



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

SUBJECT: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the grants to the following neighborhoods upon successful completion of the entryway work depicted in the applications: Berkshire Point (\$1,500), Chamberlin Crossing (\$5,000), Lochmoor Village (\$2,816.50), and Vista Hills (\$5,000).

SUBMITTING DEPARTMENT: City Manager

KEY HIGHLIGHTS:

- Five applications were received for the 2025 Program Cycle, of these four are recommended to receive the grant award.
- A reduced grant amount is recommended for Berkshire Point as only a small portion of their work described, the installation of new trees/shrubs, was not maintenance work and therefore eligible under the grant criteria.
- One application, The Enclave Condominiums, was deemed entirely ineligible under the Grant criterion and is not recommended.

FINANCIAL IMPACT

	FY 2024/25
EXPENDITURE REQUIRED	\$ 14,316.50
BUDGET	
Entryway Signage Grant Prgm Residential 101-172.00-816.002	\$25,000.00
APPROPRIATION REQUIRED	\$0
FUND BALANCE IMPACT	\$0

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.

Five applications were received before the deadline of January 31, 2025. City staff organized the applications for review by the Beautification Commission and provided the evaluation criteria. Project need, impact, feasibility, and sustainability were taken into consideration when assessing applications. The Beautification Commission met on Wednesday, March 12, 2025 to discuss the applications and vote in a public meeting. Three of the five applicants sufficiently met the requirements and are recommended for approval by City Council.

The Commission recommends the requested grant amounts be awarded to both of the following three neighborhoods:

1. Berkshire Point (\$1,500)

The majority of the submission for Berkshire Point was found to be maintenance work (sod installation and sprinkler repair) and is therefore not applicable for the grant. That said, the Commission did wish to recognize and support the installation of new trees/shrubs and therefore suggests the approval of the reduced amount of \$1,500 rather than their original request of \$5,000. The Berkshire Point HOA has been informed of this and expressed appreciation for the consideration.

2. Chamberlin Crossing (\$5,000.00)

The Beautification Commission appreciated the variety of proposed plants, especially native specimens on the provided landscape plan. As a condition of the grant approval, the plan must be revised so that no landscape boulders are included in the right-of-way/crash zone and understanding that entryway gates are not permitted on public streets.

3. Lochmoor Village (\$2,816.50)

While their application was sparse, the Beautification Commission approved it given the age of the subdivision and that the proposed plantings would refresh and beautify the entrance.

4. Vista Hills (\$5,000.00)

The Beautification Commission generally approved this plan but were very concerned to see that the landscaping plan included the invasive species

Vinca minor, also known as periwinkle/myrtle. As a condition of the grant approval, Vista Hills must work with their landscaper to select a different, non-invasive shrub to replace the *Vinca minor* in their plans, with a preference for a native alternative. This revised plan must be submitted for approval by city staff prior to any work. The Vista Hills HOA has already confirmed their willingness to to make the change as needed.

The final application received for The Enclave Condominiums is not recommended for approval. Their proposed enhancements were for replacing the existing parking lot lighting, a project generally out of the grant purview, and furthermore their location, being on a private road off of the additionally private Twelve Oaks Mall, is not clearly visible from the public right-of-way, a requirement for qualification.

RECOMMENDED ACTION: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the grants to the following neighborhoods upon successful completion of the entryway work depicted in the applications: Berkshire Point (\$1,500), Chamberlin Crossing (\$5,000), Lochmoor Village (\$2,816.50), and Vista Hills (\$5,000).

2025 Entryway Grant Program Applicants

Subdivision	Proposal	Total Project Cost	Requested Grant Contribution	Previously Awarded Grant?	Notes/Concerns	Staff Recommendation	Beautification Commission Recommendation
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	8 years old Sod installation and sprinkler replacement are maintenance work, and therefore no applicable for grant	No	Yes, <u>but</u> reduced amount of \$1,500, only for plantings
Chamberlin Crossing	Removal of Fence, Updated/Enhanced Landscape plantings (Basalm Fir <i>Abies balsamea</i> , Red Bud <i>Cercis canadensis</i> , Limelight Hydrangea <i>Hydrangea paniculata</i> 'Limelight'), Roxanne Geranium, <i>Boxwood 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	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	Yes - Conditioned on revising plan to remove boulders and gate (also recommends plants other than hydrangeas)
Lochmoor Village	Refresh of landscaping (Green Velvet Boxwood, Russian Cypress, "tiny tuff stuff" hydrangea)	\$5,633.00	\$2,816.50	No, 1st time applicant	30 years old Non-native plants only in proposal	Yes	Yes (recommends plants other than hydrangeas)
The Enclave Condominiums	Parking Area lighting	\$40,793.00	\$5,000.00	No, 1st time applicant	40 years old The work described is not aligned with Grant	No - this is outside of the purview of the grant	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	29 years old Invasive <i>Vinca minor</i> (periwinkle/myrtle) shown on plan CANNOT be installed	Yes - Conditioned on revising plan to remove invasive	Yes - Conditioned on revising plan to remove invasive

