



**CITY OF NOVI CITY COUNCIL**  
**APRIL 7, 2025**

**SUBJECT:** Approval of the Beautification Commission's recommendation to grant the Neighborhood Entryway Enhancement Matching Grant Program award to the following neighborhood upon successful completion of the entryway work depicted in the application: Walden Woods II (\$4,325.50).

**SUBMITTING DEPARTMENT:** City Manager

**KEY HIGHLIGHTS:**

- Four applications were previously approved at the April 7, 2025 City Council meeting to receive the 2025 Program Cycle Award
- The Walden Woods II application was inadvertently omitted from the initial process and is instead appearing before Council now
- The grant program is funded at \$25,000 per cycle, the recommended award at the April meeting totaled \$14,316.50. As such, sufficient funds remain to support Walden Woods II's request of \$4,325.50

**FINANCIAL IMPACT**

	<b>FY 2024/25</b>
<b>EXPENDITURE REQUIRED</b>	<b>\$ 4,325.50</b>
<b>BUDGET</b> Entryway Signage Grant Prgm Residential 101-172.00-816.002	<b>\$25,000.00</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$0</b>
<b>FUND BALANCE IMPACT</b>	<b>\$0</b>

## **BACKGROUND INFORMATION:**

The Neighborhood Entryway Enhancement Matching Grant Program was established in 2015 and offers Homeowners Associations in the City of Novi a 50/50 matching grant of up to \$5,000.00 for the beautification of neighborhood entrances.

The proposed projects may be permanent physical improvements, such as the addition or rehabilitation of entrance signs, construction of flower beds, planting of trees, upgrading of lighting, or the installation of other related entryway improvements. The grant stipulates that all improvements must be located on the perimeter of the neighborhood and visible from the public right-of-way, that they cannot include recurring or maintenance improvement items, and that organizations are not eligible to be awarded a grant in consecutive years.

The Walden Woods II application was received on January 7<sup>th</sup>, appropriately before the deadline of January 31, 2025. Due to clerical oversight their application was not included alongside the other five applications to previously go through the process for the 2025 program cycle. City staff has since ensured their application go through the standard process for review by the Beautification Commission at their May 14, 2025 meeting. As always, Project need, impact, feasibility, and sustainability were taken into consideration when assessing the application. It is the opinion of both staff and the Beautification Commission that the Walden Wood II application sufficiently met the Grant requirements and is recommended for approval by City Council.

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

### **1. Walden Woods II (\$4,325.00)**

The Commission recognized that Walden Woods II was an older subdivision requesting the grant for the first time. Their entryway has been well maintained but is due for improvements. The Commission was pleased to see that a special effort was being made to remove invasive buckthorn from the area. It was noted that none of the new plants planned as additions to the landscape were native, they hope that the HOA might consider working to add some native specimens either as part of this project or in the future.

**RECOMMENDED ACTION:** Approval of the Beautification Commission's recommendation to grant the Neighborhood Entryway Enhancement Matching Grant Program award to the following neighborhood upon successful completion of the entryway work depicted in the application: Walden Woods II (\$4,325.50).

**2025 Entryway Grant Program Applicants**

Subdivision	Proposal	Total Project Cost	Requested Grant Contribution	Previously Awarded Grant?	Engineering Permit Needed?	Sign Permit Needed?	Notes/Concerns	Staff Recommendation	Beautification Commission Recommendation	City Council Approval
Berkshire Pointe	Sod, Replacement Sprinkler Head, Shrubs and Ornamental Trees ( <i>Hydrangea macrophylla</i> and <i>Boxwood 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	Yes, but reduced amount of \$1,500, only for plantings	Yes, follow BA Rec
Chamberlin Crossing	Removal of Fence, Updated/Enhanced Landscape plantings (Basalm Fir <i>Abies balsamea</i> , Red Bud <i>Cercis canadensis</i> , Limelight <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, but application only details a sign foundation (will need permit) and not the sign face	Subdivision is 9 years old	Yes - Conditioned on revising plan to remove boulders and gate	Yes - Conditioned on revising plan to remove boulders and gate (also recommends plants other than hydrangeas)	Yes, follow BA Rec
Lochmoor Village	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	Yes	Yes (recommends plants other than hydrangeas)	Yes
The Enclave Condominiums	Parking Area lighting	\$40,793.00	\$5,000.00	No, 1st time applicant	No	No	40 years old  The work described is not of the type typically associated with this grant, may not be applicable	No - this is outside of the purview of the grant	No	No
Vista Hills	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	Yes - Conditioned on revising plan to remove invasive	Yes - Conditioned on revising plan to remove invasive	Yes, follow BA Rec

