195 - Other Administrative Se...	15	33	110	15	30	30	0	15	0	125	0	381	754	0
5210 - Printing/Copying	10	7	(7)	1	0	62	0	57	0	1	0	467	598	1,100
5215 - Postage	16	16	(7)	4	0	6	4	7	0	9	0	468	523	115
6300 - Fees & Permits	0	0	0	0	0	0	0	0	20	0	0	0	20	20
7000 - Accounting/Audit	0	0	0	0	750	0	0	0	0	0	0	0	750	850
7020 - Legal	70	0	75	0	57	0	0	75	268	0	0	75	620	4,170
Total Administrative	120	67	172	26	837	109	12	159	288	149	0	1,634	3,574	7,856
Communications														
5200 - Community Events	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Total Communications	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Insurance														
5400 - Insurance Premiums	0	0	0	0	0	1,889	0	0	0	0	0	0	1,889	2,200
Total Insurance	0	0	0	0	0	1,889	0	0	0	0	0	0	1,889	2,200
Utilities														
6000 - Electric Service	273	52	109	170	41	61	210	147	1	62	221	683	2,031	1,000
6025 - Water Service	0	(1,845)	0	0	0	0	0	0	4,538	0	0	4,224	6,917	9,000
6035 - Trash and Recycling Ser...	0	0	0	0	0	0	0	0	0	87	87	(174)	0	600

Income and Expense Trend Report

Berkshire Pointe

Operating

As of December 31, 2024

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6050 - Telephone Service	18	0	18	18	0	35	18	18	0	35	0	35	193	0
Total Utilities	290	(1,793)	127	188	41	96	228	165	4,539	184	308	4,768	9,141	10,600
Landscaping														
6100 - Grounds	(456)	0	0	2,236	(1,888)	349	250	0	0	0	0	0	491	5,000
6110 - Landscape Repair & Main...	0	0	0	0	4,471	2,236	2,236	2,236	2,486	2,486	2,236	0	18,384	18,000
6165 - Tree Removal/Replacemen...	0	0	0	0	0	0	0	3,170	0	0	0	0	3,170	750
6200 - Irrigation Repair & Mai...	0	0	0	0	0	0	1,670	285	0	1,078	1,538	0	4,570	2,500
6418 - Ponds/Fountains	0	0	0	350	350	350	350	350	0	350	0	0	2,100	300
Total Landscaping	(456)	0	0	2,586	2,934	2,935	4,505	6,041	2,486	3,913	3,773	0	28,715	26,550
Repair & Maintenance														
6430 - Janitorial Services	105	124	87	290	0	0	87	86	87	0	0	347	1,212	0
6530 - Common Areas Repair & M...	0	0	0	0	0	0	0	0	0	0	0	0	0	400
6585 - Fountain/Pond/Lake Repa...	0	0	0	125	0	0	0	0	350	0	0	0	475	2,275
6600 - General Repair & Mainte...	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000
6640 - Lighting Supplies/Repai...	905	0	0	0	0	0	0	0	0	0	0	2,110	3,015	850
Total Repair & Maintenance	1,010	124	87	415	0	0	87	86	437	0	0	2,457	4,702	4,525
Professional Services														
7040 - Management Fees	824	824	824	824	824	824	824	824	824	824	824	824	9,888	9,888
7095 - Other Professional Serv...	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total Professional Services	824	824	824	824	824	824	824	824	824	824	824	824	9,888	9,889
Total Expense	1,788	(778)	1,210	4,038	4,636	5,853	5,656	7,275	8,574	5,070	4,905	9,683	57,909	61,920
Total Operating	60,882	778	(1,210)	(4,038)	(4,636)	(5,853)	(5,656)	(7,275)	(8,574)	(5,070)	(4,905)	(9,683)	4,761	(0)

Income and Expense Trend Report

Berkshire Pointe

Reserves

As of December 31, 2024

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Investment Income														
4910 - Interest Earned - Reser...	23	22	23	22	23	22	23	23	22	17	16	17	255	0
Total Investment Income	23	22	23	22	23	22	23	23	22	17	16	17	255	0
Total Income	23	22	23	22	23	22	23	23	22	17	16	17	255	0
Total Reserves	23	22	23	22	23	22	23	23	22	17	16	17	255	0

Income and Expense Trend Report

Berkshire Pointe

As of December 31, 2024

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Association Fees	62,640	0	0	0	0	0	0	0	0	0	0	0	62,640	61,920
Total Assessment Income	62,640	0	0	0	0	0	0	0	0	0	0	0	62,640	61,920
Collections Income														
4705 - NSF Service Fees	30	0	0	0	0	0	0	0	0	0	0	0	30	0
Total Collections Income	30	0	0	0	0	0	0	0	0	0	0	0	30	0
Investment Income														
4910 - Interest Earned - Reser...	23	22	23	22	23	22	23	23	22	17	16	17	255	0
Total Investment Income	23	22	23	22	23	22	23	23	22	17	16	17	255	0
Total Income	62,693	22	23	22	23	22	23	23	22	17	16	17	62,925	61,920
Administrative														
5030 - Account Management Fee	0	3	0	0	0	0	0	0	0	0	0	0	3	1,001
5090 - Office Supplies	8	8	1	6	0	11	8	6	0	14	0	243	306	600
5195 - Other Administrative Se...	15	33	110	15	30	30	0	15	0	125	0	381	754	0
5210 - Printing/Copying	10	7	(7)	1	0	62	0	57	0	1	0	467	598	1,100
5215 - Postage	16	16	(7)	4	0	6	4	7	0	9	0	468	523	115
6300 - Fees & Permits	0	0	0	0	0	0	0	0	20	0	0	0	20	20
7000 - Accounting/Audit	0	0	0	0	750	0	0	0	0	0	0	0	750	850
7020 - Legal	70	0	75	0	57	0	0	75	268	0	0	75	620	4,170
Total Administrative	120	67	172	26	837	109	12	159	288	149	0	1,634	3,574	7,856
Communications														
5200 - Community Events	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Total Communications	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Insurance														
5400 - Insurance Premiums	0	0	0	0	0	1,889	0	0	0	0	0	0	1,889	2,200
Total Insurance	0	0	0	0	0	1,889	0	0	0	0	0	0	1,889	2,200
Utilities														
6000 - Electric Service	273	52	109	170	41	61	210	147	1	62	221	683	2,031	1,000

Income and Expense Trend Report

Berkshire Pointe

As of December 31, 2024

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6025 - Water Service	0	(1,845)	0	0	0	0	0	0	4,538	0	0	4,224	6,917	9,000
6035 - Trash and Recycling Ser...	0	0	0	0	0	0	0	0	0	87	87	(174)	0	600
6050 - Telephone Service	18	0	18	18	0	35	18	18	0	35	0	35	193	0
Total Utilities	290	(1,793)	127	188	41	96	228	165	4,539	184	308	4,768	9,141	10,600
Landscaping														
6100 - Grounds	(456)	0	0	2,236	(1,888)	349	250	0	0	0	0	0	491	5,000
6110 - Landscape Repair & Main...	0	0	0	0	4,471	2,236	2,236	2,236	2,486	2,486	2,236	0	18,384	18,000
6165 - Tree Removal/Replacemen...	0	0	0	0	0	0	0	3,170	0	0	0	0	3,170	750
6200 - Irrigation Repair & Mai...	0	0	0	0	0	0	1,670	285	0	1,078	1,538	0	4,570	2,500
6418 - Ponds/Fountains	0	0	0	350	350	350	350	350	0	350	0	0	2,100	300
Total Landscaping	(456)	0	0	2,586	2,934	2,935	4,505	6,041	2,486	3,913	3,773	0	28,715	26,550
Repair & Maintenance														
6430 - Janitorial Services	105	124	87	290	0	0	87	86	87	0	0	347	1,212	0
6530 - Common Areas Repair & M...	0	0	0	0	0	0	0	0	0	0	0	0	0	400
6585 - Fountain/Pond/Lake Repa...	0	0	0	125	0	0	0	0	350	0	0	0	475	2,275
6600 - General Repair & Mainte...	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000
6640 - Lighting Supplies/Repai...	905	0	0	0	0	0	0	0	0	0	0	2,110	3,015	850
Total Repair & Maintenance	1,010	124	87	415	0	0	87	86	437	0	0	2,457	4,702	4,525
Professional Services														
7040 - Management Fees	824	824	824	824	824	824	824	824	824	824	824	824	9,888	9,888
7095 - Other Professional Serv...	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total Professional Services	824	824	824	824	824	824	824	824	824	824	824	824	9,888	9,889
Total Expense	1,788	(778)	1,210	4,038	4,636	5,853	5,656	7,275	8,574	5,070	4,905	9,683	57,909	61,920
All Departments Summary	60,906	800	(1,187)	(4,015)	(4,612)	(5,831)	(5,633)	(7,252)	(8,552)	(5,053)	(4,889)	(9,666)	5,017	(0)

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Assets						
1000 - FCB OP 3652 - Operating						Opening Balance: 3,096.24
12/02/2024	3079045	AP Check Run 12-02-2024		Kramer Triad Management Group	Check No 02000220	(824.00)
12/03/2024	3079940	AP Check Run 12-03-2024		Kramer Triad Management Group	Check No 02000221	(848.19)
	3079941	AP Check Run 12-03-2024		Associa OnCall - KTM	Check No 02000222	(87.00)
12/10/2024	3084829	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3084831	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3084912	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3084965	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3084971	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/11/2024	3085367	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	780.00
	3085739	AP Check Run 12-11-2024		Hirzel Law PLC	Check No 01000258	(75.00)
12/13/2024	3086570	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3086710	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/14/2024	3086795	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3086801	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/15/2024	3087094	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/16/2024	3087339	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/17/2024	3088466	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3088472	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	780.00
	3088473	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3088474	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	780.00
	3088484	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/18/2024	3088949	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3088981	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	780.00
	3089058	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/19/2024	3089663	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3089774	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3090044	C3 ACH Payment		ATGPay Online Payment	ACH Payment	720.00
12/20/2024	3090138	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3090153	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3090467	C3 Lockbox Receipts		1 Items on Lock Box File	Lock Box Receipts	780.00
12/21/2024	3090512	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/22/2024	3090532	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3090537	C3 ACH Payment		ATGPay Online Payment	ACH Payment	720.00
	3090550	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/23/2024	3091577	AP Check Run 12-23-2024		DTE ENERGY	Check No 01000259	(63.10)
	3091578	AP Check Run 12-23-2024		Holiday Decor	Check No 01000260	(2,110.00)
	3091579	AP Check Run 12-23-2024		City of Novi	Check No 01000261	(2,860.41)
	3091755	C3 Lock Box Receipts		001 Items on Lock Box File	Lock Box Receipts	780.00
12/24/2024	3091845	C3 ACH Payment		ATGPay Online Payment	ACH Payment	60.00
	3092048	AP Check Run 12-24-2024		Kramer Triad Management Group	Check No 02000223	(840.52)
12/25/2024	3092192	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3092207	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Assets						
1000 - FCB OP 3652 - Operating					Balance From Previous Page:	21,068.02
12/26/2024	3092848	AP Check Run 12-26-2024		DTE ENERGY	Check No 01000262	(442.80)
	3092986	C3 Lock Box Receipts		002 Items on Lock Box File	Lock Box Receipts	1,560.00
12/27/2024	3093485	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/29/2024	3093612	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	780.00
	3093627	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
12/30/2024	3093906	AP Check Run 12-30-2024		Associa OnCall - KTM	Check No 02000224	(86.00)
	3094039	C3 Lock Box Receipts		002 Items on Lock Box File	Lock Box Receipts	1,560.00
12/31/2024	3094195	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3094328	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3094361	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3094398	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	780.00
	3094434	C3 ACH Payment		ATGPay Online Payment	ACH Payment	780.00
	3095233	C3 Lock Box Receipts		001 Items on Lock Box File	Lock Box Receipts	780.00
					Total December, 2024:	27,582.98
					Ending Balance 1000 - FCB OP 3652 - Operating:	30,679.22
1325 - FCB RSRV 3958 - Reserves					Opening Balance:	91,139.97
12/31/2024	3095389	JE INTEREST EARNED		INTEREST EARNED CAB #3958	12-31-2024	17.03
					Total December, 2024:	17.03
					Ending Balance 1325 - FCB RSRV 3958 - Reserves:	91,157.00
1510 - Maintenance Fees Receivable - Operating					Opening Balance:	40.00
12/01/2024	3082724	RV System AR to Prepaid Reclassification		Reverse November AR Reclass to Prepaid	Reclass	(1,215.92)
12/10/2024	3084829	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3084831	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3084912	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3084965	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3084971	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/11/2024	3085367	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	(780.00)
12/13/2024	3086570	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3086710	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/14/2024	3086795	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3086801	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/15/2024	3087094	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/16/2024	3087339	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/17/2024	3088466	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3088472	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	(780.00)
	3088473	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3088474	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	(780.00)
	3088484	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Assets						
1510 - Maintenance Fees Receivable - Operating					Balance From Previous Page:	(14,435.92)
12/18/2024	3088949	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3088981	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	(780.00)
	3089058	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/19/2024	3089663	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3089774	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3090044	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(720.00)
12/20/2024	3090138	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3090153	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3090467	C3 Lockbox Receipts		1 Items on Lock Box File	Lock Box Receipts	(780.00)
12/21/2024	3090512	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/22/2024	3090532	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3090537	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(720.00)
	3090550	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/23/2024	3091755	C3 Lock Box Receipts		001 Items on Lock Box File	Lock Box Receipts	(780.00)
12/24/2024	3091845	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(60.00)
12/25/2024	3092192	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3092207	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/26/2024	3092986	C3 Lock Box Receipts		002 Items on Lock Box File	Lock Box Receipts	(1,560.00)
12/27/2024	3093485	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/29/2024	3093612	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	(780.00)
	3093627	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
12/30/2024	3094039	C3 Lock Box Receipts		002 Items on Lock Box File	Lock Box Receipts	(1,560.00)
12/31/2024	3094195	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3094328	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3094361	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3094398	C3 Credit Card Payment		ATGPay Online Payment	Credit Card Payment	(780.00)
	3094434	C3 ACH Payment		ATGPay Online Payment	ACH Payment	(780.00)
	3095233	C3 Lock Box Receipts		001 Items on Lock Box File	Lock Box Receipts	(780.00)
	3099586	RV System AR to Prepaid Reclassification		December AR Reclass to Prepaid	Reclass	37,035.92
Total December, 2024:						0.00
Ending Balance 1510 - Maintenance Fees Receivable - Operating:						40.00
1650 - Due to/from Reserves - Operating					Opening Balance:	(13,416.00)
No Activity this period						0.00
						0.00
Ending Balance 1650 - Due to/from Reserves - Operating:						(13,416.00)

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Assets						
1651 - Due to/from Operating - Reserves						Opening Balance: 13,416.00
No Activity this period						0.00
						0.00
Ending Balance 1651 - Due to/from Operating - Reserves:						13,416.00
Liabilities						
2000 - Accounts Payable - Operating						Opening Balance: 0.00
12/01/2024	3079044	AP Kramer Triad Management Group		Management Fee		(824.00)
	3079938	AP Kramer Triad Management Group		Black & White Copy, Scan		(260.05)
				Meeting Attendance		(90.00)
				Communication Fees		(17.50)
				Electronic Data Storage		(15.00)
				Misc. Supplies		(122.38)
				New Account Setup Fee		(95.00)
				Postage First Class		(248.26)
	3079939	AP Associa OnCall - KTM		AOC Monthly Trash Pick Up Wk. 11/18/24	WO#927629	(87.00)
	3091573	AP Holiday Decor		holiday decor lights		(2,110.00)
12/02/2024	3079045	AP Kramer Triad Management Group		Management Fee		824.00
12/03/2024	3079940	AP Kramer Triad Management Group		Black & White Copy, Scan		260.05
				Communication Fees		17.50
				Electronic Data Storage		15.00
				Meeting Attendance		90.00
				New Account Setup Fee		95.00
				Postage First Class		248.26
				Misc. Supplies		122.38
	3079941	AP Associa OnCall - KTM		AOC Monthly Trash Pick Up Wk. 11/18/24	WO#927629	87.00
12/04/2024	3085738	AP Hirzel Law PLC		Hirzel Law Developer Assignment	Invoice uploaded by	(75.00)
12/11/2024	3085739	AP Hirzel Law PLC		Hirzel Law Developer Assignment	Invoice uploaded by	75.00
12/17/2024	3091572	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	(63.10)
	3091574	AP City of Novi		49762 HARTWICK DR	0022-12998-00-1	(409.80)
				49762 HARTWICK DR	0022-12998-00-1	(356.50)
	3091575	AP City of Novi		49452 HARTWICK DR	0022-12999-00-1	(824.60)
				49452 HARTWICK DR	0022-12999-00-1	(785.00)
	3091576	AP City of Novi		27674 HARTWICK DR	0022-12997-00-1	(234.05)
				27674 HARTWICK DR	0022-12997-00-1	(250.46)
12/20/2024	3093905	AP Associa OnCall - KTM		AOC Trash pick up wk of Dec. 16	WO#933987	(86.00)
12/23/2024	3091577	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	63.10
	3091578	AP Holiday Decor		holiday decor lights		2,110.00
	3091579	AP City of Novi		49762 HARTWICK DR	0022-12998-00-1	356.50
				49762 HARTWICK DR	0022-12998-00-1	409.80
				49452 HARTWICK DR	0022-12999-00-1	785.00
				49452 HARTWICK DR	0022-12999-00-1	824.60

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Liabilities						
2000 - Accounts Payable - Operating					Balance From Previous Page:	(570.51)
12/23/2024	3091579	AP City of Novi		27674 HARTWICK DR	0022-12997-00-1	234.05
				27674 HARTWICK DR	0022-12997-00-1	250.46
	3092047	AP Kramer Triad Management Group		Black & White Copy		(182.70)
				Misc. Supplies		(120.63)
				Violation Letter		(24.00)
				Billing Statement		(261.00)
				Electronic Data Storage		(15.00)
				Communication Fees		(17.50)
				Postage First Class		(219.69)
12/24/2024	3092048	AP Kramer Triad Management Group		Misc. Supplies		120.63
				Billing Statement		261.00
				Black & White Copy		182.70
				Communication Fees		17.50
				Electronic Data Storage		15.00
				Postage First Class		219.69
				Violation Letter		24.00
	3092846	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	(429.01)
	3092847	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	(13.79)
12/26/2024	3092848	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	429.01
				49452 Hartwick Dr	9100 383 9247 8	13.79
12/30/2024	3093906	AP Associa OnCall - KTM		AOC Trash pick up wk of Dec. 16	WO#933987	86.00
Total December, 2024:						0.00
Ending Balance 2000 - Accounts Payable - Operating:						0.00
2026 - New Account Setup Fee - Operating					Opening Balance:	(95.00)
12/01/2024	3079938	AP Kramer Triad Management Group		New Account Setup Fee		95.00
Total December, 2024:						95.00
Ending Balance 2026 - New Account Setup Fee - Operating:						0.00
2035 - Due to Declarant/Developer - Operating					Opening Balance:	(7,261.00)
				No Activity this period		0.00
						0.00
Ending Balance 2035 - Due to Declarant/Developer - Operating:						(7,261.00)

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
<u>Liabilities</u>						
2395 - Other Accrued Expenses - Operating						Opening Balance: 0.00
12/31/2024	3106294	RV	Accrue utility Expenses	Accrue utility expenses	12/31/2024	(1,540.80)
Total December, 2024:						(1,540.80)
Ending Balance 2395 - Other Accrued Expenses - Operating:						(1,540.80)
2550 - Prepaid Assessments - Operating						Opening Balance: (990.92)
12/01/2024	3082724	RV	System AR to Prepaid Reclassification	Reverse November AR Reclass to Prepaid	Reclass	1,215.92
12/31/2024	3099586	RV	System AR to Prepaid Reclassification	December AR Reclass to Prepaid	Reclass	(37,035.92)
Total December, 2024:						(35,820.00)
Ending Balance 2550 - Prepaid Assessments - Operating:						(36,810.92)
<u>Owners' Equity</u>						
3000 - Owners Equity - Prior Years - Operating						Opening Balance: 33,070.91
No Activity this period						0.00
						0.00
Ending Balance 3000 - Owners Equity - Prior Years - Operating:						33,070.91
3102 - Repair & Replacement Reserve - Prior Yrs - Reserves						Opening Balance: (104,317.74)
No Activity this period						0.00
						0.00
Ending Balance 3102 - Repair & Replacement Reserve - Prior Yrs - Reserves:						(104,317.74)
<u>Income</u>						
4000 - Association Fees - Operating						Opening Balance: (62,640.00)
No Activity this period						0.00
						0.00
Ending Balance 4000 - Association Fees - Operating:						(62,640.00)
4705 - NSF Service Fees - Operating						Opening Balance: (30.00)
No Activity this period						0.00
						0.00
Ending Balance 4705 - NSF Service Fees - Operating:						(30.00)

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Income						
4910 - Interest Earned - Reserve Accounts - Reserves						Opening Balance: (238.23)
12/31/2024	3095389	JE	INTEREST EARNED	INTEREST EARNED CAB #3958	12-31-2024	(17.03)
Total December, 2024:						(17.03)
Ending Balance 4910 - Interest Earned - Reserve Accounts - Reserves:						(255.26)
Expenses						
5030 - Account Management Fee - Operating						Opening Balance: 3.00
12/23/2024	3092047	AP	Kramer Triad Management Group	Billing Statement		261.00
12/31/2024	3106290	JE	Monthly Activities	AES - PINfrNWKPAES	2024-12-23-48871	(261.00)
Total December, 2024:						0.00
Ending Balance 5030 - Account Management Fee - Operating:						3.00
5090 - Office Supplies - Operating						Opening Balance: 62.94
12/01/2024	3079938	AP	Kramer Triad Management Group	Misc. Supplies		122.38
12/23/2024	3092047	AP	Kramer Triad Management Group	Misc. Supplies		120.63
Total December, 2024:						243.01
Ending Balance 5090 - Office Supplies - Operating:						305.95
5195 - Other Administrative Services - Operating						Opening Balance: 372.50
12/01/2024	3079938	AP	Kramer Triad Management Group	Meeting Attendance		90.00
				Electronic Data Storage		15.00
12/23/2024	3092047	AP	Kramer Triad Management Group	Electronic Data Storage		15.00
12/31/2024	3106290	JE	Monthly Activities	AES - PINfrNWKPAES	2024-12-23-48871	261.00
Total December, 2024:						381.00
Ending Balance 5195 - Other Administrative Services - Operating:						753.50
5210 - Printing/Copying - Operating						Opening Balance: 131.65
12/01/2024	3079938	AP	Kramer Triad Management Group	Black & White Copy, Scan		260.05
12/23/2024	3092047	AP	Kramer Triad Management Group	Black & White Copy		182.70
				Violation Letter		24.00
Total December, 2024:						466.75
Ending Balance 5210 - Printing/Copying - Operating:						598.40
5215 - Postage - Operating						Opening Balance: 54.61
12/01/2024	3079938	AP	Kramer Triad Management Group	Postage First Class		248.26

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Expenses						
5215 - Postage - Operating					Balance From Previous Page:	302.87
12/23/2024	3092047	AP Kramer Triad Management Group		Postage First Class		219.69
					Total December, 2024:	467.95
					Ending Balance 5215 - Postage - Operating:	522.56
5400 - Insurance Premiums - Operating					Opening Balance:	1,889.00
						0.00
						0.00
					Ending Balance 5400 - Insurance Premiums - Operating:	1,889.00
6000 - Electric Service - Operating					Opening Balance:	1,348.42
12/17/2024	3091572	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	63.10
12/24/2024	3092846	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	429.01
	3092847	AP DTE ENERGY		49452 Hartwick Dr	9100 383 9247 8	13.79
12/31/2024	3106294	RV Accrue utility Expenses		Accrue estimated electric service	12/20/24-12/31/24	177.12
					Total December, 2024:	683.02
					Ending Balance 6000 - Electric Service - Operating:	2,031.44
6025 - Water Service - Operating					Opening Balance:	2,692.93
12/17/2024	3091574	AP City of Novi		49762 HARTWICK DR	0022-12998-00-1	356.50
	3091575	AP City of Novi		49452 HARTWICK DR	0022-12999-00-1	785.00
	3091576	AP City of Novi		27674 HARTWICK DR	0022-12997-00-1	234.05
12/31/2024	3106290	JE Monthly Activities		City of Novi-Utility Bill	U1124766-00-1	409.80
				City of Novi-Utility Bill	U11241610-00-1	824.60
				City of Novi-Utility Bill	U1124485-00-1	250.46
	3106294	RV Accrue utility Expenses		Accrue estimated water service	11/21/24-12/31/24	1,363.68
					Total December, 2024:	4,224.09
					Ending Balance 6025 - Water Service - Operating:	6,917.02
6030 - Sewer Service - Operating					Opening Balance:	0.00
12/17/2024	3091574	AP City of Novi		49762 HARTWICK DR	0022-12998-00-1	409.80
	3091575	AP City of Novi		49452 HARTWICK DR	0022-12999-00-1	824.60
	3091576	AP City of Novi		27674 HARTWICK DR	0022-12997-00-1	250.46
12/31/2024	3106290	JE Monthly Activities		City of Novi-Utility Bill	U1124766-00-1	(409.80)
				City of Novi-Utility Bill	U11241610-00-1	(824.60)