Total Requested:	\$22,816.50
Total Recommended:	\$14,317

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

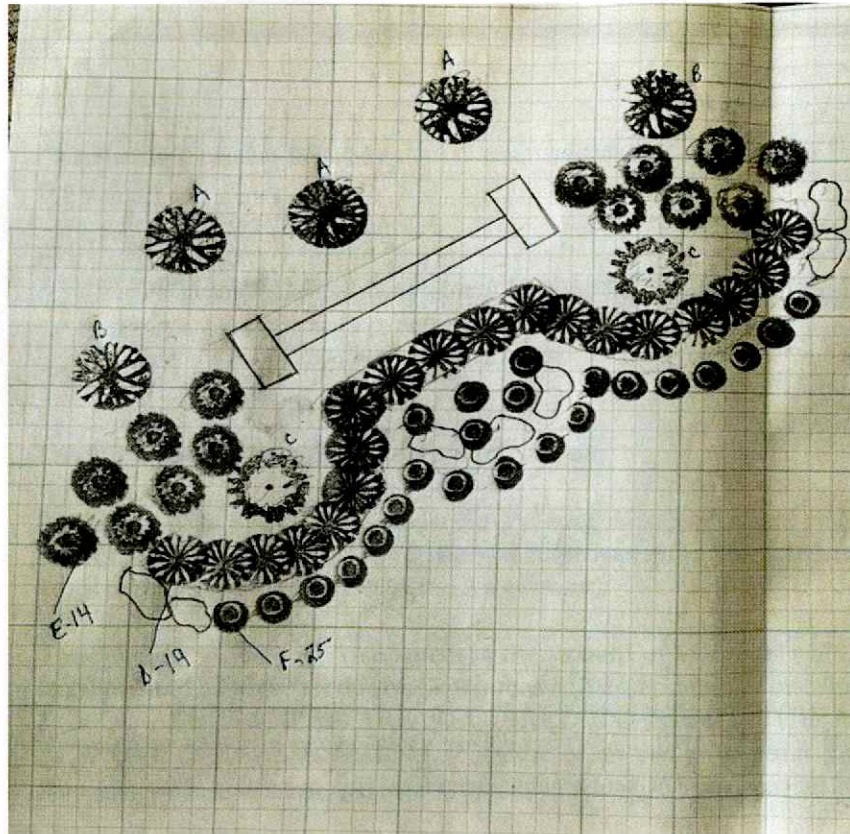


Whitehall Community Management .



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 yrds 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



50yd Topsoil
 20yd 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 3gal
 F-50 Roxanne Geranium 1gal

Landscaping \$26,800-
 2-10' ~~long~~ 5' Hgt. Walls
 6-6' Pillars
 Taper Walls \$11950-

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 • 734-459-6500



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	
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	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	\$405 ⁰⁰	
SHRUB TRIMMING all entrances, general common beds, shrubs trimming to be done 2 x's	2	\$70 ⁰⁰	\$140 ⁰⁰	Kedges 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: LINDASKIBA@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: Jain Bureau | AAA

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

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

SERVICE COST SUMMARY

Spring Clean-up	\$	<u>270.⁰⁰</u>
Fall Clean-up	\$	<u>405.⁰⁰</u>
General Commons Mowing, Regular Cut Schedule: <u>26 Cuts</u>	\$	<u>2,340.⁰⁰</u>
Bed Edging All General: <u>2 per season</u>	\$	<u>490.⁰⁰</u>
Hard Surface Edging: <u>Monthly</u>	\$	<u>Included</u>
Bed & Hard Surface Maint. / Weeding	\$	<u>130.⁰⁰</u>
Shrub & Tree Trimmings: <u>2 per season</u>	\$	<u>140.⁰⁰</u>
<i>Weeding</i>	\$	<u>405.⁰⁰</u>
TOTAL LAWN MAINTENANCE CONTRACT PRICE	\$	<u>\$4,180.00</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) \$ _____