Walden Woods II	Repair and refresh current sign (paint and masonry repair), removal of invasive buckthorn, installation of Maden Grass, Dark Horse Waigela, Green Velvet Boxwood, and Hydrangea-Bobo	\$8,651.00	\$4,325.50	No, 1st time applicant	No	No, refresh only	29 years old	Yes	Yes	
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<b>Total Requested:</b>	<b>\$22,816.50</b>
<b>Total Recommended:</b>	<b>\$14,316.50</b>
<b>Total Approved (4/7/25):</b>	<b>\$14,316.50</b>

<b>UPDATED</b>	
<b>Additional Recommended:</b>	<b>\$4,325.50</b>
<b>New Total Recommended:</b>	<b>18,642.00</b>

## **WALDEN WOODS II SUBDIVISION ENTRANCE IMPROVEMENT PROJECT**

### **I. Applicant Information**

- a. Walden Woods II Homeowners Association
- b. Subdivision age = 29 years: Built in 1995
- c. First time applicant
- d. Project leader:

Gloria Webber – Vice President

25823 Laramie Dr, Novi, MI 48374

248-982-7436      Email: gawebber@icloud.com

### **II. Project Information**

a. The purpose of this proposal is to request matching funds to update and enhance the entrance to Walden Woods II subdivision located in Novi, MI. Our entryway is showing its age. The stone entrance wall has cracks that need repairing to maintain appearance and structural integrity, our sign is faded, trees need trimming back to allow more light, and some shrubs need to be moved or replaced with new ones. The scope of the project includes:

- Repair to an existing stone wall
- Painting of the current subdivision sign
- Updating the overall landscaping at the entrance

This project will greatly enhance the visual appeal of the entrance on Laramie, improve sightlines by trimming trees and beautify the area along Eleven Mile Road.

In addition to adding new plants to this area, we will be removing any existing invasive plants within the current landscaping area. Trimming of existing fir trees to six feet above ground will improve the traffic sight lines at the subdivision entrance. Removal of some soil/mulch will be required to expose full access to Walden Woods II signage.

- b. A drawing of the proposed changes is attached (see exhibit A).

#### c. Location

Walden Woods II is located on the south side of 11 Mile Rd between Taft and Beck Roads. The entrance area being upgraded is located on the right side of Laramie Drive when entering the subdivision, facing 11 Mile Rd (see attached map).

#### d. Compliance with criteria

We believe this proposal fully complies with the grant criteria:

- Subdivision is more than 10 years old
- Safety is improved by improving sight lines through tree trimming; repairing the wall is also a safety improvement.
- Removal of invasive plants has a positive environmental impact.
- Visual appeal of entryway is greatly enhanced with updated landscaping.
- Project has a positive impact by enhancing visual appeal to anyone who passes by on Eleven Mile.
- Project provides a permanent improvement, which will be maintained through normal landscape maintenance by our landscaping contractor.
- The HOA has sufficient budgeted and reserve funds to pay for the project. Ongoing maintenance is part of our regular budget.
- Materials are sustainable.

This project does not impact any of our property owners or non-City agencies. All the work is contained within the current footprint of our entryway.

#### e. Plant List

New plants include:

(3) Maden Grass #3; (5) Dark Horse Weigela #3; (5) Hydrangea-Bobo #3; (22) Green Velvet Boxwood 12" as listed on attached landscape proposal from Blackstone Landscaping. Three existing Spirea and three Euonymous bushes are relocated.