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Expenses						
6030 - Sewer Service - Operating						Balance From Previous Page: 250.46
12/31/2024	3106290	JE	Monthly Activities	City of Novi-Utility Bill	U1124485-00-1	(250.46)
Total December, 2024:						0.00
Ending Balance 6030 - Sewer Service - Operating:						0.00
6035 - Trash and Recycling Service - Operating						Opening Balance: 174.00
12/01/2024	3079939	AP	Associa OnCall - KTM	AOC Monthly Trash Pick Up Wk. 11/18/24	WO#927629	87.00
12/31/2024	3106290	JE	Monthly Activities	Monthly Trash Pick Up	GL.6035 to GL.6430	(87.00)
				Monthly Trash Pick Up	GL.6035 to GL.6430	(87.00)
				Monthly Trash Pick Up	GL.6035 to GL.6430	(87.00)
Total December, 2024:						(174.00)
Ending Balance 6035 - Trash and Recycling Service - Operating:						0.00
6050 - Telephone Service - Operating						Opening Balance: 157.50
12/01/2024	3079938	AP	Kramer Triad Management Group	Communication Fees		17.50
12/23/2024	3092047	AP	Kramer Triad Management Group	Communication Fees		17.50
Total December, 2024:						35.00
Ending Balance 6050 - Telephone Service - Operating:						192.50
6100 - Grounds - Operating						Opening Balance: 491.00
				No Activity this period		0.00
						0.00
Ending Balance 6100 - Grounds - Operating:						491.00
6110 - Landscape Repair & Maintenance - Operating						Opening Balance: 18,384.00
				No Activity this period		0.00
						0.00
Ending Balance 6110 - Landscape Repair & Maintenance - Operating:						18,384.00
6165 - Tree Removal/Replacement - Operating						Opening Balance: 3,170.00
				No Activity this period		0.00
						0.00
Ending Balance 6165 - Tree Removal/Replacement - Operating:						3,170.00

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Expenses						
6200 - Irrigation Repair & Maintenance - Operating						Opening Balance: 4,569.90
				No Activity this period		0.00
						0.00
				Ending Balance 6200 - Irrigation Repair & Maintenance - Operating:		4,569.90
6300 - Fees & Permits - Operating						Opening Balance: 20.00
				No Activity this period		0.00
						0.00
				Ending Balance 6300 - Fees & Permits - Operating:		20.00
6418 - Ponds/Fountains - Operating						Opening Balance: 2,100.00
				No Activity this period		0.00
						0.00
				Ending Balance 6418 - Ponds/Fountains - Operating:		2,100.00
6430 - Janitorial Services - Operating						Opening Balance: 865.00
12/31/2024	3106290	JE	Monthly Activities	Monthly Trash Pick Up	830930	86.00
				Monthly Trash Pick Up	GL.6035 to GL.6430	87.00
				Monthly Trash Pick Up	GL.6035 to GL.6430	87.00
				Monthly Trash Pick Up	GL.6035 to GL.6430	87.00
				Total December, 2024:		347.00
				Ending Balance 6430 - Janitorial Services - Operating:		1,212.00
6530 - Common Areas Repair & Maintenance - Operating						Opening Balance: 0.00
12/20/2024	3093905	AP	Associa OnCall - KTM	AOC Trash pick up wk of Dec. 16	WO#933987	86.00
12/31/2024	3106290	JE	Monthly Activities	Monthly Trash Pick Up	830930	(86.00)
				Total December, 2024:		0.00
				Ending Balance 6530 - Common Areas Repair & Maintenance - Operating:		0.00
6585 - Fountain/Pond/Lake Repair & Maintenance - Operating						Opening Balance: 475.00
				No Activity this period		0.00
						0.00
				Ending Balance 6585 - Fountain/Pond/Lake Repair & Maintenance - Operating:		475.00

General Ledger Report

Berkshire Pointe

From December 01, 2024 To December 31, 2024

Date	Batch	Source	Project	Description	Reference	Amount
Expenses						
6640 - Lighting Supplies/Repair & Maintenance - Operating						Opening Balance: 905.00
12/01/2024	3091573	AP Holiday Decor		holiday decor lights		2,110.00
Total December, 2024:						2,110.00
Ending Balance 6640 - Lighting Supplies/Repair & Maintenance - Operating:						3,015.00
7000 - Accounting/Audit - Operating						Opening Balance: 750.00
				No Activity this period		0.00
						0.00
Ending Balance 7000 - Accounting/Audit - Operating:						750.00
7020 - Legal - Operating						Opening Balance: 545.32
12/04/2024	3085738	AP Hirzel Law PLC		Hirzel Law Developer Assignment	Invoice uploaded by	75.00
Total December, 2024:						75.00
Ending Balance 7020 - Legal - Operating:						620.32
7040 - Management Fees - Operating						Opening Balance: 9,064.00
12/01/2024	3079044	AP Kramer Triad Management Group		Management Fee		824.00
Total December, 2024:						824.00
Ending Balance 7040 - Management Fees - Operating:						9,888.00
General Ledger Balance:						0.00

Investment Listing Report
Berkshire Pointe
As of Tue Dec 31, 2024

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Operating Funds							
1000 - FCB OP 3652 First Citizens Bank	****3652		30,679.22	0.000%	09/17/2019		0
Total Operating Funds:			30,679.22				
Reserve Funds							
1325 - FCB RSRV 3958 First Citizens Bank	****3958	Money Market	91,157.00	0.000%	09/17/2019		0
Total Reserve Funds:			91,157.00				
Total Berkshire Pointe:			121,836.22				

Check Disbursement Report by Vendor

Sun Dec 01, 2024 thru Tue Dec 31, 2024

Dept - Account - Project		Trans Date	Remarks	Reference	Amount
Associa OnCall - KTM (10241) - Berkshire Pointe					
Bank: FCB OP 3652	Check Number: 02000222	Check Date: 12/03/2024	Check Amount: 87.00		
	95 - 6035 - Trash and Recycling Service	12/01/2024	AOC Monthly Trash Pick Up Wk. 11/18/24	WO#927629	87.00
Bank: FCB OP 3652	Check Number: 02000224	Check Date: 12/30/2024	Check Amount: 86.00		
	95 - 6530 - Common Areas Repair & Maintenance	12/20/2024	AOC Trash pick up wk of Dec. 16	WO#933987	86.00
Total for Associa OnCall - KTM (10241) for Berkshire Pointe					173.00
Total for Associa OnCall - KTM (10241)					173.00
City of Novi (21893) - Berkshire Pointe					
Bank: FCB OP 3652	Check Number: 01000261	Check Date: 12/23/2024	Check Amount: 2,860.41		
	95 - 6025 - Water Service	12/17/2024	49762 HARTWICK DR	0022-12998-00-1	356.50
	95 - 6025 - Water Service	12/17/2024	49452 HARTWICK DR	0022-12999-00-1	785.00
	95 - 6025 - Water Service	12/17/2024	27674 HARTWICK DR	0022-12997-00-1	234.05
	95 - 6030 - Sewer Service	12/17/2024	49762 HARTWICK DR	0022-12998-00-1	409.80
	95 - 6030 - Sewer Service	12/17/2024	49452 HARTWICK DR	0022-12999-00-1	824.60
	95 - 6030 - Sewer Service	12/17/2024	27674 HARTWICK DR	0022-12997-00-1	250.46
Total for City of Novi (21893) for Berkshire Pointe					2,860.41
Total for City of Novi (21893)					2,860.41
DTE ENERGY (10761) - Berkshire Pointe					
Bank: FCB OP 3652	Check Number: 01000259	Check Date: 12/23/2024	Check Amount: 63.10		
	95 - 6000 - Electric Service	12/17/2024	49452 Hartwick Dr	9100 383 9247 8	63.10
Bank: FCB OP 3652	Check Number: 01000262	Check Date: 12/26/2024	Check Amount: 442.80		
	95 - 6000 - Electric Service	12/24/2024	49452 Hartwick Dr	9100 383 9247 8	429.01
	95 - 6000 - Electric Service	12/24/2024	49452 Hartwick Dr	9100 383 9247 8	13.79
Total for DTE ENERGY (10761) for Berkshire Pointe					505.90
Total for DTE ENERGY (10761)					505.90
Hirzel Law PLC (22611) - Berkshire Pointe					
Bank: FCB OP 3652	Check Number: 01000258	Check Date: 12/11/2024	Check Amount: 75.00		
	95 - 7020 - Legal	12/04/2024	Hirzel Law Developer Assignment	Invoice uploaded by	75.00
Total for Hirzel Law PLC (22611) for Berkshire Pointe					75.00
Total for Hirzel Law PLC (22611)					75.00

Check Disbursement Report by Vendor

Sun Dec 01, 2024 thru Tue Dec 31, 2024

Dept - Account - Project		Trans Date	Remarks	Reference	Amount
Holiday Decor (11087) - Berkshire Pointe					
Bank: FCB OP 3652	Check Number: 01000260	Check Date: 12/23/2024	Check Amount: 2,110.00		
	95 - 6640 - Lighting Supplies/Repair & Maintenance	12/01/2024	holiday decor lights		2,110.00
Total for Holiday Decor (11087) for Berkshire Pointe					2,110.00
Total for Holiday Decor (11087)					2,110.00
Kramer Triad Management Group (13005) - Berkshire Pointe					
Bank: FCB OP 3652	Check Number: 02000220	Check Date: 12/02/2024	Check Amount: 824.00		
	95 - 7040 - Management Fees	12/01/2024	Management Fee		824.00
Bank: FCB OP 3652	Check Number: 02000221	Check Date: 12/03/2024	Check Amount: 848.19		
	95 - 2026 - New Account Setup Fee	12/01/2024	New Account Setup Fee		95.00
	95 - 5090 - Office Supplies	12/01/2024	Misc. Supplies		122.38
	95 - 5195 - Other Administrative Services	12/01/2024	Electronic Data Storage		15.00
	95 - 5195 - Other Administrative Services	12/01/2024	Meeting Attendance		90.00
	95 - 5210 - Printing/Copying	12/01/2024	Black & White Copy, Scan		260.05
	95 - 5215 - Postage	12/01/2024	Postage First Class		248.26
	95 - 6050 - Telephone Service	12/01/2024	Communication Fees		17.50
Bank: FCB OP 3652	Check Number: 02000223	Check Date: 12/24/2024	Check Amount: 840.52		
	95 - 5030 - Account Management Fee	12/23/2024	Billing Statement		261.00
	95 - 5090 - Office Supplies	12/23/2024	Misc. Supplies		120.63
	95 - 5195 - Other Administrative Services	12/23/2024	Electronic Data Storage		15.00
	95 - 5210 - Printing/Copying	12/23/2024	Black & White Copy		182.70
	95 - 5210 - Printing/Copying	12/23/2024	Violation Letter		24.00
	95 - 5215 - Postage	12/23/2024	Postage First Class		219.69
	95 - 6050 - Telephone Service	12/23/2024	Communication Fees		17.50
Total for Kramer Triad Management Group (13005) for Berkshire Pointe					2,512.71
Total for Kramer Triad Management Group (13005)					2,512.71

Bank Reconciliation
Berkshire Pointe
Account: 1000 -- FCB OP 3652 -- Operating

Batch	Date	Comment	Reference	Amount	Balance
				Balance per Bank:	25,219.22
Plus deposits and outstanding debits:					
3093612	12/29/2024	ATGPay Online Payment	Credit Card Payment	780.00	
3093627	12/29/2024	ATGPay Online Payment	ACH Payment	780.00	
3094195	12/31/2024	ATGPay Online Payment	ACH Payment	780.00	
3094328	12/31/2024	ATGPay Online Payment	ACH Payment	780.00	
3094361	12/31/2024	ATGPay Online Payment	ACH Payment	780.00	
3094398	12/31/2024	ATGPay Online Payment	Credit Card Payment	780.00	
3094434	12/31/2024	ATGPay Online Payment	ACH Payment	780.00	
Total deposits and outstanding debits:				5,460.00	30,679.22
Less outstanding checks:					
No outstanding checks.				0.00	
Total outstanding checks:				0.00	30,679.22
Ending balance General Ledger:					30,679.22
Difference:					0.00

Bank Reconciliation
Berkshire Pointe

Account: 1325 -- FCB RSRV 3958 -- Reserves

Batch	Date	Comment	Reference	Amount	Balance
				Balance per Bank:	91,157.00
Plus deposits and outstanding debits:					
No outstanding deposits.				0.00	
Total deposits and outstanding debits:				0.00	91,157.00
Less outstanding checks:					
No outstanding checks.				0.00	
Total outstanding checks:				0.00	91,157.00
Ending balance General Ledger:					91,157.00
Difference:					0.00

Delinquency and Prepaid Report
Berkshire Pointe
As Of: Tue Dec 31, 2024

Outstanding Balances

Account Id	Name	Address	Legal Description	30 day	31-60 day	61-90 day	91-120 day	120+ day	Total Balance
00173-3693	Sreenivas Eeshwaraju	49661 Hartwick Drive		0.00	40.00	0.00	0.00	0.00	40.00
Outstanding Balance:				0.00	40.00	0.00	0.00	0.00	40.00
Percentage of Balance:				0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
Total Accounts:				0	1	0	0	0	1

Prepaid Balances

Account Id	Name	Address	Legal Description	30 day	31-60 day	61-90 day	91-120 day	120+ day	Total Balance
00166-8014	Siddharatha Jarubula	27628 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8030	Amanjot Dhaliwal	27620 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8043	Sachin Deshpande	27636 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8069	Li Chen	27639 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8072	Ghanshyambhai Patel	27644 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8166	Kum Tew	27663 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8179	Vaishali Pawar	27668 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8357	Uday Loka	49477 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8386	Srinivasa Sunkara	49485 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8409	Srinivas Chaganti	49493 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8467	Peter Yoon	49517 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8483	Madhusudhana Kuruba	49533 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8496	Sreenivasa Kanna	49536 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8506	Chandana Sivareddypeta	49541 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8522	Ravi Kiran Ghattu	49549 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8535	Anushree Nagvekar	49552 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8551	Tatsuo Ishibashi	49560 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8577	Jiangxia Liu	49576 Harrier Place		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8593	Sowjanya Kolli	49463 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8616	Kuldeep Akerkar	49471 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8632	Indira Veluchamy	49479 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8645	Ashwini Khot	49482 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8658	Purushothama Marakada	49487 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8661	Venkatram Kanala	49573 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8674	Xueling Zhu	49576 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8755	Chandan Nayak	49605 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8768	Rajalakshmi Sundararajan	49608 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8797	Rukhsana Baloch	49624 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8807	Kiran Gattamaneni	49629 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8810	Megha Seshadri	49637 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8836	Basavaraj Danappanavar	49653 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8849	Deepali Patil	49658 Hartwick Drive		-720.00	0.00	0.00	0.00	0.00	-720.00
00166-8881	Radhika Rudraraju	49677 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00

Delinquency and Prepaid Report

Berkshire Pointe

As Of: Tue Dec 31, 2024

Prepaid Balances

Account Id	Name	Address	Legal Description	30 day	31-60 day	61-90 day	91-120 day	120+ day	Total Balance
00166-8894	Hyejin Cho	49680 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8917	Joseph Kim	49688 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8933	Srinivas Seelam	49693 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8988	Seung Yang	49717 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-8991	Saravanan Venkatachalam	49720 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-9000	Chuan Yu	49725 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00166-9068	Sanjaykumar Patel	49757 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00172-5148	Longjun Huang	49458 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00176-2680	Srikanth Puram	27679 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00178-4312	Abhishek Penmetsa	27676 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
00179-2029	Jayanth Ramadoss	49781 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00180-6041	Janise Plata	7057 Nottingham		0.00	0.00	0.00	0.00	-990.92	-990.92
00182-7033	Sreenivasulu Vaddineni	49613 Hartwick Drive		-780.00	0.00	0.00	0.00	0.00	-780.00
00184-3169	Srest Verma	27612 Hartwick Circle		-780.00	0.00	0.00	0.00	0.00	-780.00
Prepaid Balance:				-35,820.00	0.00	0.00	0.00	-990.92	-36,810.92
Percentage of Balance:				97.31%	0.00%	0.00%	0.00%	2.69%	100.00%
Total Accounts:				46	0	0	0	1	47
Balance:				-35,820.00	40.00	0.00	0.00	-990.92	-36,770.92
Percentage of Total Balance:				97.41%	-0.11%	0.00%	0.00%	2.69%	100.00%

27459 365 2 REGULAR DEMAND ACCOUNT

Previous Balance	11-30-24	3,096.24
+Deposits/Credits	18	30,360.00
-Checks/Debits	10	8,237.02
-Service Charge		.00
Current Balance		25,219.22
Days in Statement Period	31	

* - - - - - DESCRIPTIVE TRANSACTIONS - - - - - *		
Date	Description	Amount
12-20	Lockbox Deposit	780.00
12-23	Lockbox Deposit	780.00
12-26	Lockbox Deposit	1560.00
12-30	Lockbox Deposit	1560.00
12-31	Lockbox Deposit	780.00

Date	Description	Amount
12-03	BERKSHIREPOINTE VendorPymt 74154241A	824.00-
12-04	-SETT-A228SFTP5 BERKSHIREPOINTE VendorPymt 74154241A	87.00
12-04	-SETT-A228SFTP5 BERKSHIREPOINTE VendorPymt 74154241A	848.19-
12-12	-SETT-A228SFTP5 ATGPay Online Pa ATGPay Onl BERKSHIRE POINTE CONDO ST-F7T8I9N2H0H6	3120.00
12-12	AVIDPAY SERVICE AVIDPAY	75.00-
12-13	705REF*CK*1000258*241211*Hirze ATGPay Online Pa ATGPay Onl BERKSHIRE POINTE CONDO ST-R2S4M7H5V1T8	1560.00
12-16	ATGPay Online Pa ATGPay Onl BERKSHIRE POINTE CONDO ST-R1N6R7R2P2X5	1560.00
12-17	ATGPay Online Pa ATGPay Onl BERKSHIRE POINTE CONDO ST-Q4R3S8D1H2D7	1560.00
12-18	ATGPay Online Pa ATGPay Onl BERKSHIRE POINTE CONDO ST-M2H7H0Q9D3Q2	1560.00
12-19	ATGPay Online Pa ATGPay Onl BERKSHIRE POINTE CONDO ST-M5C6X5K1T2P6	3120.00
12-20	ATGPay Online Pa ATGPay Onl	3120.00

Continued on Next Page

12-31-24
274593652

KRAMER TRIAD MANAGEMENT GROUP AGENT FOR
BERKSHIRE POINTE CONDO
ST-D0H6M9S2N4E9

12-23	ATGPay Online Pa ATGPay Onl	3840.00
	BERKSHIRE POINTE CONDO	
	ST-T5P0U5Y8M2E3	
12-24	ATGPay Online Pa ATGPay Onl	2280.00
	BERKSHIRE POINTE CONDO	
	ST-C706M8P8B5K4	
12-24	AVIDPAY SERVICE	63.10-
	AVIDPAY	
	705REF*CK*1000259*241223*DTE E	
12-24	AVIDPAY SERVICE	2110.00-
	AVIDPAY	
	705REF*CK*1000260*241223*Holid	
12-24	AVIDPAY SERVICE	2860.41-
	AVIDPAY	
	705REF*CK*1000261*241223*City	
12-26	ATGPay Online Pa ATGPay Onl	840.00
	BERKSHIRE POINTE CONDO	
	ST-L3U2I2Q7Q0Y0	
12-26	BERKSHIREPOINTE VendorPymt	840.52-
	74154241A	
	-SETT-A228SFTP5	
12-27	ATGPay Online Pa ATGPay Onl	780.00
	BERKSHIRE POINTE CONDO	
	ST-P3N4W0L4K3V2	
12-27	AVIDPAY SERVICE	442.80-
	AVIDPAY	
	705REF*CK*1000262*241226*DTE E	
12-30	ATGPay Online Pa ATGPay Onl	780.00
	BERKSHIRE POINTE CONDO	
	ST-N9B307T3F1K8	
12-31	ATGPay Online Pa ATGPay Onl	780.00
	BERKSHIRE POINTE CONDO	
	ST-0704K7Z6Q7F3	
12-31	BERKSHIREPOINTE VendorPymt	86.00-
	74154241A	
	-SETT-A228SFTP5	

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

| Date | Balance | Date | Balance | Date | Balance |
|-------|----------|-------|----------|-------|----------|
| 11-30 | 3096.24 | 12-03 | 2272.24 | 12-04 | 1337.05 |
| 12-12 | 4382.05 | 12-13 | 5942.05 | 12-16 | 7502.05 |
| 12-17 | 9062.05 | 12-18 | 10622.05 | 12-19 | 13742.05 |
| 12-20 | 17642.05 | 12-23 | 22262.05 | 12-24 | 19508.54 |
| 12-26 | 21068.02 | 12-27 | 21405.22 | 12-30 | 23745.22 |
| 12-31 | 25219.22 | | | | |

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

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

END OF STATEMENT



12-31-24
 274893958

KRAMER TRIAD MANAGEMENT GROUP AGENT FOR
 BERKSHIRE POINTE CONDOMINIUM ASSOCIATION
 RESERVE
 1225 ALMA RD STE 100
 RICHARDSON TX 75081-2298

27489 395 8 MONEY MARKET ACCOUNT

| | | |
|--------------------------|----------|-----------|
| Previous Balance | 11-30-24 | 91,139.97 |
| +Deposits/Credits | | .00 |
| -Checks/Debits | | .00 |
| -Service Charge | | .00 |
| +Interest Paid | | 17.03 |
| Current Balance | | 91,157.00 |
| Days in Statement Period | 31 | |

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

| | |
|---|--------|
| Interest Earned From 12/01/24 To 12/31/24 | |
| Days in Period | 31 |
| Interest Earned | 17.03 |
| Annual Percentage Yield Earned | .22 |
| Interest Paid this Year | 255.26 |
| Interest Withheld this Year | .00 |

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

| Date | Description | Amount |
|-------|---------------|--------|
| 12-31 | Interest Pymt | 17.03 |

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

| Date | Balance | Date | Balance |
|-------|----------|-------|----------|
| 11-30 | 91139.97 | 12-31 | 91157.00 |

* - - - - - - - - - -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 Application

Applicant Information

a. Homeowner's Association or Property Name

Chamberlain Crossing Association

b. Age of the subdivision or neighborhood where the work will be done

Article of incorporation dated January 6, 2016 (9 years)

c. First-time Applicant? If not, please list the date of last application Submission.

First- Time Applicant

d. Project Leader

- Office Held/Position within organization - **President Jason Atkinson**
- Address - **51209 Chamberlain Court, Novi MI**
- Telephone - **586-823-3914**
- E-Mail - [**Jasonatkinson2@comcast.net**](mailto:Jasonatkinson2@comcast.net)

II. Project Information

Project Purpose, Plan, and Design:

Purpose: The primary purpose of the Landscape/Entrance Improvement Project is to transform the entrance of the Chamberlain Crossing community into a more welcoming, visually appealing, and functional space. Our goal is to create an inviting atmosphere that reflects the character of the neighborhood while enhancing its curb appeal. The project will improve the first impression for both residents and visitors, ultimately raising property values and fostering a stronger sense of community pride.

Plan and Design: The project involves a complete redesign of the entrance area, including landscape and hardscape improvements as well as infrastructure upgrades. Specific elements of the plan include:

- **Removal of the Existing Perimeter Fence:** The outdated and overgrown fence will be taken down to open up the entrance and create a more inviting, visible space.

- **Landscaping Enhancements:** The entrance will be redesigned with fresh landscape beds on both sides, featuring sustainable, low-maintenance plant species. The new plantings will provide year-round interest with a mix of flowering shrubs, ornamental plants, and trees. Specific plants will include:
 - 6x 10-12ft Balsam Fir
 - 4x 7-8ft Balsam Fir
 - 28x Limelight Hydrangea
 - 50x Roxanne Geranium
 - 38x Boxwood
 - Transplanting 25x Boxwoods and adding additional plants, such as 10x Limelight Hydrangeas (transplants) and 5 yards of mulch.

- **Center Island Divider Bed:** A new center island bed will be added, featuring large boulders (14 large boulders, 3-3.5 feet in size) to create a focal point and enhance the visual appeal of the entrance.

- **Monument Wall and Signage:** We will install a monument wall with updated, professional signage to clearly display the neighborhood name and make the entrance more recognizable. This will provide a sense of identity for Chamberlain Crossing.
- **Irrigation System:** A new automated irrigation system will be installed to ensure the longevity of the landscape, reduce maintenance costs, and conserve water.
- **Hardscaping:** We will build paver walls and install pillars (2x 10 feet long x 5 feet high) to complement the landscaping. These features will add structural integrity and provide a polished, professional look.

Existing Conditions: Currently, the entrance to Chamberlain Crossing is outdated and underwhelming, with a deteriorating perimeter fence, minimal landscaping, and unkempt plantings. The existing entrance does not reflect the vibrant nature of the neighborhood, lacks clear visibility, and is difficult to identify, especially for visitors and emergency responders. The perimeter fence is overgrown and in poor condition, while the landscaping is sparse and requires constant upkeep. The entrance area lacks a strong sense of identity.

Specific Need: The community needs a redesigned entrance that reflects the quality and character of Chamberlain Crossing. The current entrance is unattractive and inefficient, leading to high maintenance costs. The outdated landscaping and lack of clear signage create challenges, especially at night when visibility is poor. The improvements will reduce maintenance expenses, enhance safety, and improve the overall aesthetic of the neighborhood.

Public Benefit: This project will provide significant benefits to the residents of Chamberlain Crossing as well as the broader community:

- **Increased Neighborhood Identity:** The updated entrance with enhanced landscaping and signage will strengthen the identity of the neighborhood and foster a sense of pride among residents.
- **Improved Safety and Visibility:** The improved design, including better signage and lighting, will enhance safety by making the entrance more visible and easier to locate, especially at night. This will help both residents and emergency responders.
- **Enhanced Aesthetic Appeal:** A beautifully landscaped entrance with new signage and hardscaping will significantly improve the visual appeal of the neighborhood, positively impacting property values and creating a welcoming environment for residents and guests.

- **Environmental Sustainability:** The use of drought-resistant, low-maintenance plants and an efficient irrigation system will reduce water usage and maintenance costs, contributing to the community's environmental conservation efforts.
- **Long-Term Cost Savings:** The project will lead to reduced long-term maintenance costs through the installation of sustainable landscaping and an automated irrigation system.

