



CITY of NOVI CITY COUNCIL

Agenda Item 2
April 4, 2016

SUBJECT: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award \$5000 each to four neighborhoods and \$1,870.50 to one neighborhood upon successful completion of the entryway work depicted in the applications: Charrington Green, Riverbridge, Taft Knolls, Turtle Creek and Vista Hills.

SUBMITTING DEPARTMENT: Community Development *Barb*

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$ 21,870.50
AMOUNT BUDGETED	\$ 25,000
APPROPRIATION REQUIRED	\$ 0
LINE ITEM NUMBER	101-172.00-816.000

BACKGROUND INFORMATION:

The idea for a neighborhood entryway improvement grant program was derived in 2013 after the City Council and the City administration visited Fishers, Indiana, and learned of that community's program which offered subdivisions a matching grant oriented toward the beautification of neighborhood entrances.

From there, City staff came up with a similar grant program, the Neighborhood Entryway Enhancement Matching Grant Program, which offers subdivisions a 50/50 matching grant of up to \$5,000 for the beautification of neighborhood entrances through permanent physical improvements, including adding/modifying entrance signs, construction of flower beds, tree plantings, and installation of other related entryway improvements. The program has certain stipulations including: all improvements must be located on the perimeter of the neighborhood, and visible from the right of way; projects cannot include non-permanent, recurring, or maintenance improvements items; and organizations are limited to no more than one award every two years.

Included within the grant application is the Residential Entranceway Signage document, created by the Community Development Department, as a thorough guideline for entryway signage construction regulations, which is intended to provide understanding of regulations early on and applicants are encouraged to meet with Community Development prior to application submission to ensure that their project abides all City ordinances.

The due date for applications was February 5, 2016. Five applications were received. Staff organized the applications for review by the Beautification Commission, created a map showing the locations of each subdivision, and a suggested ranking system based on the program documents and the 87-point rating system that was included.

The Beautification Commission met on March 21, 2016 to discuss the applications and vote on them in a public meeting where attendance by neighborhood representatives was optional. Prior to the meeting on the March 21, questions were sent to the applicants to allow an opportunity to address issues brought up as the applications were reviewed by staff and the Commission. The applicant's responses were included in the final review of the applications. All of the applications proposed significant improvements to their entrances. Work that was proposed ranged from new signs, to new lighting, to new landscaping; many incorporated more than one element. Some applications were a part of a multi-phase upgrade planned by the neighborhood.

All of the applications received unanimous support from the Beautification Commission members present to award the full amounts requested. **The Commission made recommendations to award the following amounts to each of the following five neighborhoods:**

- Charrington Farms – requested / awarded \$5000
- Riverbridge – requested / awarded \$5000
- Taft Knolls – requested / awarded \$1,870.50
- Turtle Creek – requested / awarded \$5000
- Vista Hills – requested / awarded \$5000

Draft meeting minutes from the Beautification Commission's March 21, 2016 meeting are attached.

Awarded projects must be completed by November 15, 2016 at which time the City will reimburse the organizations for their portion (again, a 50/50 match up to \$5,000). The City has budgeted \$25,000 for Fiscal Year 2015-16.

RECOMMENDED ACTION: Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award \$5000 each to the neighborhood/homeowners' associations of Charrington Green, Riverbridge, Turtle Creek and Vista Hills, and \$1,870.50 to Taft Knolls' association upon successful completion of the entryway work depicted in the applications.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

**BEAUTIFICATION COMMISSION MEETING
DRAFT MINUTES
MARCH 21, 2016**

DRAFT MINUTES OF
BEAUTIFICATION COMMISSION MEETING

CITY OF NOVI

MARCH 21, 2016 4:00 PM

Council Conference Room | Novi Civic Center | 45175 W.
Ten Mile

1. CALL TO ORDER

The meeting was called to order at or about 4:00 PM.

2. ROLL CALL

Present: Members Crossey, Richert, Sarpolis, Todd

Absent: Student Representatives Kozarekar, Talluri (both excused)

Also Present: Barbara McBeth, Deputy Director of Community Development; Rick Meader, Landscape Architect

Sign-in Sheet Attendees

1. Sherrie Konkus – Turtle Creek Landscaping Committee
2. Michelle Rudy – Charrington Green
3. John & Mary Carlisle – Charrington Green
4. Barbara Greenberg – former member of Beautification Committee
5. Carolyn Upton – Vista Hills
6. Zabel Chopareen – Vista Hills
7. Colleen Schultz – Meadowbrook Lake

3. APPROVAL OF AGENDA

The Commission voted unanimously to approve the agenda as presented.