### **III. Funding Information**

#### a. and b. Estimated Total Project Costs (\$8,651.00)

- Landscaping cost: \$5,251.00 - see Exhibit B attached quote from Blackstone Landscaping
- Sign painting cost: \$900.00 – see Exhibit C attached RDP Pro-Paint quote #241126-3292
- Stone wall repair cost: \$2,500 – see Exhibit D attached quote from Geary Masonry

c. Total amount of funds requested

\$4,325.50 (50% of \$8,651)

d. No in-kind donations or cash assistance is involved in this project.

e. Not applicable.

f. Itemized unit and total cost estimates

Qty	Description	Unit Cost	Total
1	Remove existing landscaping not remaining in new plan.		
1	Remove invasive Buckthorn (2 locations).	200.00	\$200.00
1	Trim limbs on all spruce trees to 6' above grade. Trim		
1	Serviceberry.	350.00	\$350.00
1	Reduce grade by as much as 8-10" in high spots	300.00	\$300.00
1	Disposal fees	175.00	\$175.00
3	Relocate 3 Spirea to rear utility box	12.00	\$36.00
3	Relocate 3 Euonymus bushes	8.00	\$24.00
1	Rearrange ledge rock pieces into quarter circle wall	350.00	\$350.00
3	Maiden Grass (#3 pot)	46.00	\$138.00
5	Dark Horse Weigela (#3 pot)	72.00	\$360.00
5	Hydrangea-Bobo (#3 pot)	80.00	\$400.00
22	Green Velvet Boxwood 12"	69.00	\$1,518.00
2	Pieces of accent ledge rock	185.00	\$370.00
2	Yards of compost planting mix	90.00	\$180.00
10	Yards of Brown Hardwood Mulch Installed	85.00	\$850.00
1	Sign painting cost	900.00	\$900.00
1	Repair existing sign to remove and mortar field stone wall	2,500.00	\$2,500.00
	<b>Total cost of project</b>		<b>\$8,651.00</b>

Walden Woods II Homeowners Association has included the following financial documents:

- Income Statement and Balance Sheet showing our ability to fund the project below.
- 2025 Budget noting the landscaping expense attached
- Previous landscaping expenses for 2023 and 2024 are attached.



Income Statement	
01-01-2024 -12-31-2024	
Walden Woods II HOA	
<b>Revenue</b>	<b>\$25,650.00</b>
HOA Dues	\$25,600.00
Late Fees	\$ 50.00
<b>Expense</b>	<b>\$14,497.10</b>
Fees	\$ 20.00
Insurance	\$ 1,327.00
Landscaping	\$ 8,804.00
Repairs & Maintenance	\$ 2,611.00
Special Event	\$ 217.74
Supplies	\$ 222.27
Utility-Electric	\$ 289.71
Utility-Water/Sewer	\$ 1,005.38
<b>Profit / (Loss)</b>	<b>\$11,152.90</b>

Balance Sheet	
12-31-2024	
Walden Woods II HOA	
<b>Asset</b>	<b>\$ 27,488.57</b>
Chase Checking Account	\$ 27,488.57
<b>Liability</b>	<b>\$ -</b>
<b>Equity</b>	<b>\$ 27,488.57</b>
Chase Checking Balance Carryover	\$ 16,335.67
Net Income	\$ 11,152.90

In closing, please consider our request for matching grant funds to support our efforts to enhance our neighborhood through this proposed high-quality, sustainable neighborhood entranceway beautification project.

Thank you for your consideration.