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 <i>remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation</i>	1	210.00		
FALL CLEAN UP <i>rake, gather, remove leaves and debris</i>	1	380.00		
WEEKLY LAWN MAINT. <i>based on 26 week season; based on 23 completed units as of 02/28/2021</i>	26	92.46	2404.00	
BED EDGING <i>all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season</i>	2	175.00	350.00	add \$ 600 to include 5x pond mowing
HARD SURFACE EDGING <i>general common curbs and walks, building walks, drives and curbs weekly) 1 time per month</i>	6	Included		
BED AND HARD SURFACE MAINT. <i>all entrances, general common beds, tree rings, etc. twice per season</i>	2	806.00		
WEEDING <i>Common area and unit weeding; based on assumption of 9 weeding</i>	9	N/A		
SHRUB TRIMMING <i>all entrances, general common beds, shrubs trimming to be done 2 x's</i>	2	125.00	250.00	
SUB TOTAL STANDARD LAWN MAINTENANCE			5,000	
OTHER - OPTIONAL ITEMS				
FERTILIZATION <i>Four step</i>	4	100.00	400.00	
MULCH <i>Double shredded hardwood - indicate yards and price p/yard</i>		TBD		
SEASONAL FLOWERS <i>Spring/Summer Begonia p/flat price installed Fall Mum or Pansy must specify Additional Fresh peat @ p/cubic yard; indicate price per yard installed</i>		TBD		
AERATION <i>Optional</i>	1			
IRRIGATION SERVICES <i>Zones / Meters Spring Start-Up Fall Winterization Service charge per visit</i>		825.00		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):**

General Commons, Regular Mow Schedule Buildings, Regular Mow Schedule

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 MAINTENENACE & 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: <u>26 Cuts</u> <i>*Includes 5 visits for Pond Mowing.*</i>	\$ 2,404.00 + 600.00
Bed Edging All General: <u>2 per season</u>	\$ 350.00
Hard Surface Edging: <u>Monthly</u>	\$ Included
Bed & Hard Surface Maint. / Weeding	\$ 806.00
Shrub & Tree Trimmings: <u>2 per season</u>	\$ 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

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 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 Contractor's 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: _____

(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 <i>remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation</i>	1	180	180	
FALL CLEAN UP <i>rake, gather, remove leaves and debris</i>	1	240	240	
WEEKLY LAWN MAINT. <i>based on 26 week season; based on 23 completed units as of 02/28/2021</i>	26	80	2,080	
BED EDGING <i>all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season</i>	2	80	160	
HARD SURFACE EDGING <i>general common curbs and walks, building walks, drives and curbs weekly) 1 time per month</i>	6	INC in weekly lawn	0	
BED AND HARD SURFACE MAINT. <i>all entrances, general common beds, tree rings, etc. twice per season</i>	2	120	240	
WEEDING <i>Common area and unit weeding; based on assumption of 9 weeding</i>	9	60	540	
SHRUB TRIMMING <i>all entrances, general common beds, shrubs trimming to be done 2 x's</i>	2	80	160	
SUB TOTAL STANDARD LAWN MAINTENANCE			3,600	
OTHER - OPTIONAL ITEMS				
FERTILIZATION <i>Four step</i>	4	95	380	
MULCH <i>Double shredded hardwood - indicate yards and price p/yard</i>	2	65	130	
SEASONAL FLOWERS <i>Spring/Summer Begonia p/flat price installed — Fall Mum or Pansy must specify — Additional Fresh peat @ p/cubic yard; indicate price per yard installed</i>	2	300	600	
AERATION <i>Optional</i>	1	180	180	
IRRIGATION SERVICES <i>Zones / Meters Spring Start-Up Fall Winterization Service charge per visit</i>	1	450	450	Startup - 175 blowout - 210 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: TCS 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: Tc.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: 0 Entrance / Commons Beds

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

\$ 300

Fall: 0 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.