Rick Meader started the meeting by briefly going over each project in alphabetical order, listing their geographic location and the basics of the project (what the project is proposing).

Charrington Green

- Proposing new sign to replace existing sign in the right-of-way.
- They already have a variance for the sign's location, which will not change. Also are proposing better lights. They will have more landscaping in the next phase of the project, which is not part of this proposal.
- They earned 2 bonus points for using LED lights. The sign material is a durable material according to their written response to the question.
- Andery Richert mentioned that she toured all of the sites to get a close-up view of them. She noted that the sign can definitely use updating and noticed that the site is bare. When will the landscaping be provided?
- A resident of the neighborhood pointed out that the city had just removed some dead Austrian pines adjacent to the sign and that landscaping would be installed next year.

Riverbridge

- Project is proposing new signs at north and south entry points, with landscaping

- Both signs are in the right-of-way and variances will be required for both of them.
- Victor Cardenas stated in e-mail to Rick that he is okay with approval of the signs being given conditional on their being granted a variance later to put them in the proposed locations.
- Jeff Muck of Parks approved the proposed location of the southern sign on Parks property via e-mail to Rick.
- Landscape designs for both signs were proposed – they are using some native plants – Rick finds them acceptable.
- Revised financial information was provided showing that they have funding available to complete the project, or can get it from the residents, according to the HOA's lawyer.
- Richert said that on her visit she noticed that the signs need the most improvement over any others. She said the south sign is fairly hidden, but the landscape area does have some sun so it needs more sunny plants.

Taft Knolls

- Project is proposing solar lighting and additional landscaping
- Total cost of project is about \$3540 so they won't need the full \$5000.
- Crossey asked if the plan included any invasive species. Board confirmed that it does not.
- The proposal will have much showier landscaping.
- Richert said that the existing landscaping is almost invisible.
- Rick pointed out that its location across from the schools would help the improvements have a big impact on Novi.
- The mulch they are adding as part of the project is not too deep, and will benefit shrubs and plants.

Turtle Creek

- Project is a major overhaul of both entrances' landscaping (off of 9 Mile and Meadowbrook).
- Signs not being replaced but posts are, in a location forward of existing. They have variances for new sign locations.
- Richert likes the existing sign and is glad they're not being replaced.
- The whole project is about \$30,000, asking for \$5000.
- Trees will be 2 ½-3" caliper, and 8-10' tall, will provide shade to hostas proposed.
- Crossey asked about the hostas survival since they're typically shade-loving plants.
- Mulder Design Group did the design and is offering a 1 year warranty on the plants.
- Sherrie Konkus also pointed out that the plants used, while not native, are drought-tolerant.

Vista Hills

- Project is redoing both entrances' landscaping, adding boulders.
- Carolyn Upton pointed out:
 - that while it's not part of the project, they are also powerwashing and staining the entire length of the fence along Novi Road.
 - They are adding plants and boulders that tie in with the existing sign.
 - This is the first update to the landscaping in 20 years – it needed a facelift
 - They are doing it all in one year, including painting the sign posts.
 - In response to a question about the existing fineline buckthorn bushes, she said that they have done well there and they want to keep them. They want to keep them, even though they're non-native, because they're doing so well.
- Richert said that the signs are visible but that the landscaping needs the work being proposed.

The floor was opened to comments from Commissioners. Andrew Sarpolis noted the following thoughts on his reasoning:

- This year was good for neighborhoods because there were only 5 applicants, last year there were 12, so there is enough money available to cover all 5.
- Last year there was a greater need to evaluate, choose and recommend standouts.
- The goal is to have projects that are sustainable, economically and environmentally.
- Some projects this year were more impressive than others.
- He has some concerns about Riverbridge because they do not already have their variances as some other applicants do. That they also have to get a special assessment and the variances give him questions about the expertise and the volunteer labor. If they can't see it through, they can apply again next year.
- Regarding Turtle Creek, they are investing a lot of money in their project, similar to Chase Farms last year.
- Regarding Vista Hills, he's glad they're also power-washing the fence.
- He is happy that more projects came forward with solar and LED lighting. This makes them more environmentally sustainable.
- He's disappointed that there weren't more native plantings – we need to improve this part of the program moving forward so that more are used in the future.
- He will be voting to award the full amount to each.