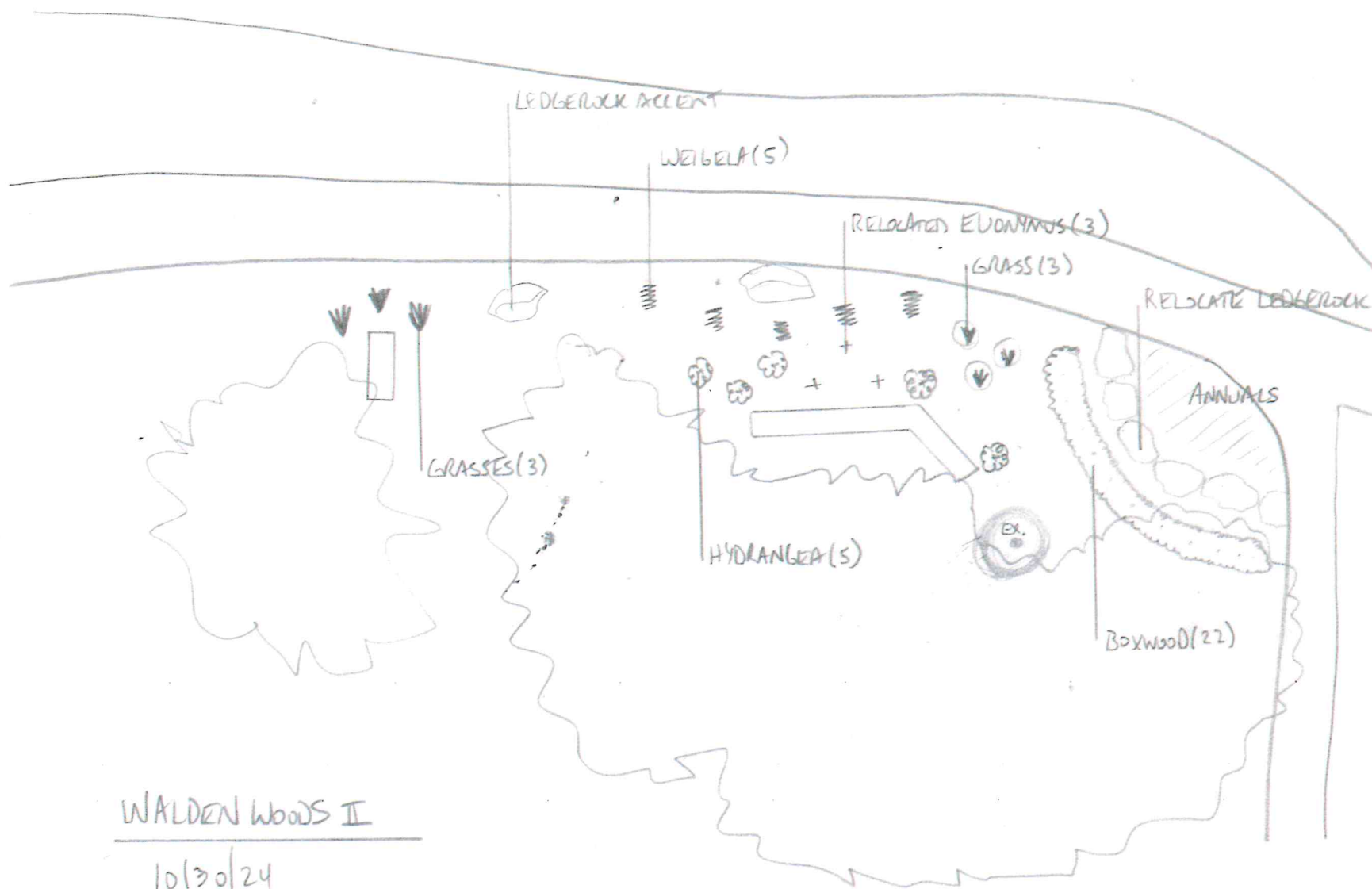
Kind regards,

Gloria A. Webber

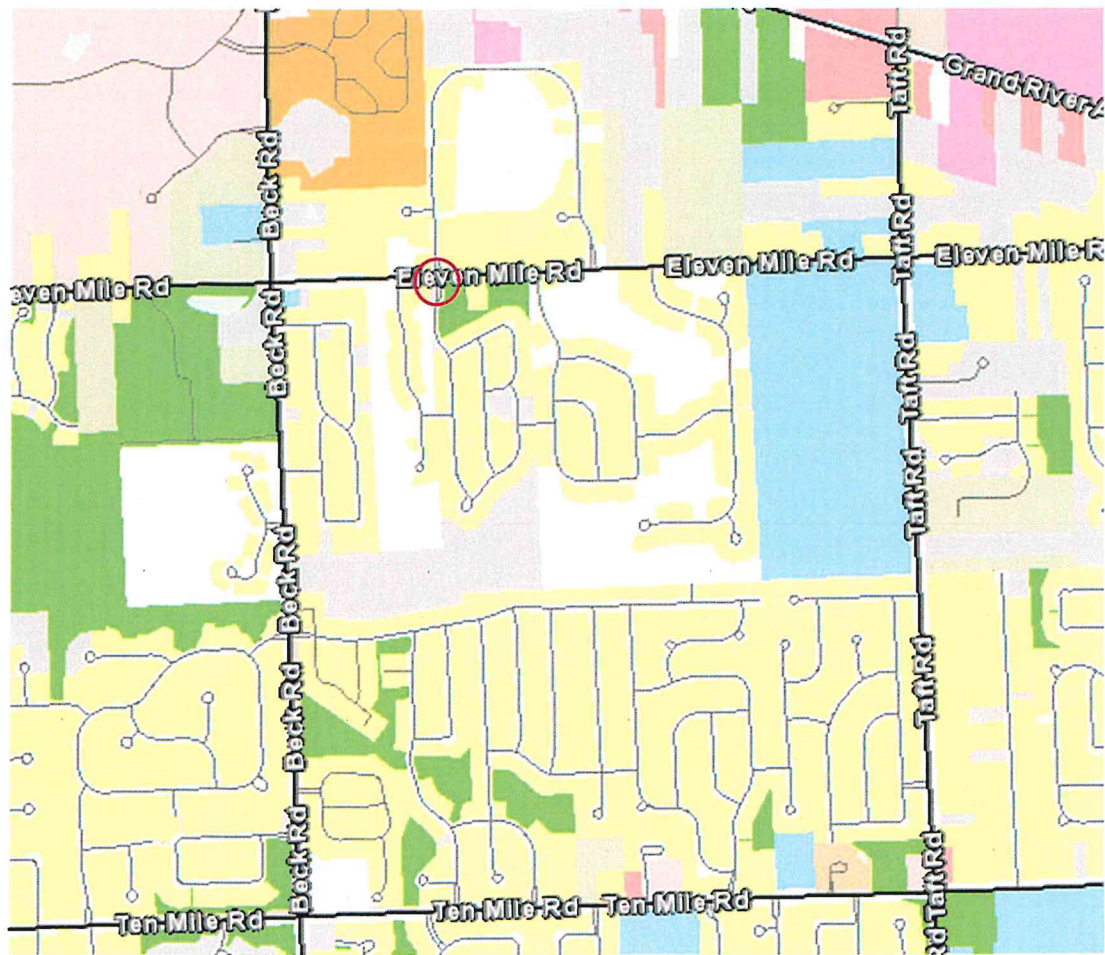
Vice President

Walden Woods II Homeowners Association

Exhibit A







## Walden Woods II Entrance



Walden Woods II Entrance current state landscaping picture above.

Walden Woods II Entrance 2 pictures below showing Laramie Drive obstructed view approaching 11 Mile Road.



Walden Woods II Entrance





Exhibit B



**LANDSCAPING PROPOSAL**

DATE 10/30/2024

ESTIMATE # 14182

FOR: Walden Woods II  
Novi, MI 48374

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

QTY	DESCRIPTION	UNIT COST	TOTAL
1	Remove existing landscaping not remaining in new plan. Remove Buckthorn bushes--2 locations.	200.00	200.00
1	Trim limbs on all Spruce trees to 6' above grade. Trim up Serviceberry.	350.00	350.00
1	Reduce grade by as much as 8-10" in high spots	300.00	300.00
1	Disposal fees	175.00	175.00
3	Relocate 3 Spirea to rear utility box	12.00	36.00
3	Relocate 3 Euonymus	8.00	24.00
1	Rearrange ledgerrock pieces into quarter circle wall	350.00	350.00
3	Maiden Grass (#3 pot)	46.00	138.00
5	Dark Horse Weigela (#3)	72.00	360.00
5	Hydrangea--Bobo #3	80.00	400.00
22	Green Velvet Boxwood 12"	69.00	1,518.00
2	Pieces of accent ledgerrock	185.00	370.00
2	Yards of compost planting mix	90.00	180.00
10	Yards of Brown Hardwood Mulch Installed	85.00	850.00
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.		<b>TOTAL</b>	<b>\$5,251.00</b>