In conclusion, the Landscape/Entrance Improvement Project will revitalize the entrance to Chamberlain Crossing, benefiting both residents and the broader community. The project will create a more inviting, beautiful, and sustainable environment, improving both the immediate aesthetic appeal and the long-term value of the neighborhood. We are excited about the positive impact these improvements will have and look forward to your support in making them a reality.

CHAMBERLIN CROSSING

July 26, 2024

Chamberlin Crossing Resident
Novi, MI

RE: Landscape / Entrance Improvement Project - Approved Sunday, June 2, 2024
Additional / Special Assessment Notice (\$4,100.00 split into 2 installments)
\$2,050.00 Due September 1, 2024
\$2,050.00 Due October 1, 2024

Dear Chamberlin Crossing Association Co-owner,

At a Special Meeting of the Chamberlin Crossing Association held on Sunday, June 2, 2024, the Association approved an Additional Assessment for community improvements. The Association was able to obtain the 60% Quorum and votes required for the passage of the Assessment.

The Special / Additional Assessment in the amount of \$4,100.00 will be split into two separate installments. The first installment of \$2,050.00 is due on September 1, 2024, and the 2nd installment of \$2,050.00 is due and payable on October 1, 2024. ALL OWNERS ARE REQUIRED TO REMIT THE ASSESSMENT, EVEN IF YOU DID NOT APPROVE THE ASSESSMENT. A failure of an owner to remit the assessment may result in late fees, penalties, administrative, collection and legal costs being added to your account.

The Assessment The improvements include but are not limited to: Removal of existing perimeter fence, redesign of current landscape beds on each side of the entrance, new mulch and plant materials, Center Island improvements, monument wall installation, and permit fees. *NOTE: All work performed will be subject to final approval and permitting from City of Novi, to be determined with final design plans and drawings to be submitted with application.*

If you are on ACH through Association, the Special / Additional Assessments will automatically be deducted on or about September 3rd and October 1st, in two equal installments of \$2,050.00. If you remit your assessments via on-line bill pay through your personal banking institution or via mail to the secure lockbox address, **please allow additional processing time for the mail to be received.** For proper allocation, your remittance MUST include Management Company ID (6026), Association name and ID (200), Unit Specific account number, & Name of Co-owner on the account. Please make sure that the check is made payable to **Chamberlin Crossing Association.**

If you are unsure, please contact Whitehall Management at service@whitehallcm.com.

We appreciate your cooperation and continued support!

Sincerely,

By Through and For The Chamberlin Crossing Board of Directors

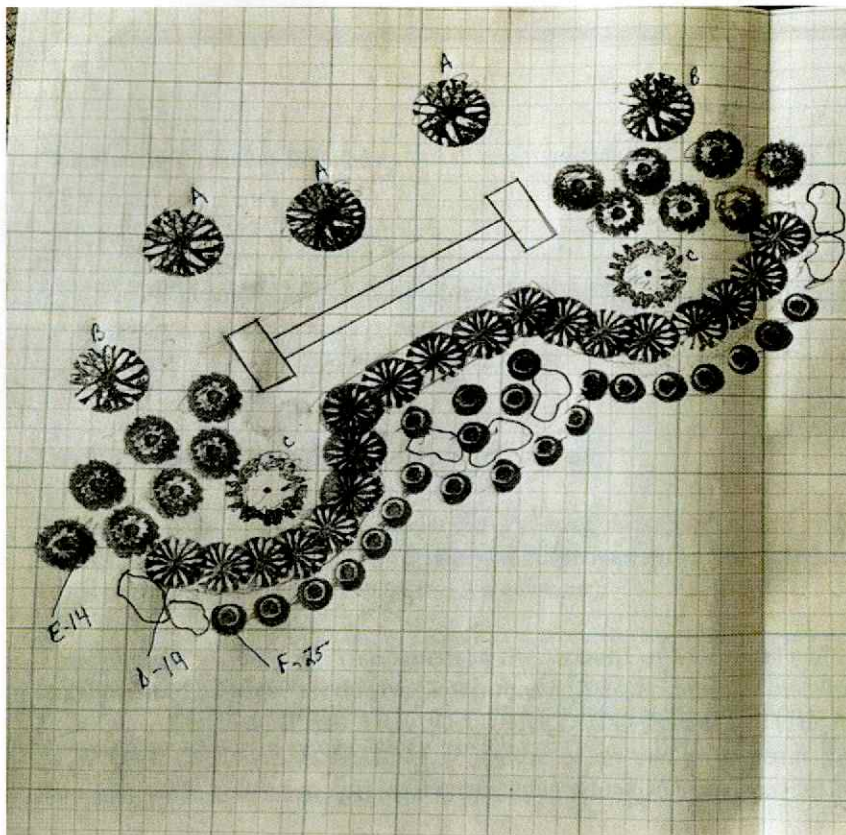


Whitehall Community Management ,



39525 Thirteen Mile Road • Suite 250 • Novi, MI 48377
Phone: 248-324-0400 • Fax: 248-702-6233
▪ service@whitehallcm.com ▪ www.whitehallcm.com

| Lucas | | |
|---|--|------------------|
| | Details | Cost |
| Removal of White Fence | | \$ 975 |
| Irrigation / Sprinklers | extra sprinkler work | \$ 1,500 |
| Landscaping | Total for below: | \$ 26,800 |
| Mulch | 2 side beds: 20 yards mulch, 20 yards top soil | |
| Redesign Two Current Landscape Beds (mirror each other) | 14 large boulders 3ft -3.5ft
Weed mat
A - 6x 10-12ft Balsam Fir
B - 4x 7-8ft Balsam Fir
C - 4x 2in 8-10ft Red Bud
D - 38x boxwood 5 gal
E - 28x Limelight Hydrangea 3 gal
F- 50x Roxanne Geranium 1 gal | |
| Center Island Divider Bed Addition | Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yds mulch, labor to install | \$ 4,975 |
| Walls | 2x 10ft long x 5 ft high; 4-6ft pillars, paver walls | \$ 11,950 |
| | Cement foundation for signs | \$ 2,000 |
| Signs | | |
| City of Novi Fees (Approximate) | | \$ 1,000 |
| Total Cost: | | \$ 49,200 |
| Per House (12 houses): | | \$ 4,100 |



50 yd Topsoil
 20 yd Mulch
 Weed Mat
 14 Large Boulders 3'-3 1/2'
 A-6-10' 12' Balsam Fir
 B-4-7-8' Balsam Fir
 C-4-2' 8-10' Red Bud
 D-38 Boxwood Sapling
 E-28 Limelight Hydrangea 3 gal
 F-50 Roxanne Geranium 1 gal

Landscaping \$26,800.-
 2-10' ~~W~~ long 5' Hgt. Walls
 6-6' Pillars
 Tower Walls \$11,950.-

Total \$38,750

*Lucas Nurseries and
Landscaping, Inc.*

BLOCKS, PAVERS & WALL STONES

9779 Ford Rd. • Superior Township, MI 48198 • 734-482-1111
 10190 Plymouth / Ann Arbor Rd. • Plymouth, MI 48170 • 734-439-6500



This is a slide gate system. The gate moves from side to side with the gate operator placed in the common area. This is probably not an option because you can't go into the side areas because the land is protected.



This is a Vertical Pivot Gate. The gate lifts into a vertical position to allow ingress and egress to the community. We are not very familiar with this type of gate system.



This is a Lift Gate with removable arms. The arms are easy to put on and off and an owner could be assigned the task of basic repairs, which would keep down the cost of repairs. This would be the most affordable option but is the least appealing.



This is a sample of a Lift Master, gate arm operator system. This for one side is about \$5,000.00 just in materials, without any installation or additional controls.

Obviously one of the most affordable options. There would be the cost x 2 gates (ingress/egress) plus the cost of the remotes, readers, Wi-Fi installation, electrical and increased insurance. Plus the legal approvals and amendments.



This is a Swing Gate. It is most costly than the lift gate but much more aesthetically pleasing. It can be installed with to outside pillars and the gates connect or sometimes they swing with a pilar in the middle. This would obviously depend on where you would install.

d. Explanation of How the Project Meets the Review Criteria:

1. **Location of the Project:** The project is located at the entrance to the Chamberlain Crossing community, which is a prominent, highly visible location clearly visible from the public right-of-way. This aligns with the grant requirement that projects must be situated at neighborhood entryways, ensuring maximum exposure and public benefit.
2. **Project Type:** The project is designed to enhance the aesthetic and functional aspects of the neighborhood entrance through physical improvements, including the removal of the existing fence, redesign of landscape beds, installation of new mulch, planting of new shrubs and trees, and the construction of a new monument wall with signage. These improvements will significantly enhance the curb appeal and functionality of the entrance, which is consistent with the criteria for eligible projects.
3. **Compliance with City Ordinances and Regulations:** The project has been designed with full compliance to City of Novi ordinances and regulations, including the Residential Entryway Signage requirements. The designs, including landscaping plans and monument signage, will be reviewed and submitted to the City for final approval. We are committed to obtaining all necessary permits before the work begins to ensure compliance with zoning, landscaping, and construction codes.
4. **Environmental Sensitivity and Sustainability:** The project has been designed with sustainability in mind. We have prioritized the use of native and drought-tolerant plants, such as **Balsam Fir**, **Boxwood**, **Limelight Hydrangea**, and **Roxanne Geraniums**, which are both environmentally friendly and low-maintenance. These plantings will reduce water usage and minimize the need for chemical fertilizers and pesticides. The redesigned landscape beds will also improve stormwater absorption, contributing to better drainage and reduced runoff.

Additionally, the project incorporates an efficient irrigation system that will minimize water consumption, which further aligns with sustainable practices. The use of natural mulch, large boulders, and high-quality materials for construction ensures long-term durability and reduces the need for frequent replacements or maintenance.

5. **Impact on the Surrounding Environment and Community:** The project has been carefully planned to ensure a positive impact on the surrounding environment. By improving the neighborhood entrance, it enhances the visual appeal of the community, contributing to a stronger sense of identity and pride among residents. The updated landscaping will increase biodiversity, providing habitat for pollinators and local wildlife.

Furthermore, the installation of the new monument wall and signage will make the entrance more visible, improving safety for residents and visitors.

The project does not negatively impact neighboring properties. All work will be confined to the designated entryway area, and the redesign is intended to be complementary to the existing landscape, ensuring that there are no adverse effects on neighboring properties' views or privacy. The work will be completed within the boundaries of the neighborhood and will not require disruption to adjacent properties.

6. **Coordination with Other Agencies:** There are no anticipated conflicts with other agencies such as the Road Commission for Oakland County, as the project is confined to the entrance of the subdivision and does not interfere with public roadways or infrastructure. However, we will seek any necessary approvals or permissions from relevant authorities, including the City of Novi's Planning or Code Compliance departments, as part of the final design and permitting process.

Additionally, if any work or signage placement might impact public spaces or require road access, we will work with the City to ensure all necessary permits and approvals are obtained. We will also include any necessary permissions from utility companies or agencies that may be affected by the installation of irrigation systems, landscaping, or signage.

7. **Written Permission or Approval from Necessary Entities:** We are in the process of contacting the relevant City departments to secure the necessary approvals for the project. Written permission from the City of Novi and any other agencies, if required, will be submitted along with the grant application. We anticipate no issues with obtaining the required permissions as all work will be within the designated boundaries of the community and will comply with City codes and regulations.

In conclusion, this project meets all of the review criteria outlined in the Grant Selection Criteria & Evaluation Process section. It enhances the public entrance to Chamberlain Crossing with environmentally sensitive and sustainable design, respects the surrounding environment, and will improve both the aesthetic value and safety of the community. Additionally, we are working with the necessary agencies to ensure full compliance and to address any potential impacts on the surrounding environment or property owners.

- e. Provide a detailed list of all proposed plants, if any, intended to be used in the project. Include the plant's common name and Latin name. Please refer to the City's prohibited species list in section 9c of the City's [Landscape Design Manual](#).

Detailed List of Proposed Plants for the Project:

The following plants have been selected for the landscape redesign at the entrance of Chamberlain Crossing. These plants are chosen for their aesthetic appeal, environmental suitability, and ability to thrive in the local climate. All proposed plants have been carefully selected to avoid any prohibited species as listed in the City of Novi's Landscape Design Manual. Below is the list of plants intended to be used:

1. **Balsam Fir (*Abies balsamea*)**
 - Quantity: 6 trees
 - Size: 10-12 feet tall
 - Description: This evergreen conifer is chosen for its dense foliage and symmetrical shape. It will provide year-round greenery and contribute to the visual appeal of the entrance.
2. **Balsam Fir (*Abies balsamea*)**
 - Quantity: 4 trees
 - Size: 7-8 feet tall
 - Description: A smaller version of the Balsam Fir, this variety will complement the larger trees and offer a balanced look with its conical shape and aromatic needles.
3. **Redbud (*Cercis canadensis*)**
 - Quantity: 4 trees
 - Size: 8-10 feet tall
 - Description: Known for its stunning spring flowers and heart-shaped leaves, the Redbud will add a burst of color in early spring. It is a native species that supports local pollinators and provides seasonal interest.
4. **Boxwood (*Buxus* spp.)**
 - Quantity: 38 shrubs
 - Size: 5-gallon size
 - Description: Boxwoods are compact, evergreen shrubs ideal for creating defined borders and adding year-round structure. Their dense foliage will help create a neat and formal look along the landscape beds.
5. **Limelight Hydrangea (*Hydrangea paniculata* 'Limelight')**
 - Quantity: 28 shrubs
 - Size: 3-gallon size
 - Description: This deciduous shrub is prized for its large, lime-green flowers that turn to white and pink as they mature. It will provide visual interest and seasonal change, adding a soft and elegant texture to the landscape.

6. **Roxanne Geranium (Geranium ‘Roxanne’)**

- Quantity: 50 plants
- Size: 1-gallon size
- Description: This hardy perennial features deep blue flowers that bloom profusely in late spring and early summer. It is a low-maintenance plant that is perfect for ground cover and adding vibrant color to the landscape.

7. **Boxwood (Buxus spp.) (Transplants)**

- Quantity: 25 plants (to be transplanted)
- Size: Existing plants
- Description: Additional Boxwood shrubs will be transplanted from within the community to further reinforce the structured look of the entrance area.

8. **Limelight Hydrangea (Hydrangea paniculata ‘Limelight’) (Additional)**

- Quantity: 10 plants
- Size: 3-gallon size
- Description: An additional 10 Limelight Hydrangeas will be added to enhance the landscape and complement the other flowering plants.

III. Funding Information

a. Estimated Total Project Costs - **\$49200.00**

b. Who provided this cost estimate?

- Name, title, company- **Lucas irrigation Specialists LLC (Robert Lucas)**
- Phone number- **(734) 330-6136**

a. Total amount of funds requested (*50% project costs up to \$5,000 maximum*) - **\$5000.00**

b. 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 amount of the additional cost.-**\$44200.00**

c. Total amount to be donated through in-kind donations and/or cash assistance. **N/A**

- Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).
- Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

- **Itemized unit and total cost estimates**

| Lucas | | |
|---|---|------------------|
| | Details | Cost |
| Removal of White Fence | | \$ 975 |
| Irrigation / Sprinklers | extra sprinkler work | \$ 1,500 |
| Landscaping | Total for below: | \$ 26,800 |
| Mulch | 2 side beds: 20 yards mulch, 20 yards top soil | |
| Redesign Two Current Landscape Beds (mirror each other) | 14 large boulders 3ft -3.5ft
Weed mat
A - 6x 10-12ft Balsam Fir
B - 4x 7-8ft Balsam Fir
C - 4x 2in 8-10ft Red Bud
D - 38x boxwood 5 gal
E - 28x Limelight Hydrangea 3 gal
F - 50x Roxanne Geranium 1 gal | |
| Center Island Divider Bed Addition | Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yds mulch, labor to install | \$ 4,975 |
| Walls | 2x 10ft long x 5 ft high; 4-6ft pillars, paver walls | \$ 11,950 |
| | Cement foundation for signs | \$ 2,000 |
| Signs | | |
| City of Novi Fees (Approximate) | | \$ 1,000 |
| Total Cost: | | \$ 49,200 |
| Per House (12 houses): | | \$ 4,100 |

| Chamberlin Crossing Association | | | | | |
|---------------------------------|---------|---|-------------|----------------|-------------|
| | Account | Description | 2024 Actual | 2024 Projected | 2025 Budget |
| Operating Accounts | | | | | |
| Income Accounts | | | | | |
| (not specified) | | | | | |
| | | Association Dues | \$12,000.00 | \$12,000.00 | \$19,200.00 |
| | | Additional Assessment | \$10,416.93 | \$10,416.93 | \$49,200.00 |
| | | Late Fees | \$135.00 | \$135.00 | \$150.00 |
| | | Legal Fees | \$0.00 | \$0.00 | \$0.00 |
| | | Collection Income | \$90.00 | \$90.00 | \$90.00 |
| | | Interest Income - Checking | \$1.06 | \$1.06 | \$0.00 |
| | | Interest Income - Reserves | \$1.17 | \$1.17 | \$0.00 |
| | | Reserve Contribution Income | \$1,072.50 | \$1,072.50 | \$0.00 |
| New | | | | | |
| Income Accounts Total | | | \$23,716.66 | \$23,716.66 | \$68,640.00 |
| | | | | | |
| Expense Accounts | | | | | |
| (not specified) | | | | | |
| | | Management Fees | \$6,450.00 | \$6,450.00 | \$2,400.00 |
| | | Project Administration | \$400.00 | \$400.00 | \$400.00 |
| | | Printing & Mailing | \$177.66 | \$177.66 | \$200.00 |
| | | Office Supplies | \$8.20 | \$8.20 | \$11.26 |
| | | Postage & Delivery | \$83.50 | \$83.50 | \$114.34 |
| | | Accounting/Audits | \$380.00 | \$380.00 | \$380.00 |
| | | Legal Expense | \$302.50 | \$302.50 | \$330.00 |
| | | Collection Expense | \$80.00 | \$80.00 | \$90.00 |
| | | Fees & Permits | \$0.00 | \$0.00 | \$20.00 |
| | | Misc Administrative | \$1,849.76 | \$1,849.76 | \$2,000.00 |
| | | Property & Liability Insurance | \$1,266.00 | \$1,266.00 | \$1,000.00 |
| | | Electricity | \$232.81 | \$232.81 | \$300.00 |
| | | Irrigation | \$740.00 | \$740.00 | \$2,300.00 |
| | | Maint Suppies - Lawn & Grounds | \$520.00 | \$520.00 | \$5,200.00 |
| | | Ctr Services - Landscaping & Groundskeeping | \$5,199.94 | \$5,199.94 | \$33,750.00 |
| | | Ctr Serv - Snow Removal | \$3,275.50 | \$3,275.50 | \$2,500.00 |
| | | Reserve Contributions | \$1,072.50 | \$1,072.50 | \$2,183.40 |
| | | Site Expense | \$789.00 | \$789.00 | \$13,950.00 |
| | | Snow Removal - Shared Exp | \$897.00 | \$897.00 | \$1,511.00 |
| New | | | | | |
| Expense Accounts Total | | | \$23,724.37 | \$23,724.37 | \$68,640.00 |

Chamberlin Crossings - BID SUMMARY WORK SHEET

| DESCRIPTION | QTY | Custom Cut | GOM | TC Lawn | COMMENTS |
|---|-----|----------------|----------------|----------------|----------|
| STANDARD SERVICE ITEMS | | | | | |
| SPRING CLEAN UP | | | | | |
| remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation | 1 | \$270 | \$210 | \$180 | |
| FALL CLEAN UP | | | | | |
| rake, gather, remove leaves and debris | 1 | \$405 | \$380 | \$240 | |
| WEEKLY LAWN MAINT. | | | | | |
| based on 26 week season; based on 23 completed units as of 02/28/2021 | 26 | \$2,340 | \$3,004 | \$2,080 | |
| BED EDGING | | | | | |
| all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season | 2 | \$490 | \$350 | 160 | |
| HARD SURFACE EDGING | | | | | |
| general common curbs and walks, building walks, drives and curbs weekly) 1 time per month | 6 | included | included | Included | |
| BED AND HARD SURFACE MAINT. | | | | | |
| all entrances, general common beds, tree rings, etc. twice per season | 2 | \$130 | \$806 | \$780 | |
| WEEDING | | | | | |
| Common area and unit weeding; based on assumption of 9 weeding | 9 | \$405 | included | Included | |
| SHRUB TRIMMING | | | | | |
| all entrances, general common beds, shrubs trimming to be done 2 x's | 2 | \$140 | \$250 | \$160 | |
| SUB TOTAL STANDARD LAWN MAINTENANCE | | \$4,180 | \$5,000 | \$3,600 | |
| OTHER - OPTIONAL ITEMS | | | | | |
| FERTILIZATION | | | | | |
| Four step | 4 | \$0 | \$400 | \$380 | |
| MULCH | | | | | |
| Double shredded hardwood - indicate yards and price p/yard | 8 | \$65/yard | \$0 | \$130 | |
| SEASONAL FLOWERS | | | | | |
| Spring/Summer Begonia p/flat price installed | | \$25/ flat | \$35 | \$300 | |
| Fall Mum or Pansy must specify | | 0 | \$12 | \$300 | |
| Additional Fresh peat @ p/cubic yard; indicate price per yard installed | | 0 | \$0 | \$0 | |
| AERATION | | | | | |
| Optional | 1 | \$0 | \$0 | \$180 | |
| IRRIGATION SERVICES | | | | | |
| clocks with zones - | | | | | |
| Spring Start-Up | | N/A | \$325 | \$175 | |
| Fall Winterization | | N/A | Included | \$210 | |
| Service charge per visit | | N/A | No Quote | \$65 | |
| SUB TOTAL OPTIONAL ITEMS | | | \$725 | \$1,740 | |
| TOTAL ALL | | \$4,180 | \$5,725 | \$5,340 | |

Chamberlin Crossings - BID SUMMARY WORK SHEET

Custom Cut & Landscaping

| DESCRIPTION | QTY | AMOUNT
P/SERVICE | TOTAL | COMMENTS |
|--|-----|---------------------|---------------------|----------------------------|
| STANDARD SERVICE ITEMS | | | | |
| SPRING CLEAN UP
remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation | 1 | \$270 ⁰⁰ | \$270 ⁰⁰ | Entrance & Cul-de-sac. |
| FALL CLEAN UP
rake, gather, remove leaves and debris | 1 | \$405 ⁰⁰ | \$405 ⁰⁰ | |
| WEEKLY LAWN MAINT.
based on 26 week season; based on 23 completed units as of 02/28/2021 | 26 | \$90 ⁰⁰ | 2340 ⁰⁰ | |
| BED EDGING
all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season | 2 | \$245 ⁰⁰ | \$490 ⁰⁰ | |
| HARD SURFACE EDGING
general common curbs and walks, building walks, drives and curbs weekly) 1 time per month | 6 | Included | | |
| BED AND HARD SURFACE MAINT.
all entrances, general common beds, tree rings, etc. twice per season | 2 | \$65 ⁰⁰ | \$130 ⁰⁰ | |
| WEEDING
Common area and unit weeding; based on assumption of 9 weeding | 9 | \$45 ⁰⁰ | \$405 ⁰⁰ | |
| SHRUB TRIMMING
all entrances, general common beds, shrubs trimming to be done 2 x's | 2 | \$70 ⁰⁰ | \$140 ⁰⁰ | Wedges at entrance |
| SUB TOTAL STANDARD LAWN MAINTENANCE | | | \$4180 | |
| OTHER - OPTIONAL ITEMS | | | | |
| FERTILIZATION
Four step | 4 | | | |
| MULCH
Double shredded hardwood - indicate yards and price p/yard | | \$65 per yard | | |
| SEASONAL FLOWERS
Spring/Summer Begonia p/flat price installed
Fall Mum or Pansy must specify
Additional Fresh peat @ p/cubic yard; indicate price per yard installed | | \$25 per flat | | |
| AERATION
Optional | 1 | | | |
| IRRIGATION SERVICES
Zones / Meters
Spring Start-Up
Fall Winterization
Service charge per visit | | | | Can price at a later time. |
| SUB TOTAL OPTIONAL ITEMS | | | | |
| TOTAL ALL | | | | |

Custom Cut & Landscaping, LLC

20018 Rippling Lane Northville, MI 48167
248-348-0490

CHAMBERLIN CROSSINGS

Novi, Michigan

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings Community Location: Northville, MI

Property Description: Single Family Homes: See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: Custom Cut & Landscaping Contact Person: Linda Skiba

Address: 20018 Rippling Lane, Northville, MI 48167

Office Phone: 248-348-0490 Mobile Phone: 248-719-9406 Fax #: 248-348-0490

Email Address: LINDA.SKIBA@Comcast.net Tax ID: 38-3526374

Business Type: LLC Corporation Individual / Sole Proprietor / DBA Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: Larm Bureau | AAA

Address: 575 S. Main St. Plymouth | Plymouth Mich 734-747-7487

Agent Name: Steve Gargian Agent Number: 734-927-1244

SERVICE COST SUMMARY

| | | |
|--|----|----------------------|
| Spring Clean-up | \$ | 270. ⁰⁰ |
| Fall Clean-up | \$ | 405. ⁰⁰ |
| General Commons Mowing, Regular Cut Schedule: <u>26 Cuts</u> | \$ | 2,340. ⁰⁰ |
| Bed Edging All General: <u>2 per season</u> | \$ | 490. ⁰⁰ |
| Hard Surface Edging: <u>Monthly</u> | \$ | Included |
| Bed & Hard Surface Maint. / Weeding | \$ | 130. ⁰⁰ |
| Shrub & Tree Trimmings: <u>2 per season</u> | \$ | 140. ⁰⁰ |
| <i>Weeding</i> | \$ | 405. ⁰⁰ |
| TOTAL LAWN MAINTENANCE CONTRACT PRICE | \$ | 4,180.00 |

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL)

\$ _____

1. The four-step turf fertilization program provided includes:
 - a. an early application pre-emergent crabgrass preventative to be applied **NO LATER THAN May 1st.**
 - b. slow release granular nitrogen applications to promote green turf and root growth
 - c. liquid weed spray applications to control broadleaf weed infestation
 - d. a mineral rich winterizing application
2. Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
3. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
4. All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
5. All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: _____ (X) Entrances and General Common Beds