Former member Barbara Greenberg said that while she will not be voting, she agrees with the proposal to approve all of the projects.

Chairman Crossey then read the recommended proposal to offer a full recommendation for all of the projects. The motion and vote is on the following page.

In the matter of the requests of the following neighborhood associations, the Beautification Commission hereby **recommends approval** of all five of the entryway improvement projects applications submitted as part of the 2016 Neighborhood Entryway Enhancement Matching Grant Program, based on and subject to:

- a) The proposed projects will make significant improvements to the neighborhood entry points and consequently have a positive impact on the appearance of Novi.
- b) The associations have shown an ability to carry out their projects to a successful completion.
- c) The projects' designs and materials are of a sustainable nature.
- d) The projects comply with the rules of the entryway grant program.
- e) The projects shall comply with all city ordinances and receive any required variances prior to the start of work.
- f) (additional conditions here if any)

Therefore, the Beautification Commission recommends that the City Council grants the following amounts to the following neighborhood associations for their projects:

	<u>REQUEST</u>		<u>AWARD</u>
Charrington Green	\$5,000.00	(total project estimated cost \$12,691.48)	\$5,000.00
Riverbridge	\$5,000.00	(total project estimated cost \$10,900.00)	\$5,000.00
Taft Knolls	\$1,870.50	(total project estimated cost \$3,741.00)	\$1,870.50
Turtle Creek	\$5,000.00	(total project estimated cost \$30,406.00)	\$5,000.00
Vista Hills	\$5,000.00	(total project estimated cost \$10,420.00)	\$5,000.00

The REQUEST amounts above are the full amounts requested by the associations. The amounts are either 50% of the projected cost, or \$5,000 if the total project will cost more than \$10,000, per the rules of the Neighborhood Entryway Enhancement Matching Grant Program. The AWARD amounts are the amounts recommended for approval by the City Council.

MOTION MADE BY: Andery Richert

MOTION SECONDED BY: Celia Todd

MEMBER VOTES:

	YES	NO
Crossey	_x_	___
Richert	_x_	___
Sarpolis	_x_	___
Todd	_x_	___
Totals	_4_	_0_

Once the vote concluded, the neighborhood residents left and the Commission briefly discussed how we could get new student representatives if the current representatives are graduating.

Andrew Sarpolis also asked about the possibility of installing a Japanese garden somewhere in Novi, possibly in Fuerst Park. It could possibly utilize native plants in a Japanese configuration, or be a Japanese butterfly garden. It was agreed to talk about these in future meetings.

We will also discuss upcoming events, and possible staffing for those events. Andery mentioned that she is starting work on a Make Novi a Butterfly City poster for the Spring into Novi event.

The meeting was adjourned at about 5:00 PM.

**NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT
MATCHING GRANT PROGRAM**

**OFFICE OF THE CITY MANAGER
2015**

Novi Neighborhood Entryway Enhancement Matching Grant Program

Office of the City Manager

2015



cityofnovi.org

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Everything You Need to Know About...Residential Entranceway Signage



Neighborhood Entryway Enhancement Matching Grant Program

Purpose

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi Homeowners Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects. These projects are intended to beautify a subdivision entrance through significant and permanent physical improvements, including adding/modifying entrance signs, constructing flower beds, planting trees, upgrading lighting, and other related entryway improvements. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion. A neighborhood is not eligible to be awarded a grant in consecutive years.

Directions

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

Complete the application providing all required information and any supplemental materials. One electronic copy, and all attachments, must be submitted via email to the City of Novi Manager's Office to EntrywayGrant@cityofnovi.org by February 5, 2016. ***All required materials must be submitted by this date for application consideration.** If you have any questions or concerns, you may contact the Novi City Manager's office at 248.347.0445 or at EntrywayGrant@cityofnovi.org.