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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:

TCS Seasonal Services
(Company Name)

By: Tyler Cicotte
(Signature)

Name: TYLER CICOTTE
(Print Name)

Its: _____

Date: 3/15/21

CONDOMINIUM ASSOCIATION:

(Community Name)

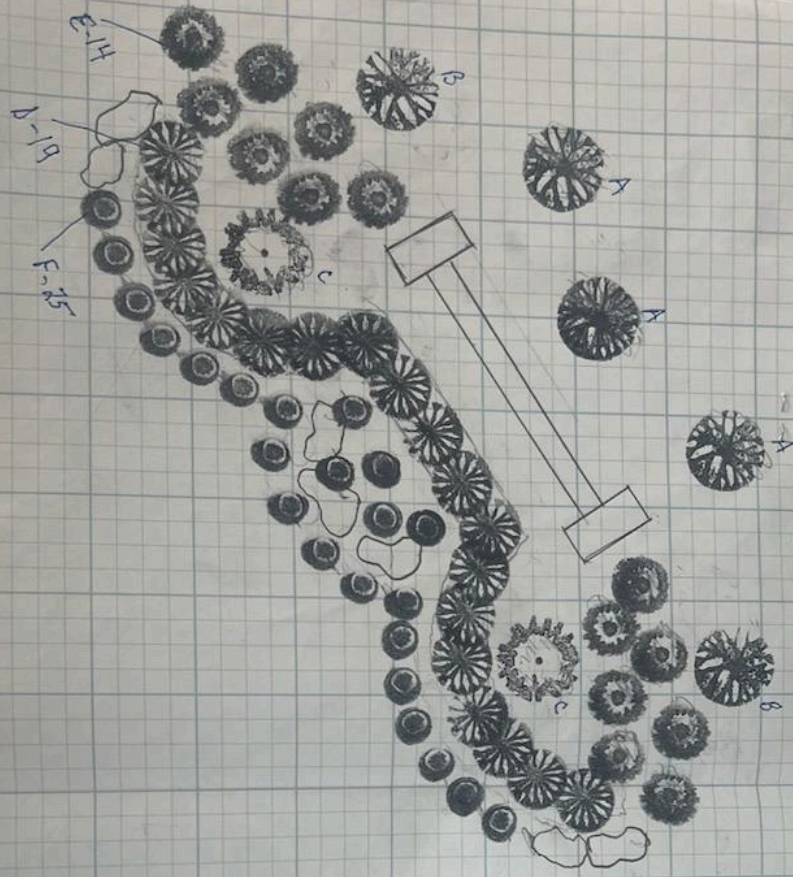
By: _____
(Signature)

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 yrds 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 5 gal
 - E-28- Lime light Hydrangea 3 gal
 - F-30- Roxanne Geranium 1 gal
- Landscaping \$216,800
 2-10' High Long 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 • 734-429-6500

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.



**BLACKSTONE
LANDSCAPING, INC.**

P.O. Box 824
Northville, MI 48167

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 uses 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 = 79 feet



Map Print Date:
3/7/2025



City of Novi

45175 Ten Mile Rd
Novi, MI 48375
cityofnovi.org



LOCHMOOR
VILLAGE

STOP

7

Lockmoor Village 202.

2025 Proposed Dues	\$	200
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Proposed Dues	Houses	
Dues	84	\$ 200

2024 Actual Expenses			2024 Budget
Dues	14,280	19,720	14,280
<i>2024 Dues collected were higher because back dues from prev. yrs were collected - \$5440</i>			
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