#of Yards _____

Total Cost Installed

\$ 765.⁰⁰ per yard

Chamberlin Crossings - BID SUMMARY WORK SHEET

| DESCRIPTION | QTY | AMOUNT
P/SERVICE | TOTAL | COMMENTS |
|--|-----|---------------------|---------|--|
| STANDARD SERVICE ITEMS | | | | |
| SPRING CLEAN UP
remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation | 1 | 210.00 | | |
| FALL CLEAN UP
rake, gather, remove leaves and debris | 1 | 380.00 | | |
| WEEKLY LAWN MAINT.
based on 26 week season; based on 23 completed units as of 02/28/2021 | 26 | 92.41 | 2404.00 | |
| BED EDGING
all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season | 2 | 175.00 | 350.00 | add \$ 600 to include 5x pond mowing |
| HARD SURFACE EDGING
general common curbs and walks, building walks, drives and curbs weekly) 1 time per month | 6 | Included | | |
| BED AND HARD SURFACE MAINT.
all entrances, general common beds, tree rings, etc. twice per season | 2 | 804.00 | | |
| WEEDING
Common area and unit weeding; based on assumption of 9 weeding | 9 | N/A | | |
| SHRUB TRIMMING
all entrances, general common beds, shrubs trimming to be done 2 x's | 2 | 125.00 | 250.00 | |
| SUB TOTAL STANDARD LAWN MAINTENANCE | | | 5,000 | |
| OTHER - OPTIONAL ITEMS | | | | |
| FERTILIZATION
Four step | 4 | 100.00 | 400.00 | |
| MULCH
Double shredded hardwood - indicate yards and price p/yard | | TBD | | |
| SEASONAL FLOWERS
Spring/Summer Begonia p/flat price installed
Fall Mum or Pansy must specify
Additional Fresh peat @ p/cubic yard; indicate price per yard installed | | TBD | | |
| AERATION
Optional | 1 | | | |
| IRRIGATION SERVICES
Zones / Meters
Spring Start-Up
Fall Winterization
Service charge per visit | | 325.00 | | price does not include any irrigation inspections. |
| SUB TOTAL OPTIONAL ITEMS | | | 725 | |
| TOTAL ALL | | | 5725 | |

Chamberlin Crossings

REQUEST FOR PROPOSAL

- LOCATION OF WORK:** Chamberlin Crossings Northville, MI
Major cross streets (Off Napier between 8 & 9 Mile Road)
- DESCRIPTION OF WORK:** Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers
• Qty (11 – 12) Single Family Homes
- SCOPE OF SERVICE:** Defined in attached service agreement template.
- OTHER:** N/A
- MANDATORY INCLUSIONS:** Date of week routine mowing to be scheduled.
- VENDOR REQUIREMENTS:** See Attached Vendor Requirements
- ATTACHMENTS:** Community Map
Vendor Requirements
- CONTACT PERSON:** Christine Metiva, Whitehall Community Management 248-324-0400
- SUBMISSION DEADLINE:** Proposals to be received no later than 5:00 PM on March 15, 2021.
Proposals can be delivered by:
- Email:** christine@whitehallcm.com
mark@whitehallcm.com
service@whitehallcm.com
- Facsimile:** 248-324-0401
- Mail:** Chamberlin Crossings
Must be postmarked by 03/15/2021 C/o Whitehall Community Management
39525 Thirteen Mile Road, Suite 250
Novi, MI 48152
- PROJECTED START:** *Commencement of service agreement to begin on or about April 15th or as weather permits.*



39525 Thirteen Mile Road • Suite 250 • Novi, MI 48377
Phone: 248 324-0400 • Fax: 248-324-0401

www.whitehallcm.com • christine@whitehallcm.com • service@whitehallcm.com

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings Community Location: Northville, MI

Property Description: **Single Family Homes:** See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: Great Oaks Maintenance Contact Person: Dave Doane

Address: 28025 Samuel Linden Ct., Novi MI 48377

Office Phone: (248) 449-4223 Mobile Phone: (248) 939-0544 Fax #: (248) 449-4925

Email Address: didoane@greatoakslandscape.com Tax ID: 38-3576741

Business Type: ☐ Corporation ☐ Individual / Sole Proprietor / DBA ☐ Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: On File

Address: _____

Agent Name: _____ Agent Number: _____

Contract Term: April 15th, 2021 through November 30, 2021

Expandability of Contract: If new buildings are added through the year, you agree to charge the per-building amount for the new building, starting the month that you begin service to the building(s).

It is highly recommended that each contractor review the map(s) and visit each site. Contractors must request clarifications PRIOR to the submitting a bid. The managing agent can make arrangements to meet the contractor onsite in order to fully explain areas of service, if needed. Once a bid is submitted, contractor accepts that the quote represents the entirety of responsibilities and the contract. Should any areas be 'missed' or not serviced due to the vendors misunderstanding of the grounds and/or scope, the contractor takes full responsibility to service those areas at NO ADDITIONAL CHARGE.

I. LANDSCAPE & GROUNDS MAINTENANCE SCOPE

- A. **SPRING CLEAN-UP:** beginning April 15th and must be completed by May 30th, weather permitting. Contractor will walk all common areas and gather and remove all debris from turf, tree, bed, parking and sidewalk areas including but not limited to leaves, fallen branches, trash, etc. that accumulated over the winter.
- B. **LAWN CUTTING (see map for details):**
- (X) General Commons, Regular Mow Schedule () Buildings, Regular Mow Schedule
- (X) Other, Rough Mow Schedule: Bi-weekly or as needed (dependent upon weather)
1. Contractor will mow and trim lawns **WEEKLY for a total of TWENTY-SIX (26) cuts.** The first cut will be after the 15th of April, but no later than May 15th, and run weekly through the last week of October. A week may be skipped with written approval from the agent during the slower growing season. Any additional cutting beyond the 26 cuts must first be approved in writing by the Agent prior to performing the service.
 2. All mowers are to be set at a height of **FOUR INCHES (4")**. Contractor will adjust height as necessary to avoid scalping throughout the season.
 3. Contractor will take every precaution not to damage lawns. If an area is known to be a problem, Contractor will use equipment that will provide the best cut with minimal or no damage to the lawn area, including weed whipping.
 - Clippings will be removed IMMEDIATELY following each mowing from all surfaces including but not limited to sidewalks, driveways, landscape beds, patios, etc. Blowing clippings into landscape beds will not be tolerated. Excessive clippings or matted accumulations on the turf areas are to be collected and removed at no additional charge. Clippings too wet to remove shall be removed the following day.
 - The Agent will be IMMEDIATELY notified in writing if a location is too wet to mow on the regular mowing day. Any damages to lawns by mowing when too wet will be the responsibility of the contractor.
 4. All debris related to work performed will be removed by vendor and included in contract price. Non-natural debris on grounds will be picked up and removed, NOT mowed over. Any related cleanup, by not adhering to this guideline will be the responsibility of the vendor.
 5. Storage of items will not be permitted on the job site. In the event that the contractor fails to remove the items as provided herein, the Association shall have the right to do so and to deduct the reasonable cost thereof from payments due to the contractor or to charge the same to the contractor directly.

C. BED EDGING:

(X) All Entrances, General Commons Beds, Trees Rings, etc.

Bed edging will be performed TWO (2) times per season, once at Spring Clean-up and once after the main growing season. Bed edging will create a clearly defined edge, having cut down at least 4 inches into the soil to prevent grass from growing into the beds. All edging debris will be removed from the beds immediately. Simply weed whipping is not an acceptable edge.

D. HARD SURFACE EDGING:

(X) General Commons Curbs & Walks

(X) Building Walks, Drives & Curbs

Hard Surface Edging will be completed TWO (2) times per month. Edge will be cut to a minimum depth of 1/2" below pavement grade. All edging debris will be cleaned away and removed immediately. Contractor will take all precautions to not damage hard surfaces.

E. BED and HARD SURFACE MAINTENANCE & WEEDING:

(X) All Entrances, General Commons Beds, Trees Rings, etc.

(X) Curbs, Sidewalks & Roads

1. Mulch will be turned / fluffed: Upon request as additional charge to be approved in advance
2. Open beds (not mulched) will be turned TWO (2) times per season: Spring and Fall.
3. Contractor will remove any dead annuals as they occur.
4. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical weed treatments.
5. Contractor shall keep all beds free of weeds by means of chemical control, mechanical cultivation and hand weeding as necessary. The timing of the weed services shall be such to eliminate the possibility of weeds flowering and/or going to seed. WEED WHIPPING AND BLANKET SPRAYING WILL NOT BE PERMITTED. The application of herbicide will be considered a curative rather than preventative method of weed control.
6. Contractor will be responsible for damage to shrubs, trees and flowers due to chemical penetration or over-spraying.

F. SHRUB & TREE TRIMMING:

(X) All Entrances, General Commons Beds, Trees Rings, Ornamental Trees, etc.

1. Contractor will perform TWO (2) trimmings per season: Spring and Fall.
2. Contractor will prune shrub and tree areas as indicated, removing all clippings from the property.
3. Plantings may be pruned or sheared in order to retain natural, healthy appearance. Ornamental trees and shrubs will be pruned to their intended form. Flowering shrubs should be trimmed only after their flowering season has passed.
4. Personnel involved in pruning shall have knowledge and/or training in the proper trimming technique and species identification.

G. FALL CLEAN-UP

Contractor will walk all common areas and rake, gather and remove all leaves and debris from the property in the fall. The final clean-up will occur once the majority of leaves have dropped and no later than November 30th.

SERVICE COST SUMMARY

| | |
|---|----------------------|
| Spring Clean-up | \$ 210.00 |
| Fall Clean up | \$ 380.00 |
| General Commons Mowing, Regular Cut Schedule: 26 Cuts
Includes 5 visits For Pond Mowing. | \$ 2,404.00 + 600.00 |
| Bed Edging All General: 2 per season | \$ 350.00 |
| Hard Surface Edging: Monthly | \$ Included |
| Bed & Hard Surface Maint. / Weeding | \$ 806.00 |
| Shrub & Tree Trimmings: 2 per season | \$ 250.00 |
| TOTAL LAWN MAINTENANCE CONTRACT PRICE | \$ 5,000.00 |

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL)

\$ 400.00

- The four-step turf fertilization program provided includes:
 - an early application pre-emergent crabgrass preventative to be applied NO LATER THAN May 1st.
 - slow release granular nitrogen applications to promote green turf and root growth
 - liquid weed spray applications to control broadleaf weed infestation
 - a mineral rich winterizing application
- Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
- Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
- All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
- All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: _____ (X) Entrances and General Common Beds

#of Yards TBD Total Cost Installed \$ TBD

C. SEASONAL FLOWERS: (OPTIONAL)

Spring / Summer: () Entrance / Commons Beds

Type(s) _____ Color(s) _____ # of Flats _____ Refer to Map _____

\$ 35 per Flat
* Includes Bed prep.

Fall: () Entrance / Commons Beds

Type(s) _____ Color(s) _____ # of Flats _____

\$ 12 per Mum

D. AERATION of all lawn surface: (OPTIONAL)

\$ TBD

E. IRRIGATION SERVICES: (OPTIONAL)

\$ 325.00

*** Approx. # of _____ Clocks Approx. # of _____ Zones***

SPRING START-UP:

1. Start and test the irrigation system, zones and components to occur between May 1st and May 30th, weather permitting. A hotter, dryer spring may require an earlier start
2. Contractor will be responsible for contacting and coordinating with municipality for meter installs.
3. Contractor will locate all zones and heads and use control clock to ensure proper rotation and water distribution by straightening and adjusting heads, etc. while also observing water conservation techniques.
4. Contractor will identify obvious and potential problems, reporting all issues and repairs needed immediately after inspection of system upon start up.
5. Contractor will submit a written report with the invoice.

FALL WINTERIZATION:

1. All irrigation winterization must be scheduled by October 10th and completed no later than October 30th and/or must be completed prior to extended freezing temperatures.
2. Contractor will drain lines/pipes, blowout system with the proper PSI and CFM to ensure the system is properly winterized while not damaging the system or parts.
3. Contractor will remove all meters as necessary and either store as directed or schedule for municipality to pick-up.
4. Contractor will submit a written report with the invoice.

F. IRRIGATION SYSTEM CHECKS Price p/check (OPTIONAL):

\$ TBD

1. Contractor will locate all zones and ensure all valves are opening and closing properly and ensure proper rotation and water distribution by straightening and adjusting heads.
2. Contractor will ensure all electrical of the irrigation system is working properly.
3. Contractor will identify obvious and potential problems and adjust watering per season and coverage required.
4. Contractor will submit a written report with the invoice.

III. GENERAL REQUIREMENT CONSIDERATIONS

A. Reporting:

1. Contractor will provide monthly reports shall be included with the monthly invoice. Reports to include date of service(s), any damage seen or caused, amount of snowfall each push, etc.
2. The Association may at its sole discretion, require one or more progress meetings in the course of the work which meetings shall be held on-site for the purpose of furnishing information to coordinate performance and/or to otherwise inspect completed work. The contractor shall be presented at each progress meeting requested by the Association by persons with full authority to act for the contractor and the Association shall be represented by representatives of the Agent and/or the Board of Directors of the Association

B. Independent Contractor Status

1. Contractor is considered to be at all times an independent contractor. Contractor is not an Agent or employee of the Association or Managing Agent.
2. All work performed hereunder shall meet with the approval of the Association. The detailed manner and method of doing the work shall be under the control of the Contractor, as outlined in the contracted specifications, the Association being interested only in the professionally completed services contracted. All persons employed by the contractor shall be responsible to the Contractor directly and shall be paid by the contractor.
3. Contractor shall pay, and indemnify, defend and name the Association and Agent harmless from the payment of company payroll, all required materials & supplies, all taxes and contributions imposed by all applicable Federal and State laws with respect to Contractors business, employees and subcontractors, including all interest and penalties payable under said laws as a result of non-compliance.
4. Signs: Contractor shall not erect or display any signs or advertising devices whatsoever at or near the job site.

C. Subcontracting Work:

Subcontracting work is NOT permitted. All work to be performed by the bidding Agency.

D. Payments:

1. All invoices must be detailed indicating the date and nature of the work performed. No payment will be remitted without detailed invoices.
2. Contract price shall be divided into 6 equal monthly payments, May, June, July, Aug, Sept, Oct. Invoices shall be submitted for the coming month.
3. Invoices shall be paid not more than 30 days after the month of service has been completed.
4. The contractor agrees to allow the Association to retain ten percent (10%) from each and any payment. Final payment, plus any additional work and the ten percent retention shall be made within 10 days after total completion and inspection by an agent to the Association and the contractor. This procedure will be followed to verify that all Contracted work is completed, including repair of any incidental damage and cleanup.
5. The Association agrees to pay the contractor, as its compensation for services performed under this Contract, an agreed upon amount per month as outlined above. All prices presented in this Contract shall remain firm and guaranteed for the period specified. Payments to the contractor shall include any and all applicable taxes and are not subject to any escalation.
6. The payment provisions of this contract are subject, however, to applicable sections of the State of Michigan Property Code and any and all other applicable laws and to contractors furnishing of proof, satisfactory to Association, that all claims for labor and materials have been satisfied and that there are no unsatisfied claims for injuries, or damages or liens in place against the Association or Management.

7. As an integral part of this Contract, the Contractor agrees to furnish a listing of maintenance equipment and job references.

E. Insurance Requirements

1. Contractor shall have its insurance company furnish the Agent with an Original proof of insurance certificate directly by U.S. Mail. All contract submissions must be accompanied by proof of insurance. In certain instances, a lower insurance limit may be permissible. The Association must approve any exceptions to the insurance requirements. In the event any insurance is discontinued, the Association reserves the right to terminate the contract or to take out appropriate and/or additional insurance at the expense of the Contractor.
2. Contractor shall have insurance certificates produced listing Association and the agent as additional named insured.
3. Contractor is required to maintain the following insurance coverage.

Commercial General Liability

| | |
|--------------------------------------|----------------|
| General Aggregate products/completed | \$1,000,000.00 |
| Operations Aggregate | \$1,000,000.00 |
| Personal & Advertising | \$ 500,000.00 |

Auto Liability

| | |
|--|----------------|
| Combined Bodily Injury and Property Damage | \$1,000,000.00 |
| Hired and Non-owned vehicles | \$1,000,000.00 |
| Auto includes all "owned" vehicles | |

Workers Compensation

| | |
|-------------------|---------------|
| Each Accident | \$ 500,000.00 |
| Each Disease | \$ 500,000.00 |
| Disease Aggregate | \$ 500,000.00 |

F. Additional Considerations:

1. **Time of Completion:** Time shall be deemed to be of the essence in the performance of this contract. Extension requests will only be considered for delays occasioned by circumstances genuinely beyond the contractor's control including but not limited to inclement weather and acts of God.
2. **Damage to Grounds, Property, and People-Restoration:** The Contractor shall be responsible for all damages to sprinkler heads, valve boxes, lawns, shrubs, trees, buildings, posts, air conditioner & pads or personal property of residents damaged by the equipment or negligence of its employees while on the Common Elements. It will be the contractor's responsibility to repair all damage within seven (7) days of first notification. Failure of the contractor to make necessary repairs within the seven (7) days will result in the Managing Agent having the repairs made and the cost of the repair or replacement of the damaged item(s) shall be deducted from the Contractor's total compensation.
 - a. Contractor MUST use care and caution when using trimming equipment around landscape bed areas, tree wells utility equipment and fenced areas. Damage to fence will be deemed the responsibility of the contractor.
3. **Debris Removal:** The contractor shall continuously (daily) remove tools, debris, and supplies from the job site. No storage of items will be permitted on the job site. The premises shall be kept clean as reasonably as possible and consistent with the standards of the Association. In the event that the contractor shall fail to remove the items as provided herein, the Association shall have the right to do so and to deduct the reasonable cost thereof from payments due to the contractor or to charge the

same to the contractor directly. Unless otherwise specified, Contractor shall be responsible for providing, at its expense, refuse containers for debris associated with the work and for disposing of the container contents. All refuse and material disposal shall be conducted according to all applicable Federal, State and Local Ordinances and regulations.

4. Materials, Equipment, and Storage: Unless otherwise specified, Contractor shall provide, at his expense, all materials, supplies, tools, equipment, vehicles, transportation, delivery, storage, and any other items required to perform and complete the work as specified. Unless specifically allowed in writing, storage of any kind will not be permitted on Association property at any time. Unless otherwise specified, Contractor shall be responsible for security and insurance of all materials, supplies, tools, equipment and vehicles.
5. Overruns and Additional Work: Contractor shall notify the Association and/or the Agent immediately if any changes or additional work not included in the Contract will be required, and shall not perform any additional work, or purchase additional materials or supplies, without the express written approval of the Association or its managing agent.
6. Safety: Contractor shall be required to provide safe work environment for its personnel and Association residents and visitors. Contractor shall comply with all applicable Federal, State, and Local regulations governing job safety, including the Occupational Safety and Health Act of 1970 (OSHA) and any amendments or additions thereto. The Association shall have the right, but not the obligation, to review the Contractor's operations periodically for the purpose of securing compliance by the Contractor with such regulations. Contractor shall provide an emergency phone number to be available for response 24 hours a day in case of an emergency situation.
7. Conduct and Professionalism: All work shall be performed between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, unless otherwise authorized by the Association or Management. All work shall be done in a professional and workman like manner. Contractor shall provide at least one English speaking supervisor on-site at all times. The name(s) of the supervisor(s) shall be submitted to the Association and to the Agent. Contractor personnel shall be courteous and professional at all times and shall not behave in such a manner as to offend or disturb residents of the community.
 - a. Contractor personnel shall not smoke in any hallway, room or other interior area on the property of the Association.
 - b. Contractor's personnel must wear shirts and shoes, at all times, while on the Association's property. Clothing must be reasonably presentable in appearance. Contractor's personnel must be reasonably clean before entering a building to utilize restroom facilities or pay phones and must clean up after themselves upon leaving.
 - c. Association or the Agent telephones are not to be used by the contractor or its personnel unless prior approval is obtained.
8. Alcohol, Illegal Drugs, Weapons: The use of alcohol or illicit or non-prescribed controlled substances, or the misuse of legitimate drugs by any person on the work site or remaining on the work site while under the influence of such substances is strictly prohibited. Possession of alcohol, illicit, or non-prescribed controlled substances, firearms, explosives, other weapons, or hazardous substances or articles without proper authorization is not permitted on the work site. Entry onto the Owners property is deemed, to the extent allowable by law, to be consent to, and recognition of, the right of the Owner and its authorized representatives to search the person, motor vehicle, and other property of each individual while entering, on, or departing the work site.
9. Indemnification Requirement: Contractor shall indemnify, defend and save harmless the Association the Agent against all liability or loss, and against all claims or actions based upon, or arising out of,

damage or injury, including death, hereinafter the "claims" to persons or property caused by or sustained in connection with its performance of the Contract or by conditions created thereby, or based upon any violation of any statute, ordinance, building code or regulation, and against the defense of such claim to actions, provided, however, that the Contractors indemnity shall be comparatively reduced to the extent that the claim is caused in part (or shall be eliminated in whole if the claim is caused in whole) by the negligent, grossly negligent or intentional act of the Association, any other contractor of the Association, or any other party indemnified hereunder.

10. Assign ability, Liens, And Claims: Neither party to this contract shall assign its obligations under the contract to any other person or entity without the express written approval of the other party. The contractor shall not use any subcontractor without the express written consent of the Association. Contractor shall pay off and satisfy all claims for labor and materials employed or used in any manner by it in connection with the work, permit no liens of any kind to be fixed upon or against the Association's property, or property of any individual member of the Association, by contractor's laborers, mechanics, or material suppliers and shall indemnify, protect, defend and save Association and Management harmless from and against all such claims and liens.
11. Licensing, Legal Compliance, Governing Law, Equal Opportunity: Contractor shall, at his expense, procure, maintain and provide for all required certificates, licenses, permits, fees and inspections. All work shall be performed in accordance with all applicable laws, codes, ordinances and regulations of all Federal, State and Local government agencies of the State of Michigan. Contract shall be construed and governed by the laws of the State of Michigan. Contractor shall comply with all applicable Federal, State and Local laws and regulations governing discrimination and equal opportunity employment. Contractor will be responsible for any and all damage caused by him to underground utility lines and to the drainage system and is required to utilize Miss Dig prior to commencement of any contracted work.
12. Cancellation, Termination or Default by Contractor:
 - a. This contract may be cancelled with or without cause by either party with fourteen (14) days written notice. Unless otherwise specified, there shall be no penalties for cancellation.
 - b. If, in the opinion of the Association, Contractor should fail at any time during the performance hereof to provide the necessary crews, tools and equipment for the proper performance of the work; or breach this contract in whole or in part; or fail to use due diligence in the performance thereof; or not to perform under the terms of this contract; or be adjudged bankrupt; or be placed in receivership, then and in any of such events, Association may, at its election, either immediately terminate this contract, or take over and perform through its employees to another contractor all or any part of the work remaining unperformed. In the event the Association takes over the work, the contractor shall not be entitled to any payment or further payment for work performed, or to further payment for materials, equipment, or supplies furnished prior to such taking over, until the work required under this contract is completed and accepted by the Association, at which time the Association's total costs and expenses in completing the work shall be deducted from the amount which otherwise would have accrued to the contractor, and the difference if any, remaining shall be paid by the Association to the Contractor. The Association's exercise of its rights hereunder shall not constitute a waiver of its rights in law or equity to pursue damages to any other claim it may have against the Contractor.
 - c. The Agent reserves the right to deduct a fee of \$50.00 per occurrence for any complaints received that are justified and require a visit to the site.
13. Severability, Waiver: If any portion or clause of this contract is deemed illegal, invalid, or otherwise unenforceable by court of law, that portion or clause shall be severed from the contract leaving the

remainder of the contract valid, in force and intact. The failure of the Association to insist upon or enforce, in any instance, strict performance by the contractor of any terms herein conferred shall not be construed as a waiver or relinquishment, to an extent, of its rights to assert or rely upon such terms or rights on any future occasion. A waiver by one party on any breach of contract by the other party shall not act as general waiver of any future breaches.

14. Entire Obligation, No Oral Agreements, Modification: This contract contains and shall constitute the entire agreement between the contracting parties, and no variance or modification thereof shall be valid and enforceable, including oral agreements, except by supplemental agreement in writing, executed and approved by both parties in the same manner as this Contract. In the event there is a conflict between any of the provisions hereof and any proposals general conditions, specifications, or other contract in connection with the subject matter of this contract, whether or not attached hereto, the provisions of this contract shall be controlling.

Effective Date

This contract has been executed on the dates shown by the signatures below and shall be effective as outlined above which shall be the date of this contract for all purposes.