Required Application Materials

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
 - Complete bank statements are **not required**; however, should the Association choose to provide these documents, please be sure all account numbers are removed before submittal of application.
- If In-kind donations (such as donated professional services or materials, and excluding volunteer labor) are to be used to assist in the fund matching, the association must submit formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project.
- Documentation reflecting the Association's current and previous spending on landscape and landscape maintenance.
- If there is an impact on property owners or other non-city agencies (e.g. Road Commission for Oakland County) provide written permission / approval from the necessary entity (if applicable).
- Well defined, scaled plans of the proposed project.
- Map with project location identified.



Policies

1. To qualify, projects must be located at the entrance of a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction/installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, lighting and streetscape amenities. **Reoccurring and/or maintenance projects are not eligible.**
2. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
3. Grant project funding requires at least an equal (1:1) match from the Association and may not exceed 50% of the total cost of the project or a maximum amount of \$5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference. **The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community.** The amount awarded will be reimbursed directly to the applying organization upon successful completion of project and conformance with all standards of the program.
4. The City of Novi will disburse the awarded amount to the organization/Home Owner's Association (not the contractor) upon proof of payment of the organization's cost and proof of completion of the entire project (proof of payment may be shown through sworn statements, canceled checks, copy of contract, release of lien, etc.). **The request for reimbursement and proof of project completion must be made by November 15, 2016.**
5. An organization/Home Owner's Association is limited to no more than one award every two years.
6. 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 Association into the future.
7. Project work must not begin and permits shall not be obtained until grant approval from City Council. **Project work must be completed by the end of construction season (November 15, 2016).**
8. Projects are strongly encouraged to be environmentally sensitive and be of a sustainable nature.
9. All selected projects must comply with City of Novi Ordinances, as well as state and local laws. Appropriate permits must be obtained after grant approval. *If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at: https://www.municode.com/library/mi/novi/codes/code_of_ordinances?nodid=CD_ORD_NOVI_MICHIGAN*

or contact Community Development. The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by **November 15, 2016**.

10. Projects must abide by the regulations listed in the City's *Residential Entryway Signage* document. Please refer to these regulations attached at the end of this document. You can also find them on the City of Novi's website at <http://cityofnovi.org/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/ResidentialEntrancewaySignRequirements.aspx>. **Applicants must meet with Community Development personnel to ensure that their project abides by these regulations prior to grant application submittal. Two meeting times have been scheduled for applicants to meet with city staff:**

Tuesday, January 5th, 2016 1 – 5 p.m.

Thursday, January 7th, 2016 8 a.m. – 12 p.m.

11. If there is an impact on property owners or other non-city agencies (e.g. Road Commission for Oakland County) written permission / approval from the necessary entity must be provided.

12. **The use of invasive species will not be permitted.** Please refer to the list of species known to be invasive at www.misin.msu.edu/facts. If a plant you intend to use is listed, you must replace it with a noninvasive plant.

13. Grant applications will be accepted once per calendar year (**due date is February 5th, 2016**). Recommendation for approval of qualifying projects will be provided by the Beautification Committee to the Novi City Council for final grant approval. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

Important Dates

October 1, 2015 – Grant application documents are available on the City website;

January 5 (1 – 5 p.m.) *or* January 7 (8 – 12 p.m.), 2016 – Applicants meet with Community Development staff;

January 15 – February 5, 2016 – Completed applications accepted;

March, 2016 – Beautification Committee to meet;

April, 2016 – Recommendations by Beautification Committee made to City Council; City Council awards grants.

November 15, 2016 – Project completion date (All projects must be completed or reimbursement/grant award will be forfeited).



Grant Selection Criteria & Evaluation Process

The evaluation process will be conducted by the City of Novi Beautification Commission (find out more about the Commission at <http://cityofnovi.org/Government/Boards-and-Commissions.aspx#Beautification>). The Commission will establish qualifying projects and provide recommendations to City Council for final approval.

Beautification Commission meeting date and time will be provided after all applications are submitted to the City. At least one representative from the applicant organization should be present to answer any questions regarding the application.