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

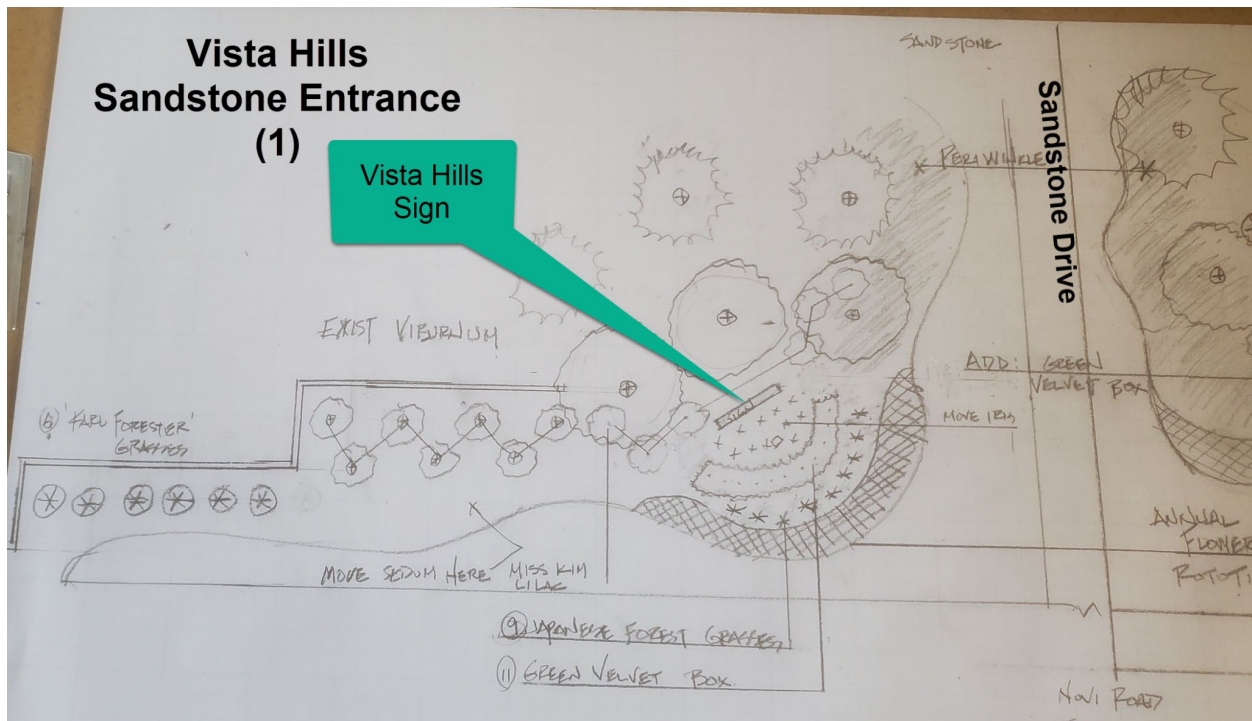
Our landscaping at the entrances is clearly in need of a substantial refresh that will also improve its maintainability with greater use of perennials, and measures for weed reduction and control. Our annual efforts, since the last refresh in 2016, have focussed mainly on weed control and the planting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

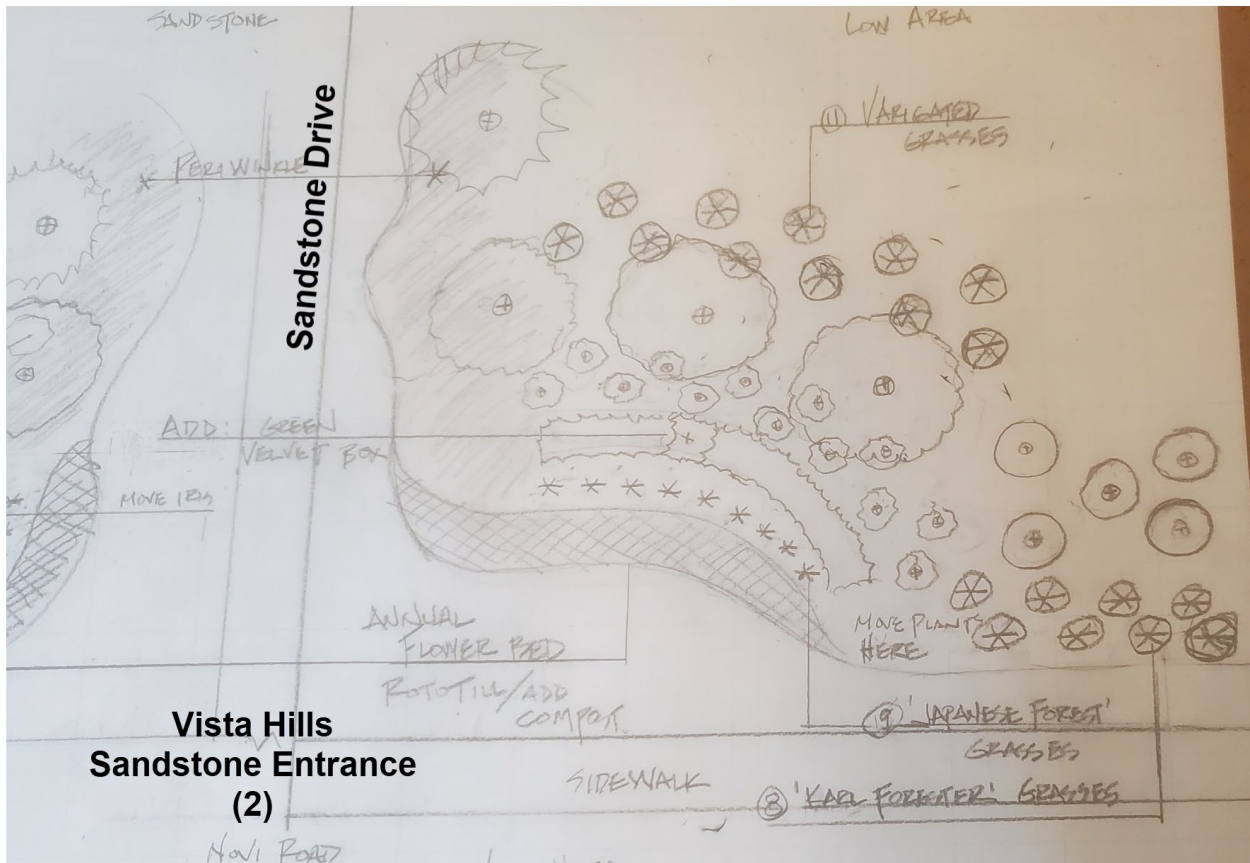
Our South entrance is at an important and visible intersection en route to the recently expanded and enhanced Pavilion Park, and to the very popular Lake Shore Park and recreation areas. We therefore feel that the City of Novi will also greatly benefit from the planned updates to the landscaping at this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