CUSTOMER \_\_\_\_\_ BLACKSTONE, INC. \_\_\_\_\_

## Exhibit C

## PROPOSAL

RDP Pro Paint, llc  
1570 Edgewood Ln.  
Milford, MI 48381  
(248) 345-0916

Sales Representative  
Ryan Dixon  
(248) 345-0916  
rdppropaint@gmail.com



**Art Siirila**  
**Job #241111-2957 - Art Siirila - Entrance Sign**  
**25968 Laramie Dr**  
**Novi, MI 48374**

Estimate # 241126-3292

Date 11/26/2024

Item	Description	Qty	Price	Amount
Exterior Painting	Clean both signs with cleaner prior to painting. *Scrape and spot prime any peeling areas. *Paint the signs at the entrance of the subdivision with SW Duration to match existing color. Use Sheffield's or modern masters metallic gold paint to paint the lettering.	1.00	\$900.00	\$900.00
<div>    </div>				
<div>    </div>				
<div>    </div>				
Payment Schedule	Deposit of 25% will be required to book the job. 25% deposit at start of job. Remainder will be paid on last day of job.	1.00	\$0.00	\$0.00



ADDITIONAL TERMS AND CONDITIONS

RDP, as Contractor, and Client agree as follows:

1. Responsibilities of Client. It is Client's responsibility to make their home available for the painting work on consecutive days, from 8:00 a.m. to 6:00 p.m. Client's price is based upon Contractor's ability to work full time on the consecutive days designated and use of Client's bathroom. If this is not the case, Client will be responsible for any additional labor, rental, and material costs such as port-a-john rental.
2. Expectations/Disclaimers/Exclusions. Client understands and agrees that: (a) variations in paint color are expected because of different brands, different paint suppliers, and other factors. RDP uses Sherwin Williams paint and will use it best efforts to achieve a match; (b) RDP expects to begin its work after the flooring is installed and other trades have completed their work, not before. If RDP is forced to start its work prematurely, any touch-ups will be done on a time and material basis; (c) RDP will protect the existing flooring with standard removable blue tape. RDP will not be responsible if the old or new flooring shows signs of delamination after the tape is removed – the blue tape does not cause delamination; (d) RDP will not be responsible for improper installation of the flooring (past or present) or for past painting and patching.
3. Touch-Ups After Completion. After RDP completes its painting work, RDP will return within 7 days thereafter upon Client's request, at no charge, to touch-up any imperfections, marks, or stains that are readily visible and require attention. After the 7 day period, RDP will charge Client on a time and material basis if requested to return to do more touch-ups.
4. Payment. Client shall pay RDP no later than 10 days after receipt of Invoice. Failure to make timely payment shall permit Contractor to stop work until payment is received. A time price differential of 1 ½ percent per month shall be assessed on all payments not timely made.
5. Additions and Changes to Scope. If Client wishes to change or make additions to the Scope of Work covered by the Proposal, they shall be considered an extra cost and formalized by the signing of a written Change Order. No oral changes or additions will be recognized. The cost of the Change Order/extras shall be paid before the extra work is started.
6. Standards to Judge Workmanship. If Client raises an issue regarding the quality of workmanship or aspect of construction, the parties agree to be bound by the most recent Residential Performance Guidelines for the Professional Builders and Remodelers, NAHB, governing painting, and the Painting Contractors of America Standards. If a particular issue is not covered by these Guidelines, then industry standards will apply.
7. Termination. RDP may terminate at any time, for any reason, at its sole discretion, by providing 5 days written notice. The Client will be obligated to pay for all services provided up to the date of termination.
8. Limitation of Liability. To the fullest extent permitted by law, the total liability, in the aggregate, of Contractor to Owner, for any claim, losses, costs or damages whatsoever arising out of, or in any way related to this Project from any cause, including, but not limited to, negligence, professional errors or omissions, strict liability, breach of contract, or breach of warranty, shall not exceed one thousand dollars.
9. Resolution of Claims and Disputes. If any claim or dispute arises, the parties shall first submit the dispute to Mediation with a mediator experienced in residential construction. If Mediation is not successful, within 60 days from notice of demand for Mediation, the dispute shall be submitted for Arbitration to the American Arbitration Association. The parties shall share equally the costs of the Mediation and Arbitration. The Arbitrators award shall be final and binding. If the Arbitrator awards damages to the Contractor, the award shall also include all of the costs and attorney fees incurred by the Contractor in the Arbitration.