By signing below, the Contractor agrees to abide by all terms of this contract and has read and signed all attached applicable specifications

In witness hereby, the parties have executed this agreement on the date noted below:

CONTRACTOR:

Great Oaks
Maintenance

(Company Name)

By:

(Signature)

Name:

Dave Doane

(Print Name)

Its:

Vice President

Date:

3/15/21

CONDOMINIUM ASSOCIATION:

(Community Name)

By:

(Signature)

Name:

(Print Name)

Its:

Date:

Chamberlin Crossings - BID SUMMARY WORK SHEET

| DESCRIPTION | QTY | AMOUNT
P/SERVICE | TOTAL | COMMENTS |
|--|-----|---------------------|-------|--|
| STANDARD SERVICE ITEMS | | | | |
| SPRING CLEAN UP
remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation | 1 | 180 | 180 | |
| FALL CLEAN UP
rake, gather, remove leaves and debris | 1 | 240 | 240 | |
| WEEKLY LAWN MAINT.
based on 26 week season; based on 23 completed units as of 02/28/2021 | 26 | 80 | 2,080 | |
| BED EDGING
all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season | 2 | 80 | 160 | |
| HARD SURFACE EDGING
general common curbs and walks, building walks, drives and curbs weekly) 1 time per month | 6 | INC in weekly lawn | 0 | |
| BED AND HARD SURFACE MAINT.
all entrances, general common beds, tree rings, etc. twice per season | 2 | 120 | 240 | |
| WEEDING
Common area and unit weeding; based on assumption of 9 weeding | 9 | 60 | 540 | |
| SHRUB TRIMMING
all entrances, general common beds, shrubs trimming to be done 2 x's | 2 | 80 | 160 | |
| SUB TOTAL STANDARD LAWN MAINTENANCE | | | 3,600 | |
| OTHER - OPTIONAL ITEMS | | | | |
| FERTILIZATION
Four step | 4 | 95 | 380 | |
| MULCH
Double shredded hardwood - indicate yards and price p/yard | 2 | 65 | 130 | |
| SEASONAL FLOWERS
Spring/Summer Begonia p/flat price installed —
Fall Mum or Pansy must specify —
Additional Fresh peat @ p/cubic yard; indicate price per yard installed | 2 | 300 | 600 | |
| AERATION
Optional | 1 | 180 | 180 | |
| IRRIGATION SERVICES
Zones / Meters
Spring Start-Up
Fall Winterization
Service charge per visit | 1 | 450 | 450 | Startup - 175
blowout - 216
Service charge / v.37 \$65 |
| SUB TOTAL OPTIONAL ITEMS | | | 1,740 | |
| TOTAL ALL | | | 5,340 | |

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings Community Location: Northville, MI

Property Description: Single Family Homes: See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: TL'S Seasonal Services Contact Person: Tyler Cicotte

Address: 435 P.O. box New Hudson, MI 48165

Office Phone: 734-216-3149 Mobile Phone: 734-679-5990 Fax #: N/A

Email Address: TL.lawn.care.snow@gmail.com Tax ID: ~~85-07011~~ 85-0703118

Business Type: ☒ Corporation ☐ Individual / Sole Proprietor / DBA ☐ Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: Hastings Mutual Insurance Company

Address: 41575 Jay road ste 100 Canton, MI 48187

Agent Name: Sandra Canedo Agent Number: 14176

SERVICE COST SUMMARY

| | |
|--|----------------------------------|
| Spring Clean-up | \$ <u>180</u> |
| Fall Clean-up | \$ <u>240</u> |
| General Commons Mowing, Regular Cut Schedule: <u>26 Cuts</u> | \$ 2,080 <u>2,080</u> |
| Bed Edging All General: <u>2 per season</u> | \$ <u>160</u> |
| Hard Surface Edging: <u>Monthly</u> | \$ <u>Included</u> |
| Bed & Hard Surface Maint. / Weeding | \$ <u>540 + 240 = 780</u> |
| Shrub & Tree Trimmings: <u>2 per season</u> | \$ <u>160</u> |
| TOTAL LAWN MAINTENANCE CONTRACT PRICE | \$ <u>3,600</u> |

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL)

\$ 380

- The four-step turf fertilization program provided includes:
 - an early application pre-emergent crabgrass preventative to be applied NO LATER THAN May 1st.
 - slow release granular nitrogen applications to promote green turf and root growth
 - liquid weed spray applications to control broadleaf weed infestation
 - a mineral rich winterizing application
- Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
- Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
- All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
- All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: double-shredded Brownwood (X) Entrances and General Common Beds

#of Yards 2 Total Cost Installed \$ 130

C. SEASONAL FLOWERS: (OPTIONAL)

Spring / Summer: ☐ Entrance / Commons Beds

Type(s) Begonias Color(s) red/pink # of Flats _____ Refer to Map _____

\$ 300

Fall: ☐ Entrance / Commons Beds

Type(s) Mums Color(s) Burgandy/
Yellow # of Flats 12 - 3 gallon mums

\$ 300

D. AERATION of all lawn surface: (OPTIONAL)

\$ 180

E. IRRIGATION SERVICES: (OPTIONAL)

\$ 450

Approx. # of _____ Clocks Approx. # of _____ Zones

SPRING START-UP:

1. Start and test the irrigation system, zones and components to occur between May 1st and May 30th, weather permitting. A hotter, dryer spring may require an earlier start
2. Contractor will be responsible for contacting and coordinating with municipality for meter installs.
3. Contractor will locate all zones and heads and use control clock to ensure proper rotation and water distribution by straightening and adjusting heads, etc. while also observing water conservation techniques.
4. Contractor will identify obvious and potential problems, reporting all issues and repairs needed immediately after inspection of system upon start up.
5. Contractor will submit a written report with the invoice.

FALL WINTERIZATION:

1. All irrigation winterization must be scheduled by October 10th and completed no later than October 30th and/or must be completed prior to extended freezing temperatures.
2. Contractor will drain lines/pipes, blowout system with the proper PSI and CFM to ensure the system is properly winterized while not damaging the system or parts.
3. Contractor will remove all meters as necessary and either store as directed or schedule for municipality to pick-up.
4. Contractor will submit a written report with the invoice.

F. IRRIGATION SYSTEM CHECKS Price p/check (OPTIONAL):

\$ 65

1. Contractor will locate all zones and ensure all valves are opening and closing properly and ensure proper rotation and water distribution by straightening and adjusting heads.
2. Contractor will ensure all electrical of the irrigation system is working properly.
3. Contractor will identify obvious and potential problems and adjust watering per season and coverage required.
4. Contractor will submit a written report with the invoice.

remainder of the contract valid, in force and intact. The failure of the Association to insist upon or enforce, in any instance, strict performance by the contractor of any terms herein conferred shall not be construed as a waiver or relinquishment, to an extent, of its rights to assert or rely upon such terms or rights on any future occasion. A waiver by one party on any breach of contract by the other party shall not act as general waiver of any future breaches.

14. Entire Obligation, No Oral Agreements, Modification: This contract contains and shall constitute the entire agreement between the contracting parties, and no variance or modification thereof shall be valid and enforceable, including oral agreements, except by supplemental agreement in writing, executed and approved by both parties in the same manner as this Contract. In the event there is a conflict between any of the provisions hereof and any proposals general conditions, specifications, or other contract in connection with the subject matter of this contract, whether or not attached hereto, the provisions of this contract shall be controlling.

Effective Date

This contract has been executed on the dates shown by the signatures below and shall be effective as outlined above which shall be the date of this contract for all purposes.

By signing below, the Contractor agrees to abide by all terms of this contract and has read and signed all attached applicable specifications

In witness hereby, the parties have executed this agreement on the date noted below:

CONTRACTOR:

TLS Seasonal Services
(Company Name)

By: Tyler Cicotte
(Signature)

Name: Tyler Cicotte
(Print Name)

Its: _____

Date: 3/15/21

CONDOMINIUM ASSOCIATION:

(Community Name)

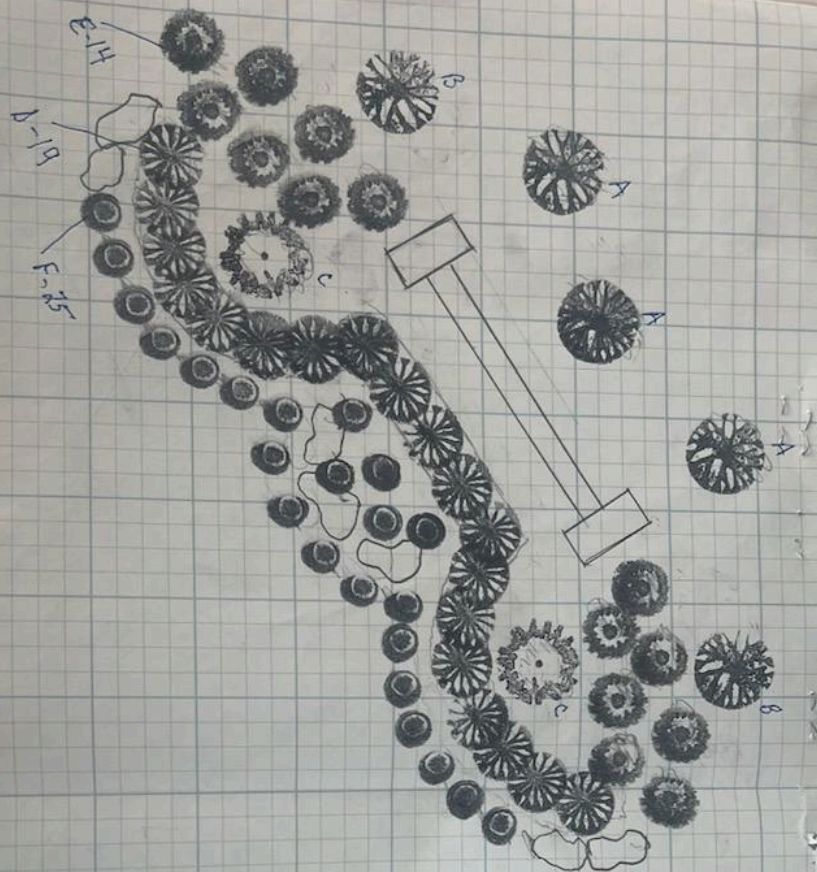
By: _____
(Signature)

Name: _____
(Print Name)

Its: _____

Date: _____

| Lucas | | |
|---|---|------------------|
| | Details | Cost |
| Removal of White Fence | | \$ 975 |
| Irrigation / Sprinklers | extra sprinkler work | \$ 1,500 |
| Landscaping | Total for below: | \$ 26,800 |
| Mulch | 2 side beds: 20 yards mulch, 20 yards top soil | |
| Redesign Two Current Landscape Beds (mirror each other) | 14 large boulders 3ft -3.5ft
Weed mat
A - 6x 10-12ft Balsam Fir
B - 4x 7-8ft Balsam Fir
C - 4x 2in 8-10ft Red Bud
D - 38x boxwood 5 gal
E - 28x Limelight Hydrangea 3 gal
F - 50x Roxanne Geranium 1 gal | |
| Center Island Divider Bed Addition | Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yds mulch, labor to install | \$ 4,975 |
| Walls | 2x 10ft long x 5 ft high; 4-6ft pillars, paver walls | \$ 11,950 |
| | Cement foundation for signs | \$ 2,000 |
| Signs | | |
| City of Novi Fees (Approximate) | | \$ 1,000 |
| Total Cost: | | \$ 49,200 |
| Per House (12 houses): | | \$ 4,100 |



50 yd Topsoil
 20 yd Mulch
 1 yd Mat
 14 Large Boulders 3'-3 1/2'
 A-6-10-12 Balsam Fir
 B-4-7-8 Balsam Fir
 C-4-2 8'10 Red Bud
 D-38 Boxwood 5'0"
 E-28 Limelight Hydrangea 3'0"
 F-30 Keweenaw Geranium 1'0"
 Landscaping \$216,800
 2-10' High 5' Hgt. Walls
 4-6 Pillars \$11,950
 Paver Walls
 Total \$38,750

*Lucas Nurseries and
Landscaping, Inc.*

BLOCKS, PAVERS & WALL STONES

9779 Ford Rd. • Superior Township, MI 48198 • 734-482-1111
 10190 Plymouth / Ann Arbor Rd. • Plymouth, MI 48170 • 734-439-6500

City of Novi Neighborhood Entryway Enhancement Matching Grant 2025
Application. For **Lockmoor Village**; Jan 31, 2025

1. Application Info:

- A. Lockmoor Village HOA
- B. The Sub is 30 years old
- C. First time applying
- D. Project Leader/Contact
 - Rich Dixon HOA President
 - 25872 Mulberry Lane
 - 248 916 8228
 - Dixon5553@yahoo.com

2. Project Info

- A. This project is intended to enhance the overall appearance of our entrance way with new and healthy landscaping to be installed in our sub's island" area as you enter the sub.
- B. Drawings*, map and photos are attached.
- C. Areas slated for improvements is the sub's island area at the entrance is; see pictures – separate e mail
- D. Our request meets the requirements by; being over 10 years old, by using new healthy plant that meet Novi requirements are to be used; and we are using sustainable materials, costs are reasonable, and this will improve the subdivision entrance appeal with updated landscaping.
- E. Proposed plants to be used to be provided week of Feb 1, 2025

3. Funding Info.

- A. Total costs are pending will have by Feb 4
- B. Quote to be provide by Vincent Stempien – President of Blackstone * I spoke with
 - I spoke to Kate Oppermann at the City on Jan 21, 2025 and told her our quote would be coming in after most likely after the 1/31/25 deadline which she said would be ok.

4. Attachments

Lockmoor Budget info

Map

Plans to be provided week of Feb 1.



LANDSCAPING PROPOSAL

DATE 2/5/2025

ESTIMATE # 14281

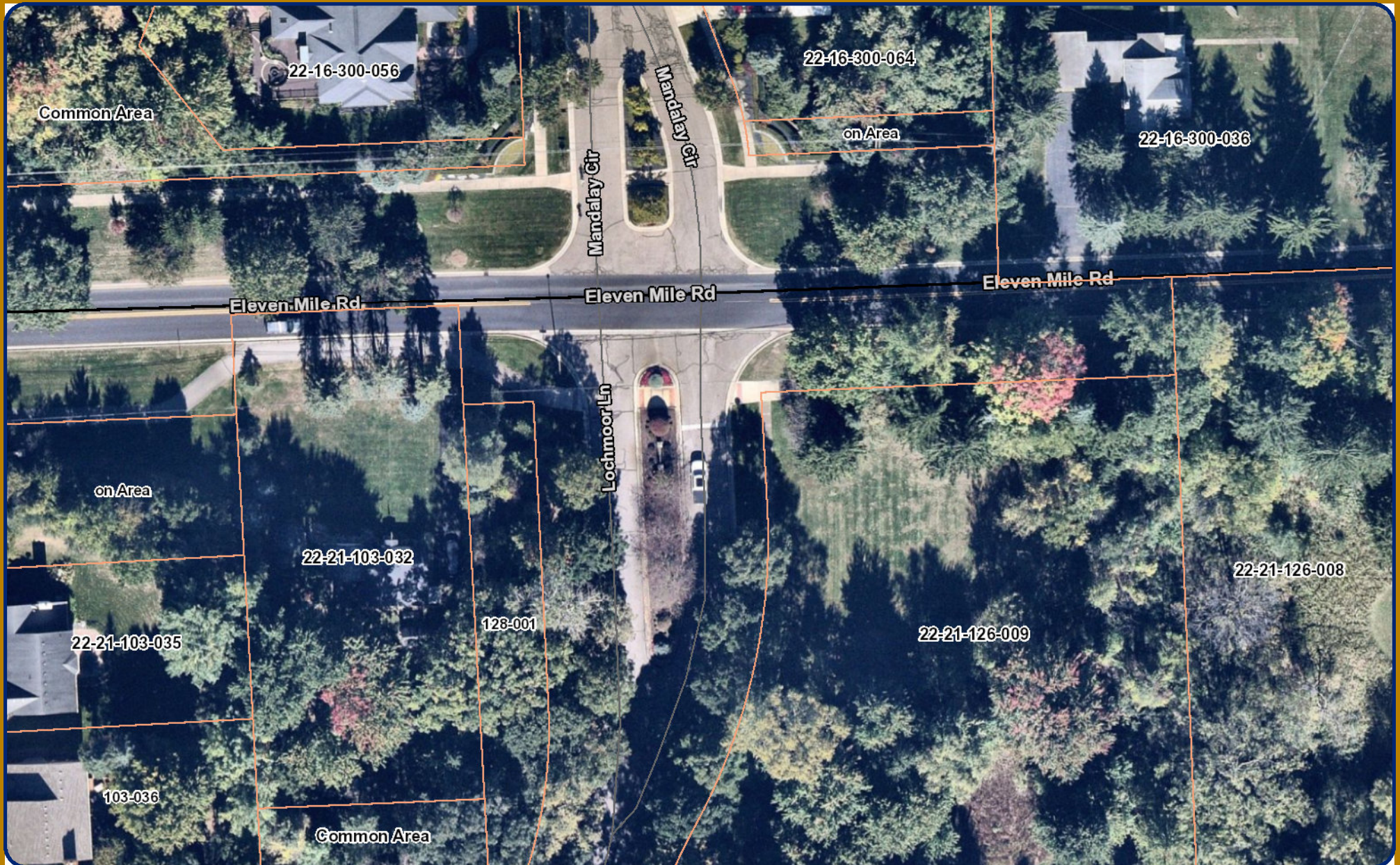
FOR: Lochmoor Village
 Novi, MI

Phone: (248) 939-3600
Fax: (248) 446-6110
Email: blackstonelandscaping@mail.com

| QTY | DESCRIPTION | UNIT COST | TOTAL |
|---|--|--------------|-------------------|
| 21 | Remove all Yews | 9.00 | 189.00 |
| 25 | Remove all Boxwood | 9.00 | 225.00 |
| 1 | Remove 1 large shrub NE corner of island | 25.00 | 25.00 |
| 3 | Trim 3 trees in center of island several limbs up from bottom to assist with sight lines and safety | 100.00 | 300.00 |
| 1 | Cut back brush on entire west side of entrance 3-4' to give general clean appearance and assist with sight lines. Cut from 11 Mile to first house. | 1,500.00 | 1,500.00 |
| 1 | Disposal fees | 125.00 | 125.00 |
| 21 | Green Velvet Boxwood 12" | 88.00 | 1,848.00 |
| 7 | Russian Cypress (#3) | 99.00 | 693.00 |
| 8 | Hydrangea--Tiny Tuff Stuff #3 | 91.00 | 728.00 |
| <p>All work is to be performed at the address stated above, unless otherwise specified. Material prices are subject to change. Speciman sizes may vary. All prices are installed unless otherwise stated. For landscaping projects, a deposit of \$500 is due upon the acceptance of the contract. 50% of the balance is due upon commencement of work and the remaining balance is due in full upon completion of the project. A one year warranty is included in all plant pricing unless otherwise indicated. By signing this contract, the parties agree to these terms. This proposal shall be considered void unless accepted within 45 days of the date which it originated.</p> | | TOTAL | \$5,633.00 |

CUSTOMER _____ **BLACKSTONE, INC.** _____

City of Novi Map



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.

0 0.0075 0.015 0.03 0.045 mi

1 inch = 79 feet



Map Print Date:
3/7/2025



City of Novi

45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org



LOCHMOOR
VILLAGE

STOP

Lockmoor Village 202.

| | | |
|--------------------|----|-----|
| 2025 Proposed Dues | \$ | 200 |
|--------------------|----|-----|

| Proposed Dues | Houses |
|---------------|--------|
| Dues | 84 |

| | |
|----|-----|
| \$ | 200 |
|----|-----|

| 2024 Actual Expenses | | | 2024 Budget |
|----------------------|--------|--|-------------|
| Dues | 14,280 | 19,720 | 14,280 |
| | | 2024 Dues collected were higher because back dues from prev. yrs were collected - \$5440 | |
| DTE | -487 | | 480 |
| Landscaping | -8,495 | | 9,800 |
| True Green | -387 | | 0 |
| Sprinklers | -1,286 | | 1,500 |
| Supplies | -287 | | 200 |
| Trees | -750 | | 750 |
| Insurance | -471 | | 400 |
| PO Box | -232 | | 160 |
| Water | -697 | | 825 |
| Resident Engagement | | | 1,000 |
| Holiday Décor | -241 | | 0 |
| Electrical Repair | -1,208 | | 0 |
| Bank Fee - Check | -87 | | 80 |
| Mailbox Repair | 0 | | 0 |
| Well Repairs | -1,060 | | 0 |
| Snow Removal | 0 | | 500 |

| | | |
|---------------|-----------|----------|
| Total Dues | 14280.00 | 14280.00 |
| Total Expense | -15687.82 | 15695.00 |
| Net Activity* | -1407.82 | -1415.00 |

*Positive indicates that collections exceed expenses

5 Budget

Total

16,800

| Budget /
+ / (-) | 2025 Budgeted Expenses | Proposed
2025
Budget | Increase
(Decrease)
over Actual |
|---------------------|-------------------------|----------------------------|---------------------------------------|
| - | Dues | 16,800 | 2520 |
| 7 | DTE | 500 | 13 |
| -1,305 | Landscaping | 9,000 | 505 |
| 387 | True Green | 801 | 414 |
| -215 | Sprinklers | 1,500 | 215 |
| 87 | Supplies / Dues Notices | 500 | 213 |
| 0 | Trees | 750 | 0 |
| 71 | Insurance | 500 | 29 |
| 72 | PO Box | 250 | 18 |
| -128 | Water | 500 | -197 |
| -1,000 | Resident Engagement | 1,000 | 1000 |
| 241 | Holiday Décor | | -241 |
| 1,208 | Electrical Repair | 1,300 | 92 |
| 7 | Bank Fee - Checks | | -87 |
| 0 | Mailbox Repair | | 0 |
| 1,060 | Well Repairs | | -1060 |
| -500 | Snow Removal | 1,000 | 1000 |

| | | | |
|----------|---------------|----------|---------|
| - | Total Dues | 16800.00 | 2520.00 |
| (31,383) | Total Expense | 17601.00 | 1913.18 |
| (31,383) | Net Activity* | -801.00 | 606.82 |

Novi Neighborhood Entryway Enhancement Matching Grant Program



Project Leader: Karyn Lange, Secretary; The Enclave Condominium Association

43100 12 Oaks Crescent Dr #2033 Novi 48377

313-610-8034

tchrlange@aol.com

Attachment 1. Neighborhood Entryway Enhancement Matching Grant

Application

Due Date: January 31, 2025, by 5:00pm

Please answer the questions below in a separate document. Questions must be presented in the same order they are presented below. Applications will not be considered if any requested documentation is not included.

I. Applicant Information

a. Homeowner's Association or Property Name **The Enclave Condominium Association**

b. Age of the subdivision or neighborhood where the work will be done **aprox 40 years**

c. First-time Applicant? If not, please list the date of last application submission. **yes**

d. Project Leader **Karyn Lange**

- Office Held/Position within organization **Secretary**
- Address **43100 12 Oaks Crescent Dr #2033 Novi 48377**
- Telephone **313-610-8034**
- E-Mail tchrlange@aol.com

II. Project Information

a. Provide a clear detailed description of the project's purpose, plan and design, including the existing conditions, specific need, and public benefit.

Our property has many projects that have been neglected or forgotten for a variety of reasons. Our current proactive board has begun to tackle these issues with the help of our recent Reserve Study recommendations. One of the most important safety projects on our list is updating our parking lot and property lighting. Several poles have weathered out and toppled, lights are no longer working, etc. For safety, security and efficiency these lights will be replaced with LED illumination and durable aluminum poles. We are eager to take this project on and have secured a professional quote. It is a costly venture, and this grant will help offset the expense of this project.

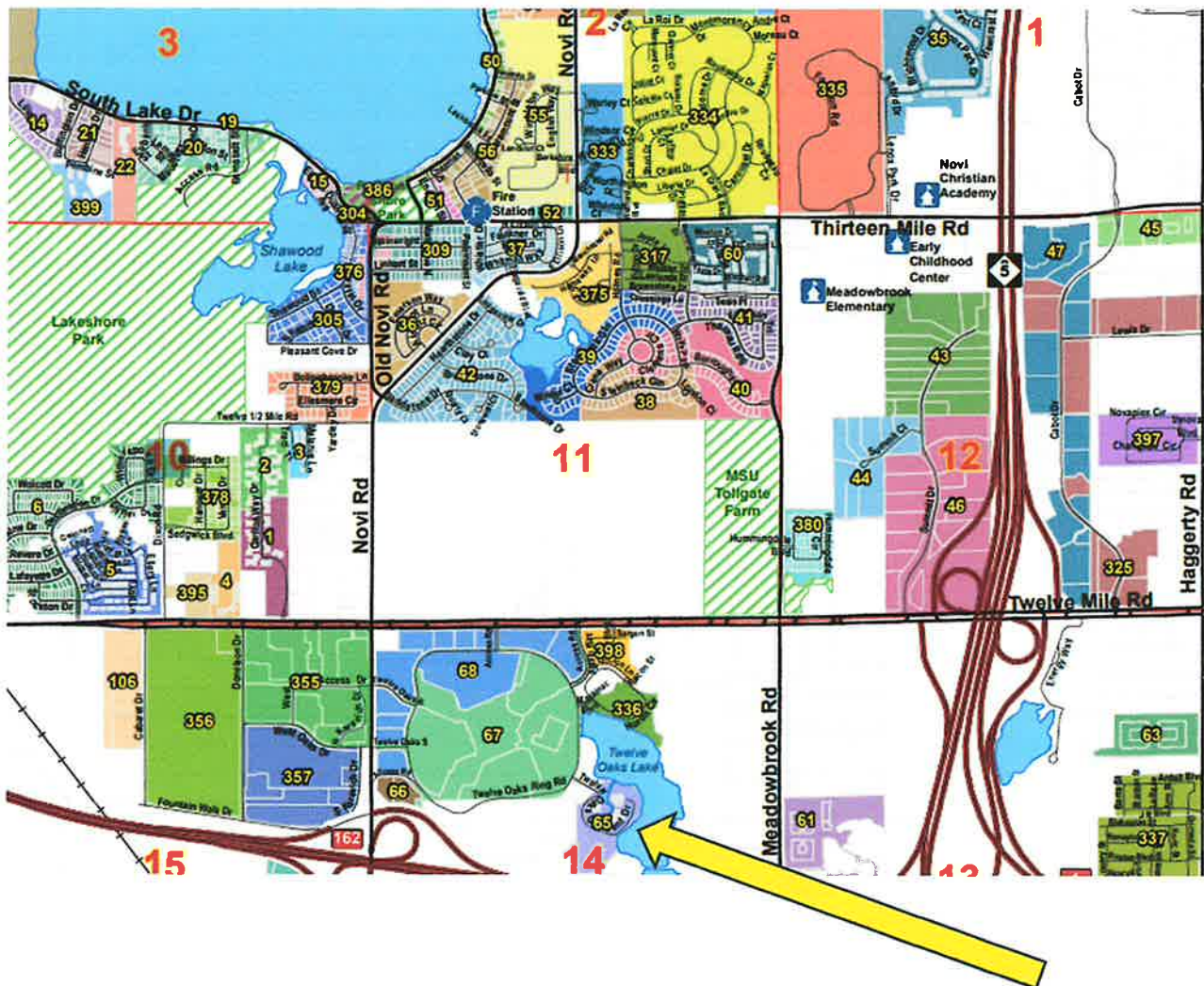
b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area





c. Provide the proposed project area's location. Please provide a written description of the specific location of the project along with an attached map with the location clearly marked. **City maps can be found on the City of Novi website's map gallery.**

The yellow arrow indicates the location of The Enclave Condominium community. We are located adjacent to the 12 Oaks Mall and 12 Oaks Lake, between Novi Rd., Meadowbrook Rd., 12 Mile Rd. and I-96; area 14 on your map. The project will encompass the entrance drive and all parking lots shown in the pictures above.