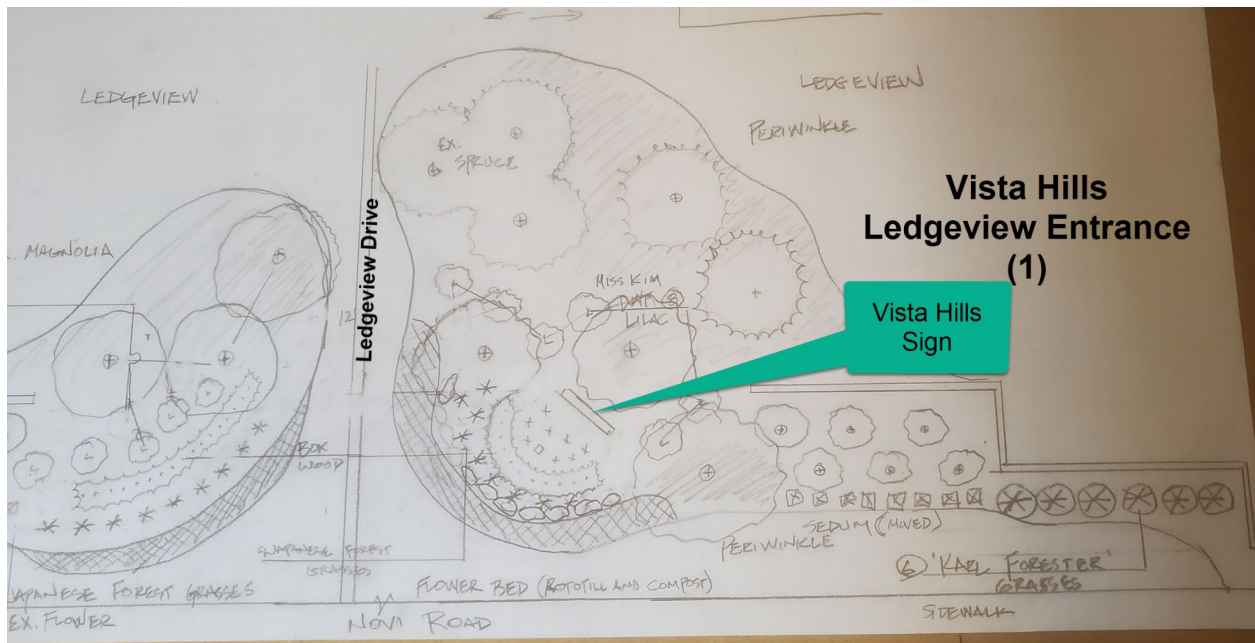
b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area.

Planned refresh at the South entrance (Sandstone):