Sub Total	\$900.00
Total	\$900.00

SPECIAL INSTRUCTIONS

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of: \$900.00 with payments to be made as follows: Upon completion.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will be extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Ryan Dixon

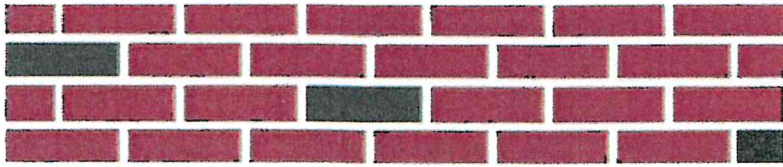
Note - this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

# GEARY MASONRY



## PROPOSAL

Contractor	Customer	Date	Payment Terms
Geary Masonry, LLC 2718 Benstein Rd. Commerce Twp, MI 48390 (248) 345-5358	Walden Woods Subdivision Novi, MI	11-15-2024	Due upon completion
<b>Description of Work : Grinding and tuck pointing</b>			<b>Total</b>
We hereby propose to perform the following repairs:			
Grind and tuck point all significant cracks @ the stone entrance structure.			
This includes cracks in the stones, the mortar and the limestone.			
The total amount to perform the work listed above labor and material			\$2,500.00

**Thank you for your business!**

**Geary Masonry, LLC Commerce Twp, MI 48390 (248) 345-5358 [tygeary25@yahoo.com](mailto:tygeary25@yahoo.com)**

[www.gearymasonry.com](http://www.gearymasonry.com)

Proposal prepared by: Ty Geary (Owner of Geary Masonry, LLC )

This proposal is based on materials and services named, subject to any conditions noted.

To accept this proposal, sign and date here and return:

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Date



# Walden Woods II Homeowners Association

## 2025 Budget

Items	Budget 2024	Actual 2024	Budget 2025
State Annual Filing	\$ 25.00	\$ 20.00	\$ 25.00
Novi Council	\$ 30.00	\$ -	\$ 30.00
Electricity-DTE	\$ 250.00	\$ 266.64	\$ 250.00
Special Projects	\$ 5,000.00	\$ -	\$ 8,000.00
Novi Water / Sewer	\$ 750.00	\$ 1,005.38	\$ 750.00
State Farm Insurance	\$ 1,450.00	\$ 1,327.00	\$ 1,450.00
Mailbox repairs, maintenance	\$ 1,000.00	\$ 805.00	\$ 1,000.00
Office supplies, Software	\$ 400.00	\$ 104.48	\$ 400.00
Postage	\$ 120.00	\$ 72.75	\$ 120.00
Holiday Decorations	\$ 100.00	\$ 42.32	\$ 100.00
Professional Fees – Legal, Accounting	\$ 5,000.00	\$ -	\$ 2,000.00
Halloween Social Event	\$ 200.00	\$ 175.42	\$ 200.00
Landscaping	\$ 10,700.00	\$ 8,804.00	\$ 10,700.00
Sprinkler (Installation / Removal)	\$ 350.00	\$ 315.00	\$ 350.00
<b>Total Expense</b>	<b>\$ 25,375.00</b>	<b>\$ 12,937.99</b>	<b>\$ 25,375.00</b>
Late fees	\$ -	\$ 50.00	\$ -
Annual Dues Revenue \$400.00 x 64 homeowners	\$ 25,600.00	\$ 25,600.00	\$ 25,600.00
<b>Total Revenue</b>	<b>\$ 25,600.00</b>	<b>\$ 25,650.00</b>	<b>\$ 25,600.00</b>
<b>Variance Favorable/(Unfavorable)</b>	<b>\$ 225.00</b>	<b>\$ 12,712.01</b>	<b>\$ 225.00</b>