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

All elements of this project will have a positive impact on the surrounding environment. There should be no negative impact on any agencies. The project will provide a safer environment and greater energy efficiency for our community. Updated lighting will enhance our property and that of surrounding areas as well as increase the value of our investment in the community, as we continue to make improvements. Before the project begins, our vendor will secure any required permits.

e. Provide a detailed list all proposed plants, if any, intended to be used in the project.

No plants are involved in this project. However, as a side note, we are working aggressively with professionals recommended by the city of Novi to remove and control the invasive phragmites plants from our shoreline.

III. Funding Information

a. Estimated Total Project Costs **\$45,798**

b. Who provided this cost estimate?

- Name, title, company **Jac LED Lighting Inc.**
- Phone number **734-502-6823**

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

\$5000.00 maximum offered from this grant.

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 amount of the additional cost. **\$40,793**

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

This project will funded though our association assessments and reserve fund.

• Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).

No in-kind or any other donations are available for this project.

• Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project **N/A**

f. Itemized unit and total cost estimates

| ITEM | #UNITS | COST/UNIT | TOTAL |
|--|--------|-----------|-------------|
| 100W Top Pole mount light | 33 | \$199.32 | \$6,577.56 |
| 12 ft Aluminum round powder coat poles | 32 | \$797.56 | \$25,521.92 |
| 24W LED bulb for can lights garage | 126 | \$17.20 | \$2,167.20 |
| 35W mini wall pack | 3 | \$67.21 | \$201.63 |
| 23W HID bulb | 6 | \$54.23 | \$325.38 |
| Labor installation | | | \$9800.00 |
| Recycle mercury bulb | | | \$87.00 |
| DTE discount | | | -\$915.00 |
| Sales tax | | | \$2032.72 |
| Total | | | \$45,798.41 |

IV. Attachments

Please include:

- The association/property'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 **Attached**
- Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance **Page 3 of attached budget**
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable) **N/A**
- Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable) **N/A**
- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting **Included in body of application and copy of quote attached**
- Map with project location identified **Included in body of application and enlarged map attached**

Attachment 2. Beautification Commission Project Grading System

Projects are evaluated using a 0-, 1-, and 2-point system.

0 = project does not meet this criterion

1 = project partially meets the criterion

2 = project fully meets the criterion

Criteria Points:

1. Subdivision is more than 10 years old
2. Improves safety
3. Reduces environmental impact
4. Improvement from the existing conditions
5. Positive impact along visible areas of the city
6. Permanent physical improvement and is not on-going or routine maintenance
7. Proposed costs appear reasonable
8. Use of sustainable materials

Total

Project is a permanent, physical improvement located at the entrance of the neighborhood and is not on-going or routine maintenance.



Providing a Brighter Tomorrow

Quote

JAC LED Lighting Inc.
5251 Ann Arbor Road
Dundee, MI 48131
734-502-6823
rich.horn@jac-led.com

DATE

12/12/24

INVOICE NO.

DTE Instant Discount

Valid

BILL TO

Clarice Wakefield
BLS Property Management Co
11908 Farmington Rd
Livonia, MI 48150
734-838-1520 Ext 526
clarice.w@blsmanagement.com

INSTALLATION ADDRESS

The Enclave Condos
4300 12 Oaks Crescent Dr
Novi Mi, 48377

Parking lot lights and 2 poles

| PURCHASE ORDER NUMBER | INSTALLATION DATE | SALESPERSON | PAYMENT TERMS | |
|-----------------------|---------------------------------------|-------------|---------------|-------------|
| | | Rich Horn | NET 30 DAYS | |
| PART # | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
| PT3-100GS-3 | 100W TopPole mount light DLC#S-WNT8LC | 33 | \$199.32 | \$6,577.56 |
| PSM-MP-412 | 12Ft Aluminum round poles powder-coat | 32 | \$797.56 | \$25,521.92 |
| | Black Fluted pole w/ town sq base | 0 | \$0.00 | \$0.00 |
| L200A23N25UNV50K | 24W LED Bulb for Cans in garage | 126 | \$17.20 | \$2,167.20 |
| WPA-5L-LKFS | 35W Mini Wall pack DLC# S-1V58QB | 3 | \$67.21 | \$201.63 |
| FED23N15050E39CL | 23W HID Bulb DLC# S-CO60NH | 6 | \$54.23 | \$325.38 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |
| | | 0 | \$0.00 | \$0.00 |

Remarks / Instructions:

- ◆ 50% DEPOSIT REQUIRED FOR INVOICES GREATER THAN \$3,000.00.
- ◆ A FINANCE CHARGE OF 5% OF INVOICE WILL BE CHARGED BEGINNING 30 DAYS FROM INVOICE DATE = 60% APR.

◆ MAKE CHECKS PAYABLE TO JAC LED LIGHTING, INC. ◆

DATE

Thank you for your business!
www.jac-led.com

| | |
|------------------------|--------------|
| Product Total | \$34,793.69 |
| DTE Instant Discount | -\$915.00 |
| Sub-Total | \$33,878.69 |
| Plus Sales Tax (6%) | \$2,032.72 |
| Shipping/Handling | \$0.00 |
| Recycling Mercury bulb | \$87.00 |
| Project Supplies | \$0.00 |
| Labor/Installation | \$9,800.00 |
| Invoice Total | \$45,798.41 |
| Less Deposit Paid | \$0.00 |
| TOTAL | \$ 45,798.41 |

**The Enclave Condominium Association
Budget Planning Report - 2025**

| | | | |
|------------------------|-----------------|--|-------------------|
| 2023 Assessment | \$650.00 | 2024 Assessment | \$650.00 |
| | | 2025 Assessment | \$700.00 |
| | | 2025 Additional Assessment - Reserves | |
| | | per unit | \$3,000.00 |

| | 2023 Actual
End | Year-
2024 Budget | 2024 YTD Actual
Thru 8/31/2024 | 2024 Remaining
Budget | 2025 Proposed
Budget |
|-----------------------|----------------------------|------------------------------|---|----------------------------------|---------------------------------|
| Income | | | | | |
| Association Fees | \$701,350.00 | \$702,000.00 | \$468,620.00 | \$233,380.00 | \$756,000.00 |
| Additional Assessment | | \$45,000.00 | \$45,000.00 | \$0.00 | \$260,900.00 |
| Total Income | \$701,350.00 | \$747,000.00 | \$513,620.00 | \$233,380.00 | \$1,016,900.00 |

Expenses

| | | | | | |
|----------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| Administrative | \$49,184.00 | \$44,578.00 | \$22,548.12 | \$22,029.88 | \$27,550.00 |
| Operating | \$158,779.00 | \$142,200.00 | \$103,652.87 | \$38,547.13 | \$156,900.00 |
| Building Maintenance | \$176,154.00 | \$133,718.00 | \$91,747.94 | \$41,970.06 | \$148,200.00 |
| Security | \$51,563.00 | \$50,200.00 | \$39,942.21 | \$10,257.79 | \$54,520.00 |
| Grounds Maintenance | \$73,650.00 | \$73,569.00 | \$49,527.43 | \$24,041.57 | \$77,376.00 |
| Community Facility | \$18,466.00 | \$17,300.00 | \$11,847.46 | \$5,452.54 | \$20,400.00 |
| Insurance | \$44,700.00 | \$47,653.00 | \$26,652.87 | \$21,000.13 | \$79,353.00 |
| Reserve | \$150,588.00 | \$242,482.00 | \$137,114.48 | \$105,367.52 | \$479,400.00 |
| Total Expense | \$723,084.00 | \$751,700.00 | \$483,033.38 | \$268,666.62 | \$1,043,699.00 |

**The Enclave Condominium Association
Budget Expense Report**

| | 2023 Actual
End | Year-
2024 Budget | 2024 YTD Actual
Thru 8/31/2024 | 2024 Remaining
Budget | 2025 Proposed
Budget |
|--|---------------------|----------------------|-----------------------------------|--------------------------|-------------------------|
| Administrative | | | | | |
| 6120 - Management Fee | \$35,688.00 | \$34,778.00 | \$15,246.36 | \$19,531.64 | \$16,200.00 |
| 6125 - Administrative | \$9,628.00 | \$4,500.00 | \$4,913.80 | (\$413.80) | \$3,000.00 |
| 6130 - Legal Expense | \$1,735.00 | \$2,000.00 | \$1,064.00 | \$936.00 | \$5,000.00 |
| 6140 - Auditing | \$750.00 | \$750.00 | \$750.00 | \$0.00 | \$750.00 |
| 6150 - Postage | | \$0.00 | \$272.00 | (\$272.00) | \$1,000.00 |
| 6160 - Bank Charges | -\$10.00 | \$50.00 | \$90.00 | (\$40.00) | \$100.00 |
| 6190 - Social Committee | \$1,393.00 | \$2,500.00 | \$211.96 | \$2,288.04 | \$1,500.00 |
| Total Administrative | \$49,184.00 | \$44,578.00 | \$22,548.12 | \$22,029.88 | \$27,550.00 |
| Operating | | | | | |
| 6205 - Electricity | \$43,969.00 | \$42,000.00 | \$38,005.40 | \$3,994.60 | \$43,200.00 |
| 6215 - Water-Sewer | \$41,856.00 | \$42,000.00 | \$20,534.87 | \$21,465.13 | \$42,000.00 |
| 6220 - Exterminating | \$8,231.00 | \$2,500.00 | \$1,555.70 | \$944.30 | \$1,500.00 |
| 6225 - Gas/Heat | \$25,313.00 | \$20,000.00 | \$11,001.46 | \$8,998.54 | \$20,000.00 |
| 6230 - Rubbish Removal | \$33,625.00 | \$30,000.00 | \$28,472.78 | \$1,527.22 | \$43,000.00 |
| 6240 - Telephone/Cable | \$5,785.00 | \$5,700.00 | \$4,082.66 | \$1,617.34 | \$7,200.00 |
| Total Operating | \$158,779.00 | \$142,200.00 | \$103,652.87 | \$38,547.13 | \$156,900.00 |
| Building Maintenance | | | | | |
| 6305 - Building Maintenance | \$36,941.00 | \$10,000.00 | \$12,669.78 | (\$2,669.78) | \$10,000.00 |
| 6310 - Maintenance Supplies | \$17.00 | \$1,000.00 | \$3,216.31 | (\$2,216.31) | \$2,500.00 |
| 6315 - Maintenance Labor | \$2,163.00 | \$10,000.00 | \$4,578.00 | \$5,422.00 | \$10,000.00 |
| 6320 - Plumbing Repair | \$18,604.00 | \$10,000.00 | \$8,174.72 | \$1,825.28 | \$18,000.00 |
| 6325 - Electrical | \$5,178.00 | \$1,500.00 | \$2,063.16 | (\$563.16) | \$10,000.00 |
| 6332 - Clubhouse Equipment | \$623.00 | \$700.00 | \$0.00 | \$700.00 | \$700.00 |
| 6335 - Janitorial | \$41,045.00 | \$41,100.00 | \$27,991.22 | \$13,108.78 | \$42,000.00 |
| 6336 - Carpet Cleaning | \$0.00 | \$3,500.00 | \$1,809.25 | \$1,690.75 | \$2,000.00 |
| 6338 - Paint/Drywall Repairs | \$11,913.00 | \$12,250.00 | \$1,486.04 | \$10,763.96 | \$10,000.00 |
| 6340 - Elevator Maintenance &
Service | \$8,830.00 | \$7,768.00 | \$12,955.50 | (\$5,187.50) | \$15,000.00 |
| 6345 - Back up Generator Repair | \$300.00 | \$2,500.00 | \$3,753.00 | (\$1,253.00) | \$2,500.00 |
| 6350 - Roof/Gutter Repairs | \$22,714.00 | \$15,000.00 | \$3,270.00 | \$11,730.00 | \$10,000.00 |
| 6355 - Fire Alarm System | \$358.00 | \$900.00 | \$197.94 | \$702.06 | \$500.00 |
| 6357 - Fire Suppression | \$10,604.00 | \$15,000.00 | \$9,583.02 | \$5,416.98 | \$12,000.00 |
| 6360 - HVAC Maintenance/Repai | \$16,864.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,500.00 |
| 6370 - Chute Cleaning | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | \$1,500.00 |
| Total Building Maintenance | \$176,154.00 | \$133,718.00 | \$91,747.94 | \$41,970.06 | \$148,200.00 |

The Enclave Condominium Association
Budget Expense Report

| | 2023 Actual
End | Year-
2024 Budget
Year-End | 2024 YTD Actual
Thru 8/31/2024 | 2024 Remaining
Budget | 2025 Proposed
Budget |
|---|--------------------|----------------------------------|-----------------------------------|--------------------------|-------------------------|
| <u>Security</u> | | | | | |
| 6330 - Gatehouse Service | \$48,200.00 | \$47,500.00 | \$38,230.00 | \$9,270.00 | \$51,020.00 |
| 6331 - Gatehouse Arms | \$2,860.00 | \$500.00 | \$0.00 | \$500.00 | \$500.00 |
| 6333 - Transponder | \$503.00 | \$200.00 | \$1,165.26 | (\$965.26) | \$1,000.00 |
| 6334 - Gatehouse Misc.
Computer/Software | | \$2,000.00 | \$546.95 | \$1,453.05 | \$2,000.00 |
| Total Security | \$51,563.00 | \$50,200.00 | \$39,942.21 | \$10,257.79 | \$54,520.00 |
| <u>Grounds Maintenance</u> | | | | | |
| 6405 - Lawn Maintenance | \$25,413.00 | \$19,926.00 | \$12,260.00 | \$7,666.00 | \$19,926.00 |
| 6415 - Trees/Shrubs- Fertilizatio | \$8,370.00 | \$10,000.00 | \$5,850.00 | \$4,150.00 | \$6,000.00 |
| 6416 - Lawn Fertilization | \$1,270.00 | \$0.00 | \$3,943.46 | -\$3,943.46 | \$4,000.00 |
| 6430 - Grounds Maintenance | \$8,764.00 | \$5,000.00 | \$660.60 | \$4,339.40 | \$5,000.00 |
| 6431 - Holiday Lights | \$3,893.00 | \$3,893.00 | \$0.00 | \$3,893.00 | \$2,000.00 |
| 6435 - Flowers | \$180.00 | \$200.00 | \$1,620.00 | -\$1,420.00 | \$3,000.00 |
| 6440 - Irrigation | \$4,640.00 | \$0.00 | \$1,333.19 | -\$1,333.19 | \$2,000.00 |
| 6451 - Signage | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,000.00 |
| 6470 - Snow Removal | \$15,720.00 | \$18,550.00 | \$10,530.00 | \$8,020.00 | \$19,550.00 |
| 6490 - Vehicle Maintenance | \$0.00 | \$2,000.00 | \$2,398.85 | -\$398.85 | \$2,000.00 |
| 6600 - Pond Maintenance | \$0.00 | \$5,000.00 | \$3,131.33 | \$1,868.67 | \$5,000.00 |
| Crescent Drive access | \$5,400.00 | | | | \$5,400.00 |
| 6610 - Fountain Maintenance | \$0.00 | \$8,000.00 | \$7,800.00 | \$200.00 | \$2,500.00 |
| Total Grounds Maintenance | \$73,650.00 | \$73,569.00 | \$49,527.43 | \$24,041.57 | \$77,376.00 |
| <u>Community Facility</u> | | | | | |
| 6500 - Community Room | | \$100.00 | \$0.00 | \$100.00 | \$100.00 |
| 6700 - Pool Maintenance | \$16,669.00 | \$10,000.00 | \$5,674.35 | \$4,325.65 | \$15,000.00 |
| 6701 - Pool Repairs | \$169.00 | \$6,000.00 | \$5,808.20 | \$191.80 | \$3,500.00 |
| 6702 - Pool Supplies | \$1,628.00 | \$1,200.00 | \$364.91 | \$835.09 | \$1,800.00 |
| Total Community Facility | \$18,466.00 | \$17,300.00 | \$11,847.46 | \$5,452.54 | \$20,400.00 |
| <u>Insurance</u> | | | | | |
| 6805 - Insurance | \$44,700.00 | \$46,991.00 | \$26,652.87 | \$20,338.13 | \$79,353.00 |
| Kabata | \$0.00 | \$662.00 | \$0.00 | \$662.00 | \$0.00 |
| Total Insurance | \$44,700.00 | \$47,653.00 | \$26,652.87 | \$21,000.13 | \$79,353.00 |

Reserve

| | | | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 7580 - Transfer To Reserve | \$150,588.00 | \$242,482.00 | \$137,114.48 | \$105,367.52 | \$218,500.00 |
| Short-term Reserve Contribution | | | | | \$260,900.00 |
| Total Reserve | \$150,588.00 | \$242,482.00 | \$137,114.48 | \$105,367.52 | \$479,400.00 |

Inventory of Reserve Components

| Reserve Component Inventory | Quantities | First Year of Replacement | Life Analysis (Yrs.) | |
|--|---------------|---------------------------|----------------------|-----------|
| | Total | | Normal | Remaining |
| Building Components | | | | |
| TPO Membrane Roof Cover; Landings-Forest; Replacement | 16,904 SF | 2029 | 20 | 3 |
| TPO Membrane Roof Cover; Shores; Replacement | 18,402 SF | 2034 | 20 | 10 |
| TPO Membrane Roof Cover; Connectors; Replacement | 2,544 SF | 2029 | 20 | 3 |
| TPO Membrane Roof Cover; Annex Garages; Replacement | 16,137 SF | 2029 | 20 | 3 |
| Exterior Siding; Buildings, Annex Garages, and Connectors; Painting | 111,634 SF | 2027 | 10 | 3 |
| Exterior Siding; Buildings, Annex Garages, and Connectors; Coating | 111,634 SF | 2027 | 10 | 3 |
| Common Area; Windows and Doors; Phased Replacement | 1,251 SF | 2027 | 30 | 3 |
| Common Area; Carpet; Connectors; Replacement | 1,425 SF | 2023 | 10 | 1 |
| Common Area; Carpet; Lobbies; Replacement | 2,220 SF | 2029 | 10 | 3 |
| Common Area; Carpet; 2nd Floor; Replacement | 1,116 SF | 2027 | 10 | 3 |
| Common Area; Carpet; Floors 3-6; Replacement | 5,256 SF | 2033 | 10 | 3 |
| Common Area; Interior Walls; Lobbies; Painting | 4,450 SF | 2029 | 10 | 3 |
| Common Area; Interior Walls; Connectors; Painting | 6,338 SF | 2032 | 10 | 3 |
| Common Area; Interior Walls; Floors 2-6 Hallways; Painting | 6,506 SF | 2032 | 10 | 3 |
| Common Area; Interior Walls & Ceilings; Annex Garages; Painting | 16,917 SF | 2027 | 10 | 3 |
| Common Area; Interior Walls & Ceilings; Underground Garages; Painting | 55,298 SF | 2027 | 10 | 3 |
| Elevators; Modernization | 3 LOTS | 2048 | 25 | 24 |
| Backup Generator; 230K KW; Replacement | 1 UNIT | 2029 | 30 | 3 |
| R.TUs; Replacement (Including Duct Work) | 3 UNITS | 2026 | 25 | 2 |
| Boilers; 825K BTU; Replacement | 2 UNITS | 2042 | 20 | 18 |
| Fire Suppression; Control Panels; Replacement | 3 UNITS | 2042 | 20 | 18 |
| Fire Suppression; Primary Pump; 30 HP; Replacement | 1 UNIT | 2029 | 20 | 3 |
| Ferry Feb System; Replacement | 1 LOT | 2023 | 20 | 1 |
| Site Components | | | | |
| Concrete Sidewalks (4"); Phased Partial Replacement | 1,427 SF | 2027 | 40-50 | 3 |
| Concrete Driveways (6"); Phased Partial Replacement | 17,392 SF | 2027 | 40-50 | 3 |
| Concrete Curbing; Phased Partial Replacement | 5,858 LF | 2027 | 40-50 | 3 |
| Asphalt; Streets; Gatehouse to Shores Building; Phased Total Replacement | 72,862 SF | 2027 | 18 | 3 |
| Asphalt; Streets; Ring Road to Gatehouse; Total Replacement | 13,246 SF | 2030 | 18 | 15 |
| Asphalt; Walking Paths; Total Replacement | 2,020 SF | 2027 | 24 | 3 |
| Catch Basins and Manholes; Capital Repairs | 17 UNITS | 2027 | 18 | 3 |
| Detention Ponds; Dredging | 2,818 CU YDS. | 2034 | 20 | 18 |
| Detention Ponds; Liners; Replacement | 25,363 SF | 2034 | 20 | 10 |
| Pole Lights; Phased Replacement | 24 UNITS | 2023 | 30 | 1 |
| Chain-Link Fence; Replacement | 990 LF | 2035 | 50 | 11 |
| Entry Signage; Replacement | 4 UNITS | 2034 | 25 | 19 |
| Entry Gate; Operations; Replacement | 4 UNITS | 2026 | 15 | 2 |
| Entry Gate; Keypad System; Replacement | 1 UNIT | 2031 | 20 | 4 |
| Vehicle; Kubota; Replacement | 1 UNIT | 2029 | 15 | 3 |

Recommended Annual Reserve Contributions

| Year | Recommended Reserve Contribution | Additional Recommended Reserve Contribution | Year | Recommended Reserve Contribution | Additional Recommended Reserve Contribution |
|------|----------------------------------|---|------|----------------------------------|---|
| | | | | | |
| 2025 | \$ 218,500 | \$ 260,900 | 2038 | \$ 321,200 | \$ - |
| 2026 | 225,100 | 260,900 | 2039 | 330,800 | - |
| 2027 | 231,900 | 260,900 | 2040 | 340,700 | - |
| 2028 | 238,900 | 260,900 | 2041 | 350,900 | - |
| 2029 | 246,100 | 260,900 | 2042 | 361,400 | - |
| 2030 | 253,500 | - | 2043 | 372,200 | - |
| 2031 | 261,100 | - | 2044 | 383,400 | - |
| 2032 | 268,900 | - | 2045 | 394,900 | - |
| 2033 | 277,000 | - | 2046 | 406,700 | - |
| 2034 | 285,300 | - | 2047 | 418,900 | - |
| 2035 | 293,900 | - | 2048 | 431,500 | - |
| 2036 | 302,700 | - | 2049 | 444,400 | - |
| 2037 | 311,800 | - | | | |

Snapshot of Current and Recommended Reserve Contributions

| | Annual Amount | Per Unit Per Month (Avg.) |
|---|---------------|---------------------------|
| (A) Projected Reserve Contribution at Start of Next Fiscal Year* | \$ 242,482 | \$ 224.52 |
| (B) Recommended Reserve Contribution at Start of Next Fiscal Year (Years 1-25 w/3%/Yr. Increases) | \$ 218,500 | \$ 202.31 |
| (C) Plus Additional Recommended Reserve Contribution (Years 1-3; No Increases)** | \$ 260,900 | \$ 241.57 |
| (D) Total Recommended Reserve Contribution Year 1 (B Plus C) | \$ 479,400 | \$ 443.89 |
| (E) Amount of Increase/Decrease Recommended vs. Current (D Minus A) Year 1 | \$ 236,918 | \$ 219.37 |

* Based on the association's current budgeted Reserve Contribution plus 0% typical annual increase

** Additional Reserve Contribution will no longer be needed by 2030; Reserve Contribution in 2030 will be \$253,500 or \$234.72 per unit/month

Project location: Area 14, 65





January 31, 2025

Neighborhood Entrance Enhancement Matching Grant Program
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Dear Grant Committee,

We are writing to submit our application for the Neighborhood Entrance Enhancement Matching Grant program through the City of Novi. On behalf of the Vista Hills Association, we are excited about the opportunity to enhance the entrance to our community and contribute to the aesthetic and welcoming atmosphere of our neighborhood.

Vista Hills is a vibrant community with a strong sense of pride and camaraderie among its residents. As our neighborhood continues to strengthen and evolve, we believe that an enhanced entrance will not only improve the visual appeal of our area but also foster a greater sense of community pride and cohesion.

Our proposed project includes the installation of new landscaping. These enhancements will create a warm and inviting entrance that reflects the values and spirit of Vista Hills and the City of Novi. We have attached detailed plans, cost estimates, and the requested supporting materials for your review.

We appreciate your consideration of our application and look forward to the opportunity to work with the City of Novi to bring this project to fruition. Please feel free to contact our Project Leader or email us at vistahillsbod@gmail.com if you have any questions or require additional information.

Thank you for your time and consideration.

Sincerely,



Brandalynn Winchester-Middlebrook
President, Vista Hills Association

**Vista Hills
2024-2025
Board of Directors**

Brandalynn Winchester-
Middlebrook
President

Carrie Glover
Vice President

Kidambi Kannan
Secretary

Dan Myers
Treasurer

Renee Verklan
Director

Attachment 1. Neighborhood Entryway Enhancement Matching Grant Application

City of Novi

Date of application: January 31, 2025

I. Applicant Information

- a. Homeowner's Association or Property Name - **Vista Hills Association**
- b. Age of the subdivision or neighborhood where the work will be done - **29 years**
- c. First-time Applicant? If not, please list the date of last application submission. **No. February 5, 2016**
- d. Project Leader
 - **Kidambi Kannan, Secretary - Vista Hills Association Board of Directors**
 - **28840 Hearthstone Drive, Novi, MI 48377**
 - **(248) 379-9974; kidambiskannan@gmail.com**

II. Project Information

a. Provide a clear detailed description of the project's purpose, plan and design, including the existing conditions, specific need, and public benefit.