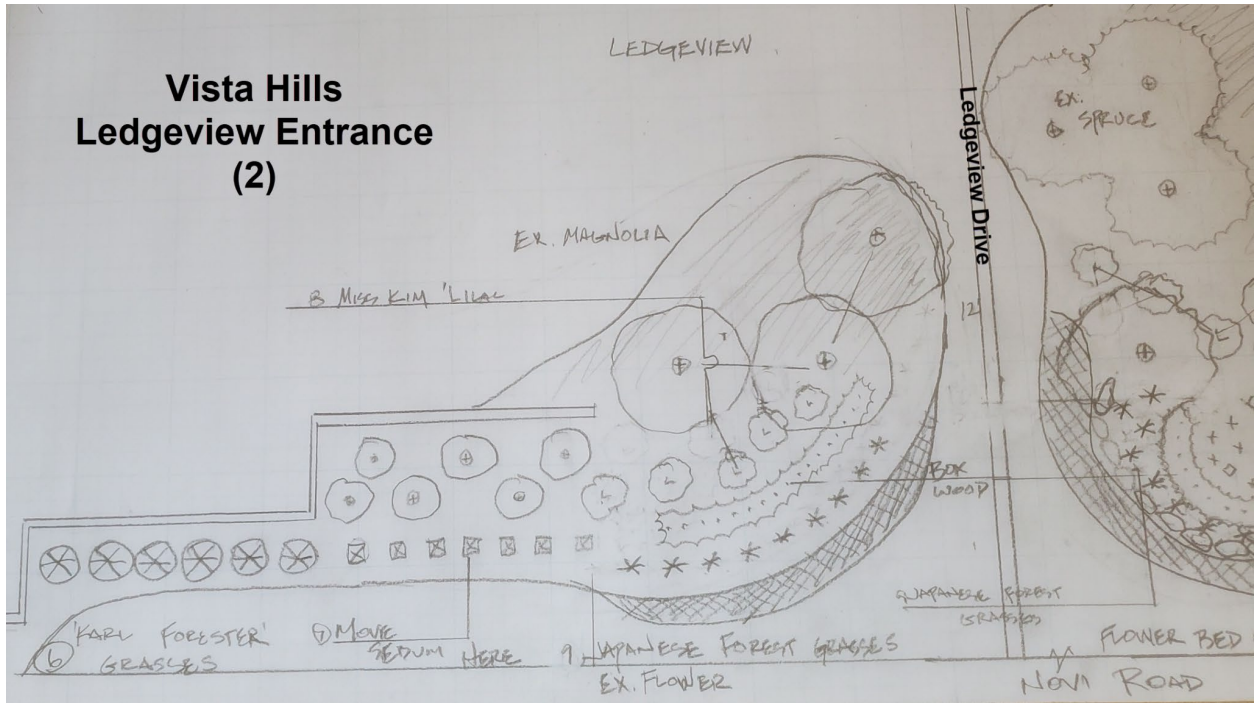




Planned refresh at the North (Ledgerview) entrance:



Vista Hills Ledgeview Entrance (2)



Current photos - Sandstone Entrance:



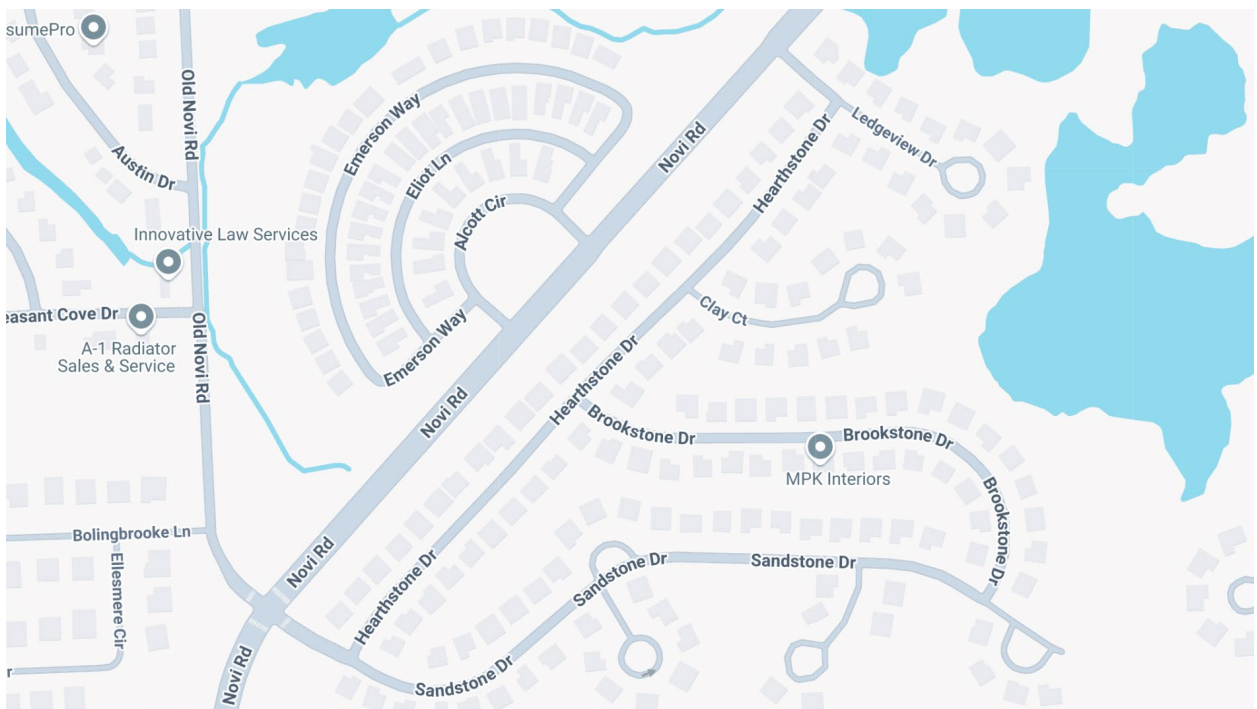
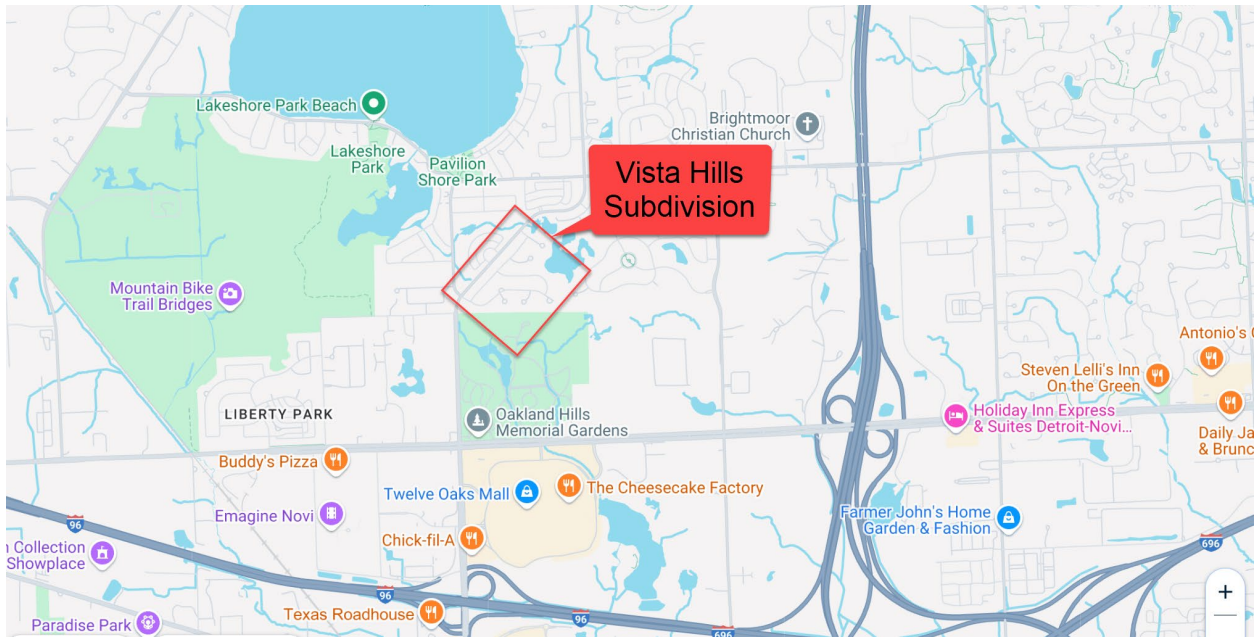


Current Photo - Ledgeview entrance:



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.

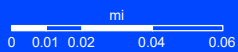
Criteria:

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

- 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		
Administrative & Insurance		
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
GROUNDS		
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
TOTAL 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

	<u>\$160,030.08</u>
Total Assets	<u><u>\$160,030.08</u></u>

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	
<i>Reserve Income</i>							
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
<i>Reserve Expense</i>							
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

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

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

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
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

INCOME STATEMENT

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

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
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

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			\$ 102,411.64

LIABILITIES & EQUITY

LIABILITIES

3010	Accounts Payable	\$	4,785.17	
3310	Prepaid Assessments		650.00	
	TOTAL LIABILITIES			\$ 5,435.17

RESERVES EQUITY

4000	Reserve Accumulated Prior Yrs	\$	22,652.57	
4005	Net Reserve Income		4,653.07	
	TOTAL RESERVES EQUITY			\$ 27,305.64

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			\$ 69,670.83
	TOTAL LIABILITIES & EQUITY			\$ 102,411.64

VISTA HILLS ASSOCIATION

INCOME STATEMENT

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

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
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 Administrati	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

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

Neighborhood Entryway Enhancement Matching Grant Program

2025 Award Cycle



cityofnovi.org

(248) 347-0445

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.
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*