Transaction Date	GL Account	Budget Account	Customer / Payee	Amounts	Payment Type	Payment #	Invoice #	Invoice Date	Invoice Description
5/5/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 350.00	Check	1537	24639	4/27/2024	- Weekly Maintenance (4/19 - 26)- \$300- Weeding - \$50
5/5/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 2,059.00	Check	1538	24662	5/1/2024	- Shrub Trimming at entrance - \$140- Spring clean up - \$425- Yards of mulch installed \$1,494
5/27/2024	Repairs & Maintenance	Sprinkler (Installation / Removal)	Sunset Lawn Sprinkler	\$ 165.00	Check	1540	NA	NA	Install water meter \$90Startup Eval Adjst \$75
6/4/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 390.00	ACH	1541	24760	5/29/2024	Flats of Begonias instilled
6/4/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 900.00	Check	1542	24776	6/1/2024	Weekly maintenance (5/3 - 5/31) 150*5=\$750 Biweekly weeding service 50*3=150
6/21/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 140.00	Check	1543	24867	6/19/2024	Shrub Trimming 140*1=140
7/1/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 700.00	Check	1544	24905	6/28/2024	Weekly maintenance (6/7 - 6/28) 150*4=600 Biweekly weeding service 50*2=100
8/7/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 700.00	Check	1545	25021	7/29/2024	Weekly maintenance (7/5 - 7/26) 150*4=600 Biweekly weeding service 50*2=100
9/6/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 1,040.00	Check	1548	25254	9/2/2024	Weekly Maintenance ( 8/2- 8/30) \$750 Biweekly weeding \$150 Shrub Trimming \$140
9/24/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 325.00	Check	1550	25255	9/21/2024	Fall Mumus and Cabbage
10/6/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 700.00	Check	1002	25284	10/1/2024	Weekly Maintenance (9/4 - 9/25) 150*4= \$600 Biweekly Weeding service 50*2= \$100
10/6/2024	Repairs & Maintenance	Misc. Expenses – Tree trimming, unexpected repairs	Blackstone Landscaping	\$ 300.00	Check	1002	25299	10/1/2024	Cut & dispose of fallen trees for the property at 25855 Laramie Dr
10/10/2024	Repairs & Maintenance	Mailbox repairs, maintenance	Big Bore Sign, LLC	\$ 805.00	Check	1003	7192	10/9/2024	Mailbox maintenance
10/23/2024	Repairs & Maintenance	Misc. Expenses – Tree trimming, unexpected repairs	Terry Hallett 25860 Che	\$ 1,191.00	Check	1004	NA	NA	- Permit 2024 \$80 - Pond treatment \$222.20 * 5
10/31/2024	Repairs & Maintenance	Sprinkler (Installation / Removal)	Sunset Lawn Sprinkler	\$ 150.00	Check	1005	NA	NA	- Winterize sprinkler \$60 - Turn off city water \$90
11/03/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 900.00	Check	1006	25393	11/1/2024	Weekly Maintenance (10/3 - 10/31) 150*5= \$750 Biweekly Weeding service 50*3= \$150
12/01/2024	Landscaping	Landscaping	Blackstone Landscaping	\$ 600.00	Check	1012	25538	11/29/2024	Fall Clean up

# **Neighborhood Entryway Enhancement Matching Grant Program**

2025 Award Cycle



(248) 347-0445

[EntrywayGrant@cityofnovi.org](mailto:EntrywayGrant@cityofnovi.org)

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# 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](mailto: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*