The project plan is to refresh the existing and aging landscaping at both entrances of the Vista Hills Subdivision, which has been in place since 2016. The South entrance is Sandstone Drive,, across from Old Novi Road, off Novi Road, and the North entrance is Ledgeview Drive, off Novi Road.

The plan for the South entrance:

- **Rototill the flower bed, and add compost**
- **Remove and replace some existing plants, including the handful of buckthorns on the north side of the South entrance**
- **Thicken the hedgeline with additional shrubs**
- **Add new plants and grasses (perennials) outside the flower bed**

The plan for the North entrance:

- **Rototill the flower bed, and add compost**
- **remove and replace some existing plants**
- **reconfigure the existing hedgeline by moving it around / behind the lighting for the Vista Hills sign**

- add shrubs of to the reconfigured hedgeline to thicken
- add new plants and grasses (perennials) outside the flower bed

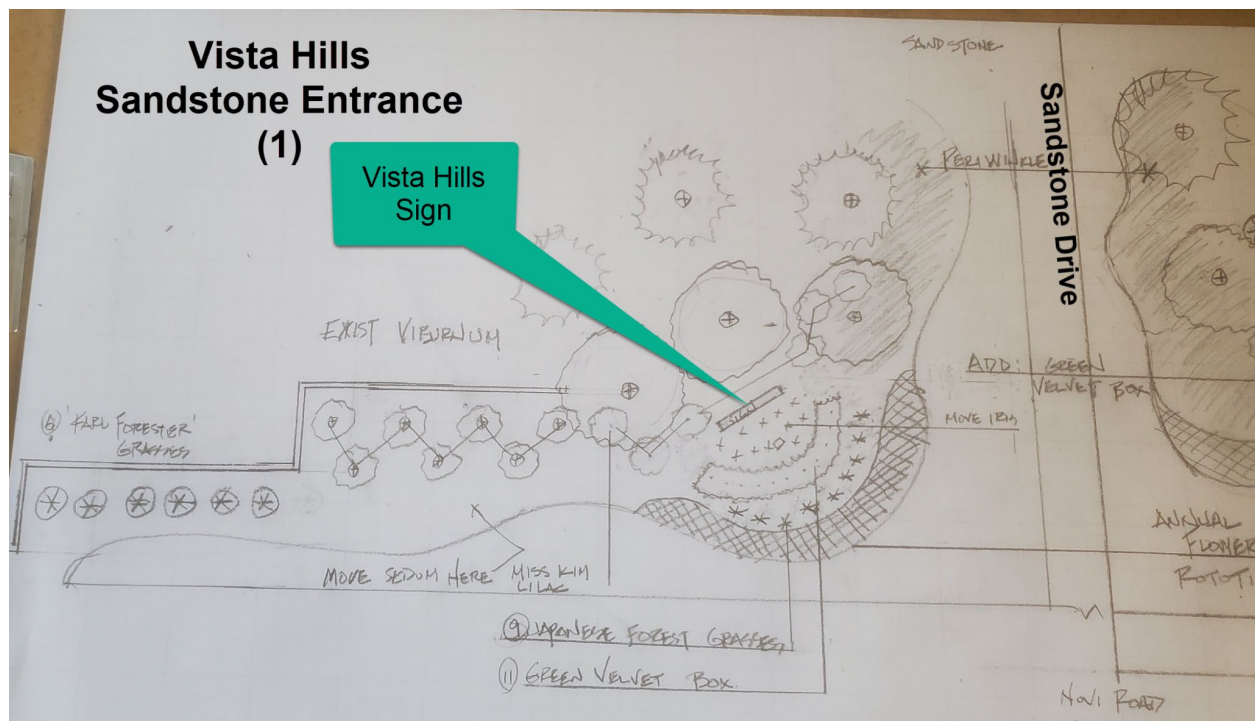
Our landscaping at the entrances is clearly in need of a substantial refresh that will also improve its maintainability with greater use of perennials, and measures for weed reduction and control. Our annual efforts, since the last refresh in 2016, have focussed mainly on weed control and the planting of annuals.

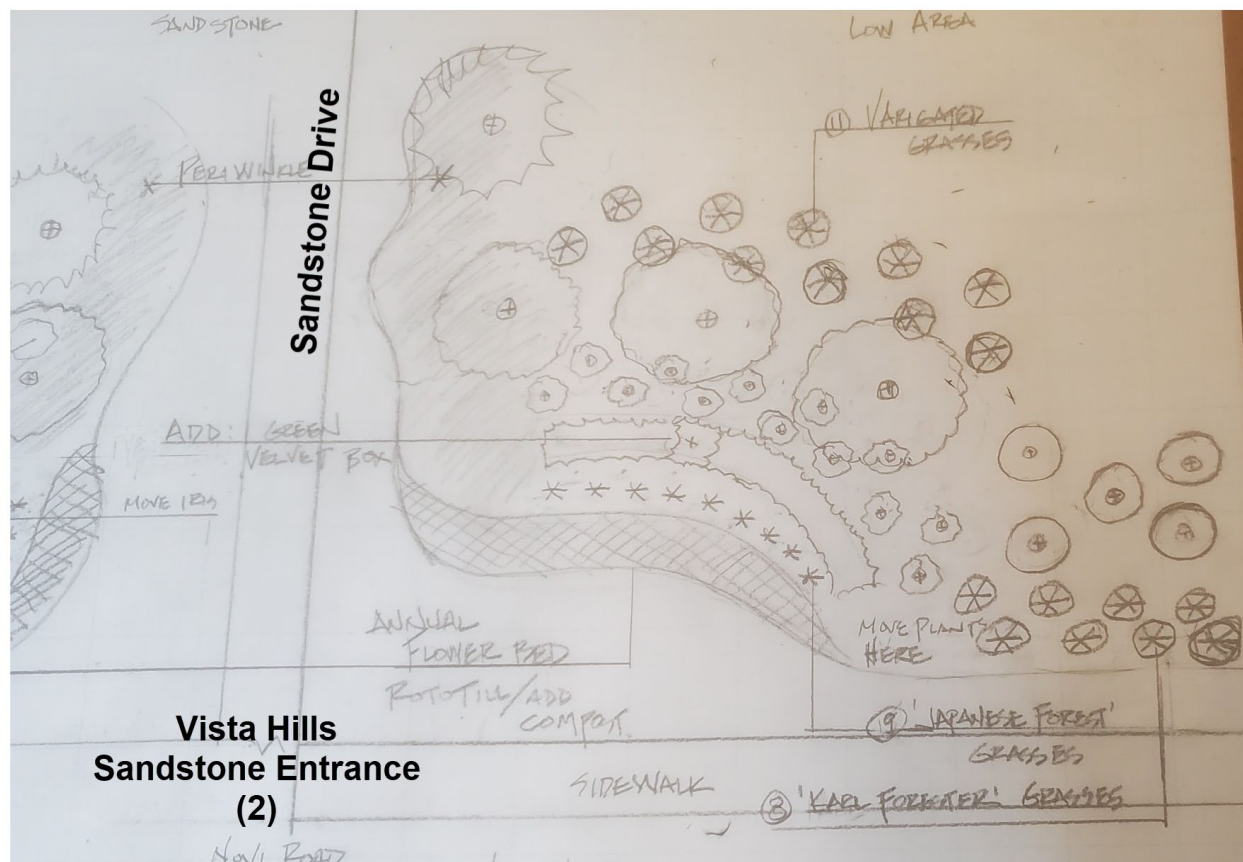
Our South entrance is at an important and visible intersection en route to the recently expanded and enhanced Pavilion Park, and to the very popular Lake Shore Park and recreation areas. We therefore feel that the City of Novi will also greatly benefit from the planned updates to the landscaping at this and our North entrance.

The Vista Hills Association has painstakingly maintained the original wood fence to the subdivision along Novi Road, and is planning a full replacement of the same using no-maintenance materials such as Trex / TimberTech or similar in the next two years.

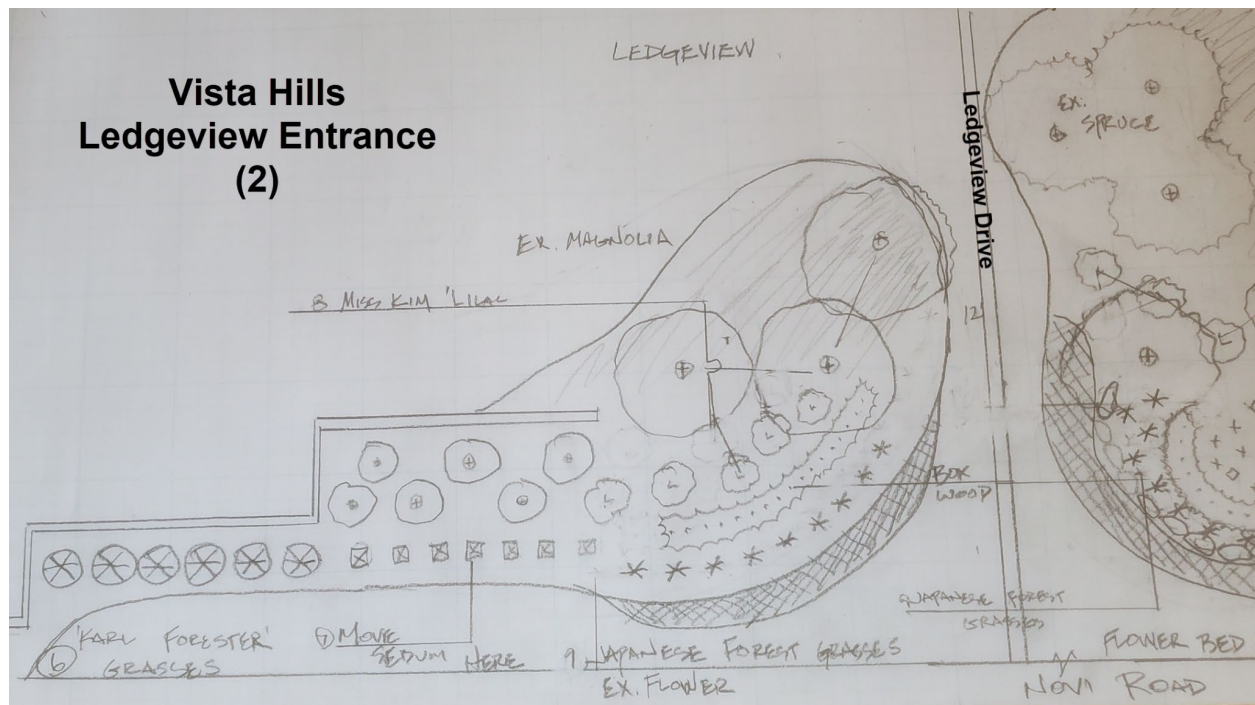
b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area.

Planned refresh at the South entrance (Sandstone):





Vista Hills Ledgeview Entrance (2)



Current photos - Sandstone Entrance:



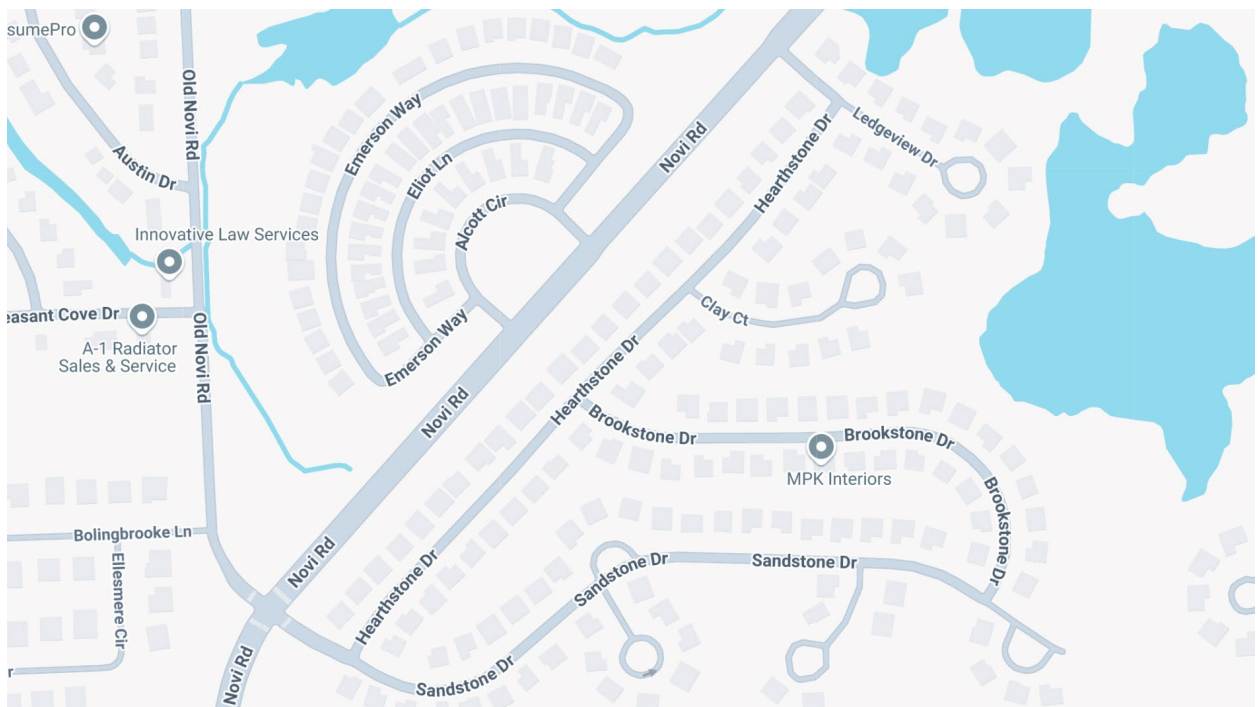
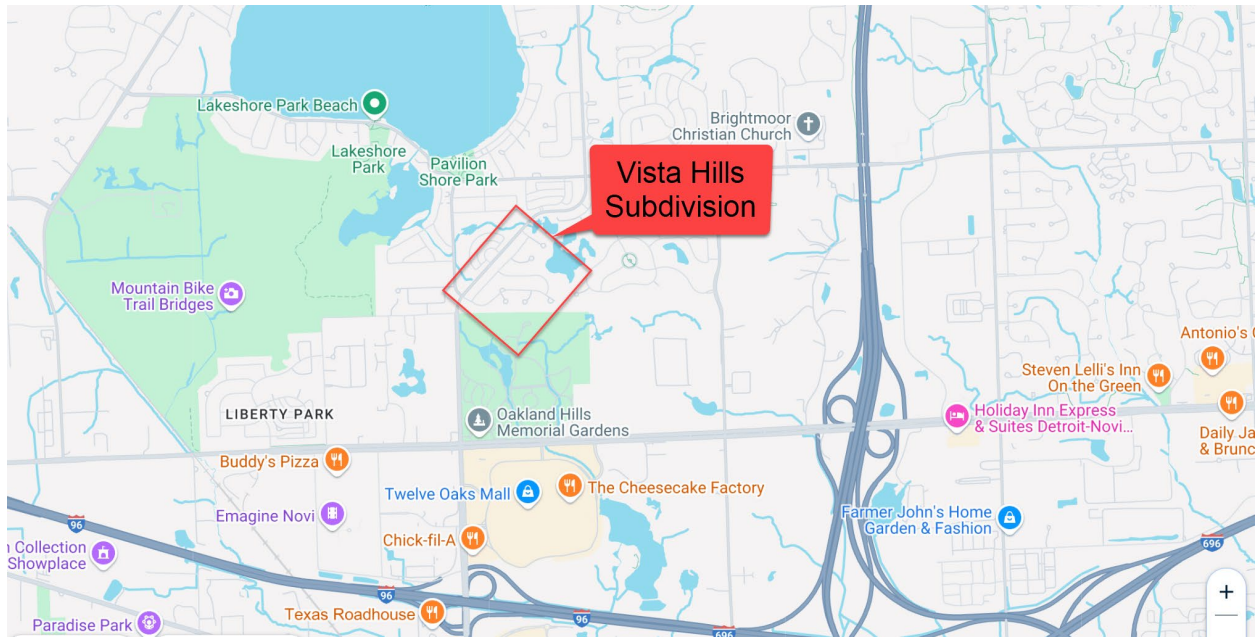


Current Photo - Ledgeview entrance:



c. Provide the proposed project area's location. Please provide a written description of the specific location of the project along with an attached map with the location clearly marked. City maps can be found on the City of Novi website's map gallery.

The project will take place at the two entrances to the Vista Hills Association subdivision at Novi Road & Sandstone & Novi Road & Ledgeview.



d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment.

Criteria:

City of Novi Map



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 = 288 feet



Map Print Date:
3/7/2025



City of Novi

45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

City of Novi Map



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1 inch = 288 feet



Map Print Date:
3/7/2025



City of Novi

45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org

1. To qualify, projects must be located at the entrance of to a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction or installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, and streetscape amenities. Work involving routine maintenance, installation or removal of annual plants, or other recurring tasks is not eligible.

Vista Hills entrances are on Novi Road. It involves rehabilitation of improvements undertaken about nine years ago. There will be no signage changes, nor will this project involve routine maintenance.

2. The project must comply with City of Novi ordinances and regulations, Novi Residential Entryway Signage requirements, and state and local laws.

This project keeps the current footprint of landscape at the entrances, makes no changes to signage, and will ensure that no invasive plant species are used.

3. If there is an impact on property owners or other non-city agencies (e.g., road commission) written permission and approval of the project from the appropriate entity must be obtained and provided.

The planned beautification is expected to have nothing but a beneficial impact on homeowners in the subdivision, and nothing else.

4. Projects are encouraged to be environmentally sensitive and be of a sustainable nature. The project may not include the use of invasive species. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual. A list of commonly used invasive species is included as Attachment 3

The project conforms to the above.

5. The neighborhood or Homeowner's Association has not been awarded a grant in the previous two years.

Our last (and only) award was in 2016.

e. Provide a detailed list of all proposed plants, if any, intended to be used in the project. Include the plant's common name and Latin name. Please refer to the City's prohibited species list in section 9c of the City's Landscape Design Manual.

- 1. Green Velvet Hybrid Boxwood**
- 2. Miscanthus Variegated Grasses**
- 3. Karl Forester Grasses**
- 4. Japanese Forest Grass**
- 5. Myrtle**
- 6. Periwinkle**
- 7. Miss Kim Dwarf Lilac**

III. Funding Information

a. Estimated Total Project Costs

Total Cost: \$ 12,066.00

b. Who provided this cost estimate?

• **Tom Thelen, Novi Business Owner – Thelen Landscape Incorporated, B. S. Horticulture, 22699 Deerfield, Novi MI 48375**

• **(248) 348-4464**

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

Funds Requested: \$ 5,000.00

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 amount of the additional cost.

Additional Cost: \$2,066.00

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

- Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).

None.

- Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

Not Applicable.

f. Itemized unit and total cost estimates ITEM #UNITS COST/UNIT TOTAL Soil 10 cubic yards \$40 \$400 Contracted Service 8 hours labor \$50 \$400 One-gallon shrubs 14 \$10 \$140 Total \$940

| NAME | VISTA HILLS, NOVI | | DATE: 1.30.25 | |
|------|--------------------------------|-------------|---------------|---------------------|
| | ATT: DAN MEYERS | | | |
| | ENTRANCE WAYS | | | |
| (H) | 248.345.3907 | | | |
| (W) | | | | |
| QTY | DESCRIPTION | SIZE | PRICE | TOTAL |
| | SANDSTONE ENTRANCE WAY | | | \$ - |
| 12 | 'GREEN VELVET' HYBRID BOXWOOD | 18"-21" | 110 | \$ 1,320.00 |
| 11 | MISCANTHUS VARIGATED GRASSES | 3GAL | 60 | \$ 660.00 |
| 14 | KARL FORESTER' GRASSES | 2GAL | 55 | \$ 770.00 |
| 18 | JAPANESE FOREST GRASS | #1 CONT. | 36 | \$ 648.00 |
| 3 | MYRTLE, PERIWINKLE | 38 CELL | 100 | \$ 300.00 |
| 1 | REMOVE OR MOVE EXISTING PLANTS | | 550 | \$ 550.00 |
| 2 | COMPOST | CY | 100 | \$ 200.00 |
| 1 | TRAVEL / DELIVERY/DISPOSAL | /DAY | 375 | \$ 375.00 |
| 6 | 'MISS KIM' DWARF LILAC | 21-24" | 80 | \$ 480.00 |
| 1 | ROTOTILL FLOWER BED | | 115 | \$ 115.00 |
| | | \$ 5,418.00 | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | LEDGEVIEW ENTRANCE WAY | | | \$ - |
| 28 | 'GREEN VELVET' HYBRID BOXWOOD | 18"-21" | 110 | \$ 3,080.00 |
| 12 | KARL FORESTER' GRASSES | 2GAL | 55 | \$ 660.00 |
| 18 | JAPANESE FOREST GRASS | #1 CONT. | 36 | \$ 648.00 |
| 3 | MYRTLE, PERIWINKLE | 38 CELL | 100 | \$ 300.00 |
| 1 | REMOVE OR MOVE EXISTING PLANTS | | 550 | \$ 550.00 |
| 2 | COMPOST | CY | 100 | \$ 200.00 |
| 1 | TRAVEL / DELIVERY/DISPOSAL | /DAY | 375 | \$ 375.00 |
| 9 | 'MISS KIM' DWARF LILAC | 21-24" | 80 | \$ 720.00 |
| 1 | ROTOTILL FLOWER BED | | 115 | \$ 115.00 |
| | | \$ 6,648.00 | | \$ - |
| | TOTAL | | | \$ 12,066.00 |

IV. Attachments

1. The association/property'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.

Current Financial Budget:

VISTA HILLS ASSOCIATION Financial Budget October 1, 2024 to September 30, 2025

| | 10/1/23-7/31/24 | 10/1/24-09/30/25 |
|---|-----------------|------------------|
| | Actual | Budget |
| INCOME | | |
| Assessments | 59,760 | 66,960 |
| Late Charges | 2,250 | 2,250 |
| Miscellaneous Income | 100 | 100 |
| Interest Income | 12 | 24 |
| TOTAL OPERATING INCOME | 62,122 | 69,334 |
| EXPENSES | | |
| <u>Administrative & Insurance</u> | | |
| Audit/Review Fees | 800 | 800 |
| Copies & Postage | 1,290 | 1,742 |
| Insurance-Property/Liability | 3,256 | 4,017 |
| Legal Fees | - | 500 |
| Management Fees | 8,500 | 14,400 |
| Late Charges | | 1,500 |
| Miscellaneous Administration | 420 | 800 |
| Total Administrative & Insurance | 14,266 | 23,759 |
| GROUND | | |
| Lawn Fertilization | 1,400 | 1,742 |
| Lawn Mowing | 6,454 | 16,913 |
| Mulch & Flowers | 4,532 | 3,800 |
| Other Grounds | 4,485 | 3,000 |
| Sprinkler Maintenance | 1,450 | 1,000 |
| Tree Removal & Trimming | 1,000 | 2,000 |
| Tree and Shrub Replacement | - | 1,200 |
| Total Grounds | 20,471 | 29,655 |
| MISCELLANEOUS EXPENSES | | |
| Community Events | - | 500 |
| Winter Holiday Decorations | 1,150 | 250 |
| | 1,150 | 750 |
| UTILITIES & TRANSFERS TO RESERVES | | |
| Electricity | 475 | 700 |
| Water & Sewer | 547 | 1,700 |
| Transfer to Reserves | 16,667 | 12,750 |
| Total Utilities & Transfers to Reserves | 17,689 | 15,150 |
| TAL EXPENSES & TRANSFERS TO RESERVES | 52,426 | 69,314 |
| | | |
| Current Year Net Income / (Loss) | 9,696 | 20 |
| | | |
| Beginning of Year Operating Equity Balance | 26,121 | 27,721 |
| Current Year Net (Operating) Income / (Loss) | 9,696 | 20 |

VISTA HILLS ASSOCIATION
Financial Budget
October 1, 2024 to September 30, 2025

| | | |
|--|--------|---------------|
| Add'l Transfer from Operating to Reserves Fd | - | - |
| End of Period/Year Operating Equity Balance | 35,817 | 21,783 |
| | | |
| | | |
| RESERVES EXPENDITURES | | |
| Fence Repairs | - | 19,000 |
| Landscape Improvements | - | 12,500 |
| Mailboxes | - | 2,000 |
| TOTAL RESERVE FUND EXPENDITURES | - | 33,500 |
| | | |
| | | |
| | | |

Income Statements / Balance Sheets (separate attachments):

- 1. August 31, 2024 Financial Report**
- 2. September 30, 2023 Financial Report**

2. Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance

The column titled "10/1/23-7/31/24 Actual" in included VISTA HILLS ASSOCIATION Financial Budget shows the actual disbursement for landscaping related activities.

3. Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable)

Not Applicable.

4. Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable)

Not Applicable.

5. Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting

Provided under II. Project Information, section b.

6. Map with project location identified

Provided under II. Project Information, section c.

Vista Hills

Balance Sheet For 8/31/2024

ASSETS

| | |
|--------------------------------------|-------------|
| 1102 - Cash in MM - AAB 3.75% | \$6,731.66 |
| 1105 - Cash in MM - CFCU 3.75% | \$67,873.44 |
| 1108 - Cash in Checking-CFCU | \$17,921.55 |
| 1111 - Cash in Checking - AAB | \$23,936.45 |
| 1260 - Cash in Savings-Comm Fed C.U. | \$100.56 |
| 1290 - Cash in CD CFCU-(12/23/23) | \$37,734.75 |
| 2310 - Accounts Receivable-Members | \$4,864.75 |
| 2420 - Prepaid Insurance | \$661.92 |
| 2450 - Prepaid Income Tax | \$205.00 |

Total ASSETS

| | |
|---------------------|---------------------|
| | \$160,030.08 |
| Total Assets | \$160,030.08 |

LIABILITIES

| | |
|----------------------------|------------|
| 3010 - Accounts Payable | \$1,500.00 |
| 3131 - ACCRUED EXPENSE | \$3,333.11 |
| 3310 - Prepaid Assessments | \$480.00 |

Total LIABILITIES

\$5,313.11

RESERVES EQUITY

| | |
|--------------------------------------|-------------|
| 4000 - Reserve Accumulated Prior Yrs | \$97,660.12 |
| 4005 - Net Reserve Income | \$21,810.97 |

Total RESERVES EQUITY

\$119,471.09

OPERATING EQUITY

| | |
|-------------------------------------|---------------|
| 4505 - Accumulated Operating Equity | \$26,121.42 |
| 4515 - Plus/Less Net Reserve Income | (\$21,810.97) |
| 4530 - Net Income/Loss | \$30,935.43 |

Total OPERATING EQUITY

\$35,245.88

| | |
|-----------------------------------|---------------------|
| Total Liabilities / Equity | \$160,030.08 |
|-----------------------------------|---------------------|

Vista Hills

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

| | Current Period | | | Year To Date | | | Annual Budget |
|-------------------------------------|----------------|----------|------------|--------------|------------|------------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Operating Income | | | | | | | |
| INCOME | | | | | | | |
| 5110 - Assessments | - | - | - | 59,760.00 | 59,760.00 | - | 59,760.00 |
| 5200 - Late Charges | - | 200.00 | (200.00) | 2,250.00 | 2,300.00 | (50.00) | 2,500.00 |
| 5206 - Late Charge Expense | - | (200.00) | 200.00 | (550.00) | (1,350.00) | 800.00 | (1,500.00) |
| 5390 - Miscellaneous Income | - | - | - | 100.00 | - | 100.00 | - |
| 5400 - Interest Income | 1.27 | 2.00 | (.73) | 13.17 | 22.00 | (8.83) | 24.00 |
| Total INCOME | 1.27 | 2.00 | (.73) | 61,573.17 | 60,732.00 | 841.17 | 60,784.00 |
| Total Operating Income | 1.27 | 2.00 | (.73) | 61,573.17 | 60,732.00 | 841.17 | 60,784.00 |
| Operating Expense | | | | | | | |
| MISCELLANEOUS ADMINISTRATIVE | | | | | | | |
| 6045 - Audit/Review Fees | - | - | - | - | - | - | 800.00 |
| 6060 - Bank Service Charges | - | - | - | (3.00) | - | 3.00 | - |
| 6090 - Copies & Postage | 5.12 | 70.00 | 64.88 | 1,295.36 | 1,372.00 | 76.64 | 1,742.00 |
| 6145 - Insurance-Property/Liability | 106.61 | 333.33 | 226.72 | 3,362.15 | 3,666.63 | 304.48 | 4,000.00 |
| 6170 - Legal Fees | - | - | - | - | 170.00 | 170.00 | 750.00 |
| 6195 - Management Fees | 800.00 | 850.00 | 50.00 | 8,800.00 | 9,350.00 | 550.00 | 10,200.00 |
| 6220 - Miscellaneous Administrati | 62.99 | 82.00 | 19.01 | 738.49 | 695.00 | (43.49) | 800.00 |
| 6415 - Social Committee | - | - | - | - | - | - | 500.00 |
| Total MISCELLANEOUS ADMINISTRATIVE | 974.72 | 1,335.33 | 360.61 | 14,193.00 | 15,253.63 | 1,060.63 | 18,792.00 |
| BUILDINGS | | | | | | | |
| 6920 - Roof Repairs | - | - | - | 350.00 | - | (350.00) | - |
| Total BUILDINGS | - | - | - | 350.00 | - | (350.00) | - |
| OTHER GROUNDS | | | | | | | |
| 7370 - Lawn Fertilization | - | - | - | 237.50 | 1,400.00 | 1,162.50 | 1,742.00 |
| 7375 - Lawn Mowing | - | 1,322.86 | 1,322.86 | 5,500.72 | 7,777.14 | 2,276.42 | 9,100.00 |
| 7415 - Mulch & Flowers | - | - | - | 4,531.93 | - | (4,531.93) | 3,800.00 |
| 7440 - Other Grounds | - | 190.00 | 190.00 | 4,484.94 | 2,500.00 | (1,984.94) | 2,700.00 |
| 7565 - Sprinkler Maintenance | - | 100.00 | 100.00 | 1,449.54 | 665.00 | (784.54) | 1,000.00 |
| 7590 - Tree Removal & Trimming | - | - | - | - | - | - | 800.00 |
| 7595 - Tree and Shrub Replacement | - | - | - | - | - | - | 1,200.00 |
| 7675 - Winter Holiday Decorations | 1,150.00 | - | (1,150.00) | 2,300.00 | 80.00 | (2,220.00) | 150.00 |
| Total OTHER GROUNDS | 1,150.00 | 1,612.86 | 462.86 | 18,504.63 | 12,422.14 | (6,082.49) | 20,492.00 |
| UTILITIES | | | | | | | |
| 8260 - Electricity | 45.92 | 52.00 | 6.08 | 520.45 | 570.00 | 49.55 | 700.00 |
| 8460 - Water & Sewer | - | - | - | 547.30 | 550.00 | 2.70 | 1,700.00 |
| Total UTILITIES | 45.92 | 52.00 | 6.08 | 1,067.75 | 1,120.00 | 52.25 | 2,400.00 |
| TRANSFER TO RESERVES | | | | | | | |
| 8510 - Transfer to Reserves | 1,666.67 | 1,666.66 | (.01) | 18,333.33 | 18,333.34 | .01 | 20,000.00 |
| Total TRANSFER TO RESERVES | 1,666.67 | 1,666.66 | (.01) | 18,333.33 | 18,333.34 | .01 | 20,000.00 |

Vista Hills

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

| | Current Period | | | Year To Date | | | Annual Budget |
|-----------------------------|----------------|------------|----------|--------------|-----------|------------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Operating Expense | | | | | | | |
| Total Operating Expense | 3,837.31 | 4,666.85 | 829.54 | 52,448.71 | 47,129.11 | (5,319.60) | 61,684.00 |
| Net Operating Income (Loss) | (3,836.04) | (4,664.85) | 828.81 | 9,124.46 | 13,602.89 | (4,478.43) | (900.00) |

Vista Hills

Statement of Revenues and Expenses 8/1/2024 - 8/31/2024

| | Current Period | | | Year To Date | | | Annual Budget |
|----------------------------------|----------------|------------|----------|--------------|-----------|----------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Reserve Income | | | | | | | |
| RESERVES FUND INCOME | | | | | | | |
| 8600 - Reserves Transfer | 1,666.67 | 1,666.66 | .01 | 18,333.33 | 18,333.34 | (.01) | 20,000.00 |
| 8610 - Reserves Interest | 233.11 | - | 233.11 | 3,477.64 | - | 3,477.64 | - |
| Total RESERVES FUND INCOME | 1,899.78 | 1,666.66 | 233.12 | 21,810.97 | 18,333.34 | 3,477.63 | 20,000.00 |
| Total Reserve Income | 1,899.78 | 1,666.66 | 233.12 | 21,810.97 | 18,333.34 | 3,477.63 | 20,000.00 |
| Reserve Expense | | | | | | | |
| RESERVES FUND EXPENDITURES | | | | | | | |
| 8720 - Fence Repairs | - | - | - | - | - | - | 1,000.00 |
| 8770 - Landscape Improvements | - | - | - | - | - | - | 2,000.00 |
| 8800 - Mailboxes | - | - | - | - | 145.00 | 145.00 | 2,000.00 |
| Total RESERVES FUND EXPENDITURES | - | - | - | - | 145.00 | 145.00 | 5,000.00 |
| Total Reserve Expense | - | - | - | - | 145.00 | 145.00 | 5,000.00 |
| Net Reserve Income (Loss) | 1,899.78 | 1,666.66 | 233.12 | 21,810.97 | 18,188.34 | 3,622.63 | 15,000.00 |
| Net Total | (1,936.26) | (2,998.19) | 1,061.93 | 30,935.43 | 31,791.23 | (855.80) | 14,100.00 |

VISTA HILLS ASSOCIATION

Page: 1

Balance Sheet
As of 09/30/23

ASSETS

| | | | |
|--------------|-------------------------------|----|---------------|
| 1105 | Cash in Money Mkt-CFCU | \$ | 55,703.96 |
| 1108 | Cash in Checking-CFCU | | 29,353.60 |
| 1260 | Cash in Savings-Comm Fed C.U. | | 100.56 |
| 1290 | Cash in CD CFCU-(12/23/23) | | 36,491.59 |
| 2310 | Accounts Receivable-Members | | 5,328.70 |
| 2420 | Prepaid Insurance | | 1,093.31 |
| 2450 | Prepaid Income Tax | | 205.00 |
| TOTAL ASSETS | | | \$ 128,276.72 |

LIABILITIES & EQUITY

LIABILITIES

| | | | |
|-------------------|---------------------|----|-------------|
| 3010 | Accounts Payable | \$ | 4,080.18 |
| 3310 | Prepaid Assessments | | 415.00 |
| TOTAL LIABILITIES | | | \$ 4,495.18 |

RESERVES EQUITY

| | | | |
|-----------------------|-------------------------------|----|--------------|
| 4000 | Reserve Accumulated Prior Yrs | \$ | 76,220.94 |
| 4005 | Net Reserve Income | | 21,439.18 |
| TOTAL RESERVES EQUITY | | | \$ 97,660.12 |

OPERATING EQUITY

| | | | |
|------------------------|------------------------------|----|--------------|
| 4505 | Accumulated Operating Equity | \$ | 20,755.53 |
| 4515 | Plus/Less Net Reserve Income | | (21,439.18) |
| | Total Net Income | | 26,805.07 |
| TOTAL OPERATING EQUITY | | | \$ 26,121.42 |

| | | | |
|----------------------------|--|--|---------------|
| TOTAL LIABILITIES & EQUITY | | | \$ 128,276.72 |
|----------------------------|--|--|---------------|

VISTA HILLS ASSOCIATION

Page: 1

INCOME STATEMENT

Period: 09/01/23 to 09/30/23

| | | Current Period | | | Year-To-Date | | | Yearly |
|---------------------------|-------------------------------|----------------|-------------|----------|--------------|------------|------------|------------|
| Account | Description | Actual | Budget | Variance | Actual | Budget | Variance | Budget |
| INCOME | | | | | | | | |
| 05110 | Assessments | .00 | .00 | .00 | 59,760.00 | 59,760.00 | .00 | 59,760.00 |
| 05200 | Late Charges | 250.00 | 250.00 | .00 | 2,825.00 | 2,500.00 | 325.00 | 2,500.00 |
| 05206 | Late Charge Expense | (250.00) | (150.00) | (100.00) | (1,412.50) | (1,500.00) | 87.50 | (1,500.00) |
| 05390 | Miscellaneous Income | (50.00) | .00 | (50.00) | 125.00 | .00 | 125.00 | .00 |
| 05400 | Interest Income | 1.36 | 2.00 | (.64) | 22.01 | 24.00 | (1.99) | 24.00 |
| | | | | | | | | |
| | Subtotal Income | (48.64) | 102.00 | (150.64) | 61,319.51 | 60,784.00 | 535.51 | 60,784.00 |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE & INSURANC | | | | | | | | |
| 06045 | Audit/Review Fees | 800.00 | 800.00 | .00 | 800.00 | 800.00 | .00 | 800.00 |
| 06060 | Bank Service Charges | .00 | .00 | .00 | 33.00 | .00 | (33.00) | .00 |
| 06090 | Copies & Postage | 202.79 | 395.00 | 192.21 | 691.95 | 1,400.00 | 708.05 | 1,400.00 |
| 06145 | Insurance-Property/Liability | 222.48 | 333.37 | 110.89 | 2,443.90 | 4,000.00 | 1,556.10 | 4,000.00 |
| 06170 | Legal Fees | .00 | 720.00 | 720.00 | .00 | 750.00 | 750.00 | 750.00 |
| 06195 | Management Fees | 800.00 | 850.00 | 50.00 | 9,600.00 | 10,200.00 | 600.00 | 10,200.00 |
| 06220 | Miscellaneous Administrati | 39.01 | 265.00 | 225.99 | 378.49 | 800.00 | 421.51 | 800.00 |
| 06415 | Social Committee | .00 | 500.00 | 500.00 | 504.62 | 500.00 | (4.62) | 500.00 |
| | | | | | | | | |
| | ADMINISTRATIVE & INSURAN | 2,064.28 | 3,863.37 | 1,799.09 | 14,451.96 | 18,450.00 | 3,998.04 | 18,450.00 |
| GROUNDS | | | | | | | | |
| 07370 | Lawn Fertilization | .00 | 342.00 | 342.00 | 1,331.25 | 1,742.00 | 410.75 | 1,742.00 |
| 07375 | Lawn Mowing | 2,142.86 | 1,322.86 | (820.00) | 13,314.30 | 9,100.00 | (4,214.30) | 9,100.00 |
| 07415 | Mulch & Flowers | .00 | 3,800.00 | 3,800.00 | .00 | 3,800.00 | 3,800.00 | 3,800.00 |
| 07440 | Other Grounds | .00 | 200.00 | 200.00 | 4,212.32 | 2,500.00 | (1,712.32) | 2,500.00 |
| 07565 | Sprinkler Maintenance | .00 | 305.00 | 305.00 | 1,075.00 | 1,000.00 | (75.00) | 1,000.00 |
| 07590 | Tree Removal & Trimming | .00 | 650.00 | 650.00 | .00 | 800.00 | 800.00 | 800.00 |
| 07595 | Tree and Shrub Replacement | .00 | 1,200.00 | 1,200.00 | .00 | 1,200.00 | 1,200.00 | 1,200.00 |
| 07675 | Winter Holiday Decorations | .00 | 70.00 | 70.00 | 79.47 | 150.00 | 70.53 | 150.00 |
| | | | | | | | | |
| | GROUNDS | 2,142.86 | 7,889.86 | 5,747.00 | 20,012.34 | 20,292.00 | 279.66 | 20,292.00 |
| UTILITIES | | | | | | | | |
| 08260 | Electricity | 67.75 | 150.00 | 82.25 | 532.28 | 700.00 | 167.72 | 700.00 |
| 08460 | Water & Sewer | 521.95 | 1,200.00 | 678.05 | 957.07 | 1,700.00 | 742.93 | 1,700.00 |
| 08510 | Transfer to Reserves | 1,666.67 | 1,666.67 | .00 | 19,999.97 | 20,000.00 | .03 | 20,000.00 |
| | | | | | | | | |
| | UTILITIES | 2,256.37 | 3,016.67 | 760.30 | 21,489.32 | 22,400.00 | 910.68 | 22,400.00 |
| | TOTAL EXPENSES | 6,463.51 | 14,769.90 | 8,306.39 | 55,953.62 | 61,142.00 | 5,188.38 | 61,142.00 |
| | | | | | | | | |
| | Current Year Net Income/(loss | (6,512.15) | (14,667.90) | 8,155.75 | 5,365.89 | (358.00) | 5,723.89 | (358.00) |

VISTA HILLS ASSOCIATION

Page: 2

INCOME STATEMENT

Period: 09/01/23 to 09/30/23

| Account | Description | Current Period | | | Year-To-Date | | | Yearly |
|---------------------------|-----------------------------|----------------|-------------|-----------|--------------|-----------|-----------|-----------|
| | | Actual | Budget | Variance | Actual | Budget | Variance | Budget |
| RESERVE FUND INCOME | | | | | | | | |
| 08600 | Reserves Transfer | 1,666.67 | 1,666.67 | .00 | 19,999.97 | 20,000.00 | (.03) | 20,000.00 |
| 08610 | Reserves Interest | 1,048.05 | .00 | 1,048.05 | 2,748.12 | .00 | 2,748.12 | .00 |
| | | | | | | | | |
| | TOTAL RESERVE FUND INCOME | 2,714.72 | 1,666.67 | 1,048.05 | 22,748.09 | 20,000.00 | 2,748.09 | 20,000.00 |
| RESERVE FUND EXPENDITURES | | | | | | | | |
| 08720 | Fence Repairs | 483.33 | 600.00 | 116.67 | 823.33 | 1,000.00 | 176.67 | 1,000.00 |
| 08770 | Landscape Improvements | .00 | 2,000.00 | 2,000.00 | .00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 08800 | Mailboxes | .00 | 1,505.00 | 1,505.00 | 485.58 | 2,000.00 | 1,514.42 | 2,000.00 |
| | | | | | | | | |
| | TOTAL RESERVE FUND EXPENDIT | 483.33 | 4,105.00 | 3,621.67 | 1,308.91 | 5,000.00 | 3,691.09 | 5,000.00 |
| | | | | | | | | |
| | NET RESERVE INCOME | 2,231.39 | (2,438.33) | 4,669.72 | 21,439.18 | 15,000.00 | 6,439.18 | 15,000.00 |
| | | | | | | | | |
| | TOTAL NET INCOME/LOSS | (4,280.76) | (17,106.23) | 12,825.47 | 26,805.07 | 14,642.00 | 12,163.07 | 14,642.00 |

VISTA HILLS ASSOCIATION

Page: 1

Balance Sheet
As of 09/30/22

ASSETS

| | | | |
|--------------|-------------------------------|----|----------------------|
| 1108 | Cash in Checking-CFCU | \$ | 38,169.69 |
| 1260 | Cash in Savings-Comm Fed C.U. | | 60,220.94 |
| 2310 | Accounts Receivable-Members | | 2,948.70 |
| 2420 | Prepaid Insurance | | 867.31 |
| 2450 | Prepaid Income Tax | | 205.00 |
| TOTAL ASSETS | | | <u>\$ 102,411.64</u> |

LIABILITIES & EQUITY

LIABILITIES

| | | | |
|-------------------|---------------------|----|--------------------|
| 3010 | Accounts Payable | \$ | 4,785.17 |
| 3310 | Prepaid Assessments | | 650.00 |
| TOTAL LIABILITIES | | | <u>\$ 5,435.17</u> |

RESERVES EQUITY

| | | | |
|-----------------------|-------------------------------|----|---------------------|
| 4000 | Reserve Accumulated Prior Yrs | \$ | 22,652.57 |
| 4005 | Net Reserve Income | | 4,653.07 |
| TOTAL RESERVES EQUITY | | | <u>\$ 27,305.64</u> |

OPERATING EQUITY

| | | | |
|----------------------------|------------------------------|----|----------------------|
| 4505 | Accumulated Operating Equity | \$ | 53,400.48 |
| 4515 | Plus/Less Net Reserve Income | | (4,653.07) |
| | Total Net Income | | 20,923.42 |
| TOTAL OPERATING EQUITY | | | <u>\$ 69,670.83</u> |
| TOTAL LIABILITIES & EQUITY | | | <u>\$ 102,411.64</u> |

VISTA HILLS ASSOCIATION

Page: 1

INCOME STATEMENT

Period: 09/01/22 to 09/30/22

| Account | Description | Current Period | | | Year-To-Date | | | Yearly |
|----------------------------|--------------------------------|----------------|------------|------------|--------------|-----------|------------|-----------|
| | | Actual | Budget | Variance | Actual | Budget | Variance | Budget |
| INCOME | | | | | | | | |
| 05110 | Assessments | .00 | .00 | .00 | 59,660.00 | 59,760.00 | (100.00) | 59,760.00 |
| 05200 | Late Charges | 100.00 | .00 | 100.00 | 2,850.00 | .00 | 2,850.00 | .00 |
| 05206 | Late Charge Expense | (75.00) | .00 | (75.00) | (1,775.00) | .00 | (1,775.00) | .00 |
| 05390 | Miscellaneous Income | 500.00 | .00 | 500.00 | 600.00 | .00 | 600.00 | .00 |
| 05400 | Interest Income | 1.70 | .00 | 1.70 | 21.18 | .00 | 21.18 | .00 |
| | | | | | | | | |
| | Subtotal Income | 526.70 | .00 | 526.70 | 61,356.18 | 59,760.00 | 1,596.18 | 59,760.00 |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE & INSURANCE | | | | | | | | |
| 06045 | Audit/Review Fees | 800.00 | 800.00 | .00 | 800.00 | 800.00 | .00 | 800.00 |
| 06090 | Copies & Postage | 371.07 | 248.00 | (123.07) | 1,279.22 | 1,400.00 | 120.78 | 1,400.00 |
| 06145 | Insurance-Property/Liability | 184.83 | 395.50 | 210.67 | 1,874.50 | 3,800.00 | 1,925.50 | 3,800.00 |
| 06170 | Legal Fees | .00 | 720.00 | 720.00 | (837.00) | 750.00 | 1,587.00 | 750.00 |
| 06195 | Management Fees | 800.00 | 800.00 | .00 | 9,600.00 | 9,600.00 | .00 | 9,600.00 |
| 06220 | Miscellaneous Administrative | 117.71 | 220.00 | 102.29 | 441.27 | 800.00 | 358.73 | 800.00 |
| 06415 | Social Committee | .00 | 500.00 | 500.00 | .00 | 500.00 | 500.00 | 500.00 |
| | | | | | | | | |
| | ADMINISTRATIVE & INSURANCE | 2,273.61 | 3,683.50 | 1,409.89 | 13,157.99 | 17,650.00 | 4,492.01 | 17,650.00 |
| GROUNDS | | | | | | | | |
| 07370 | Lawn Fertilization | 210.00 | 653.00 | 443.00 | 1,742.20 | 1,100.00 | (642.20) | 1,100.00 |
| 07375 | Lawn Mowing | 1,300.00 | 1,242.85 | (57.15) | 9,100.00 | 8,700.00 | (400.00) | 8,700.00 |
| 07415 | Mulch & Flowers | .00 | .00 | .00 | 3,729.65 | 3,300.00 | (429.65) | 3,300.00 |
| 07440 | Other Grounds | 1,375.07 | 200.00 | (1,175.07) | 2,478.15 | 1,000.00 | (1,478.15) | 1,000.00 |
| 07565 | Sprinkler Maintenance | .00 | 405.00 | 405.00 | 345.78 | 1,000.00 | 654.22 | 1,000.00 |
| 07590 | Tree Removal & Trimming | .00 | 405.00 | 405.00 | 380.00 | 800.00 | 420.00 | 800.00 |
| 07595 | Tree and Shrub Replacement | 1,160.00 | 1,200.00 | 40.00 | 1,160.00 | 1,200.00 | 40.00 | 1,200.00 |
| 07675 | Winter Holiday Decorations | .00 | 100.00 | 100.00 | 47.00 | 150.00 | 103.00 | 150.00 |
| | | | | | | | | |
| | GROUNDS | 4,045.07 | 4,205.85 | 160.78 | 18,982.78 | 17,250.00 | (1,732.78) | 17,250.00 |
| UTILITIES | | | | | | | | |
| 08260 | Electricity | 79.13 | 82.00 | 2.87 | 566.82 | 700.00 | 133.18 | 700.00 |
| 08460 | Water & Sewer | 992.32 | 600.00 | (392.32) | 1,578.24 | 1,200.00 | (378.24) | 1,200.00 |
| 08510 | Transfer to Reserves | 900.00 | 900.00 | .00 | 10,800.00 | 10,800.00 | .00 | 10,800.00 |
| | | | | | | | | |
| | UTILITIES | 1,971.45 | 1,582.00 | (389.45) | 12,945.06 | 12,700.00 | (245.06) | 12,700.00 |
| | TOTAL EXPENSES | 8,290.13 | 9,471.35 | 1,181.22 | 45,085.83 | 47,600.00 | 2,514.17 | 47,600.00 |
| | | | | | | | | |
| | Current Year Net Income/(loss) | (7,763.43) | (9,471.35) | 1,707.92 | 16,270.35 | 12,160.00 | 4,110.35 | 12,160.00 |

VISTA HILLS ASSOCIATION

Page: 2

INCOME STATEMENT

Period: 09/01/22 to 09/30/22

| Account | Description | Actual | Current Period | | Actual | Year-To-Date | | Yearly Budget |
|---------------------------|-----------------------------|------------|----------------|----------|-----------|--------------|----------|---------------|
| | | | Budget | Variance | | Budget | Variance | |
| RESERVE FUND INCOME | | | | | | | | |
| 08600 | Reserves Transfer | 900.00 | 900.00 | .00 | 10,800.00 | 10,800.00 | .00 | 10,800.00 |
| 08610 | Reserves Interest | 2.45 | .00 | 2.45 | 27.34 | .00 | 27.34 | .00 |
| | TOTAL RESERVE FUND INCOME | 902.45 | 900.00 | 2.45 | 10,827.34 | 10,800.00 | 27.34 | 10,800.00 |
| RESERVE FUND EXPENDITURES | | | | | | | | |
| 08720 | Fence Repairs | .00 | 225.00 | 225.00 | 763.87 | 1,000.00 | 236.13 | 1,000.00 |
| 08770 | Landscape Improvements | .00 | 4,000.00 | 4,000.00 | .00 | 4,000.00 | 4,000.00 | 4,000.00 |
| 08800 | Mailboxes | .00 | .00 | .00 | 5,410.40 | 5,500.00 | 89.60 | 5,500.00 |
| | TOTAL RESERVE FUND EXPENDIT | .00 | 4,225.00 | 4,225.00 | 6,174.27 | 10,500.00 | 4,325.73 | 10,500.00 |
| | NET RESERVE INCOME | 902.45 | (3,325.00) | 4,227.45 | 4,653.07 | 300.00 | 4,353.07 | 300.00 |
| | TOTAL NET INCOME/LOSS | (6,860.98) | (12,796.35) | 5,935.37 | 20,923.42 | 12,460.00 | 8,463.42 | 12,460.00 |