The evaluation will be scored on a 75 point system, being divided into the following three categories:

1. Project Need & Impact (0–25 points)

- a. The age of the subdivision.
- b. Improvement from existing conditions of the project area.
- c. The potential impact of the project on the neighborhood; project's ability to establish the neighborhood and create an inviting subdivision entrance.
The potential impact of the project on the City of Novi; project's creativity and visibility along major corridors.

2. Project Feasibility (0-25 points)

- a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.
- b. An itemized account of how the money is to be spent.
- c. The organization's fiscal responsibility and management qualifications.
- d. History of maintenance; whether the association has demonstrated the ability to maintain past neighborhood or entry improvement projects.

3. Project Sustainability (0-25 points)

- a. Project is well planned and ready for implementation.
- b. Grant application includes well defined, scaled plans, including a description of how the finished project will look like (*It is strongly encouraged to include a design sketch, with plant counts if project includes plants*).
- c. Project abides by all necessary laws and ordinances.
- d. Grant application is complete and accurate (*see Checklist on pg. 11*).
- e. The project includes sustainable design elements.

Bonus Points: The following list is meant to further encourage sustainability and environmentally sound practices:

- Use of native plants in designs.
- Use of xeriscaping – plants that do not require irrigation.
- Locally sourced materials.
- Use of LED lighting for signs (if lighting is proposed).
- Use of solar power for powering sign lighting.
- No peat included in soils or soil amendments – only compost/leaf mold/sand.
- Only hardwood or pine bark mulch (whole trees are sometimes used to create cypress mulch).
- Use of groundcovers not on the invasive list instead of mulch.



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: February 5, 2016

I. Applicant Information

Association Name:

Age of Association:

First-time Applicant?: Yes No

If No, date of last application submission:

Project Leader:

Office Held/Position within organization:

Address:

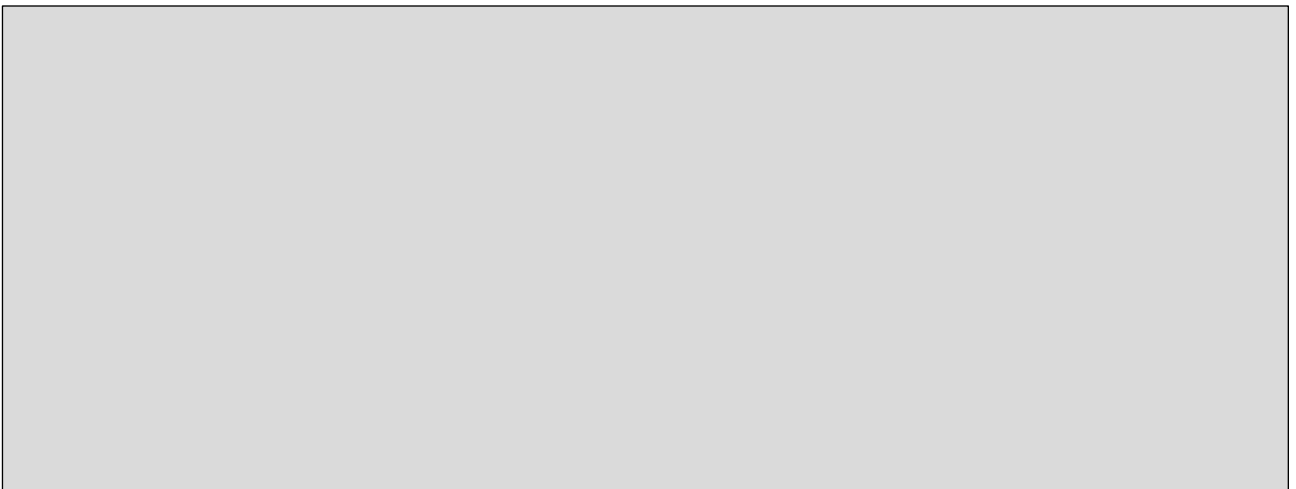
Telephone: E-Mail:

II. Project Information

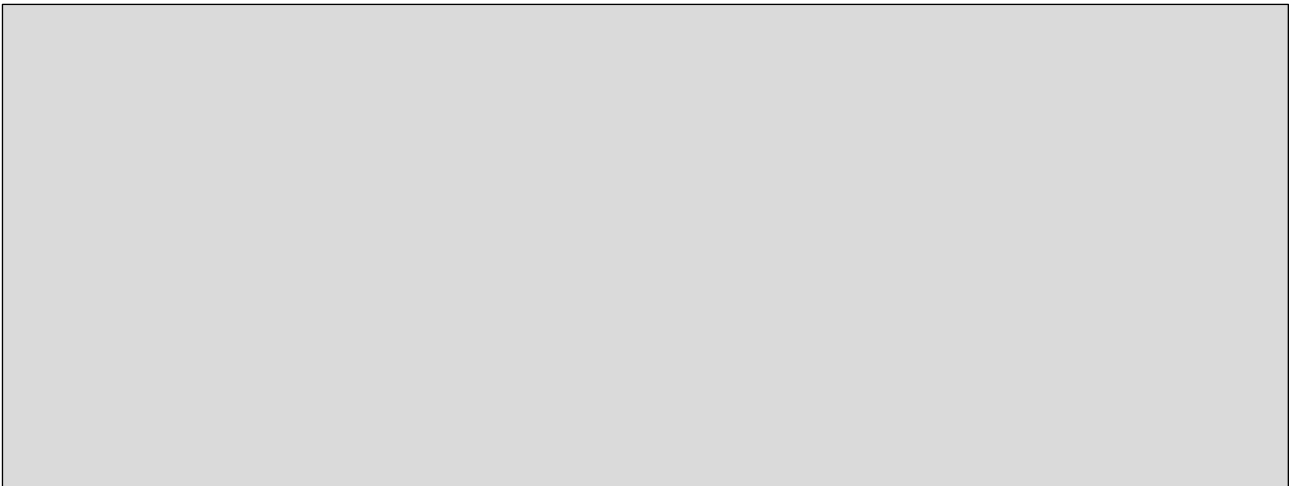
- a. Provide a clear description of project plan and design, including the location, existing conditions, specific need, and public benefit. Attach project planning documents such as landscaping drawings, plans, maps, and/or pictures of project area, etc.



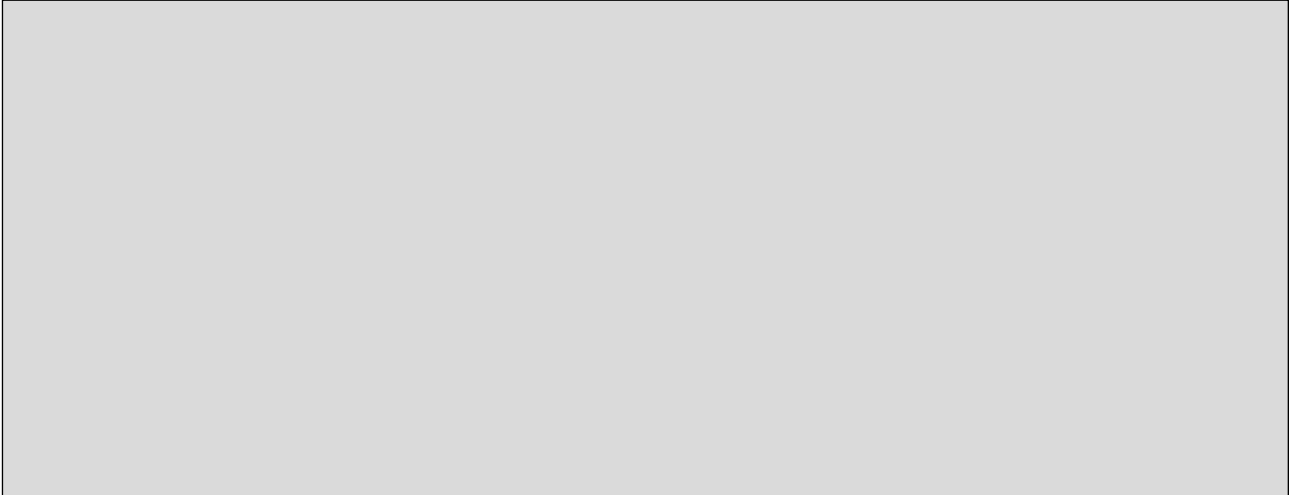
- b. Location of proposed project area (please provide a written description of location, along with an attached map with location identified). City maps can be found on the City of Novi website at: <http://cityofnovi.org/Community/Map-Gallery.aspx>.



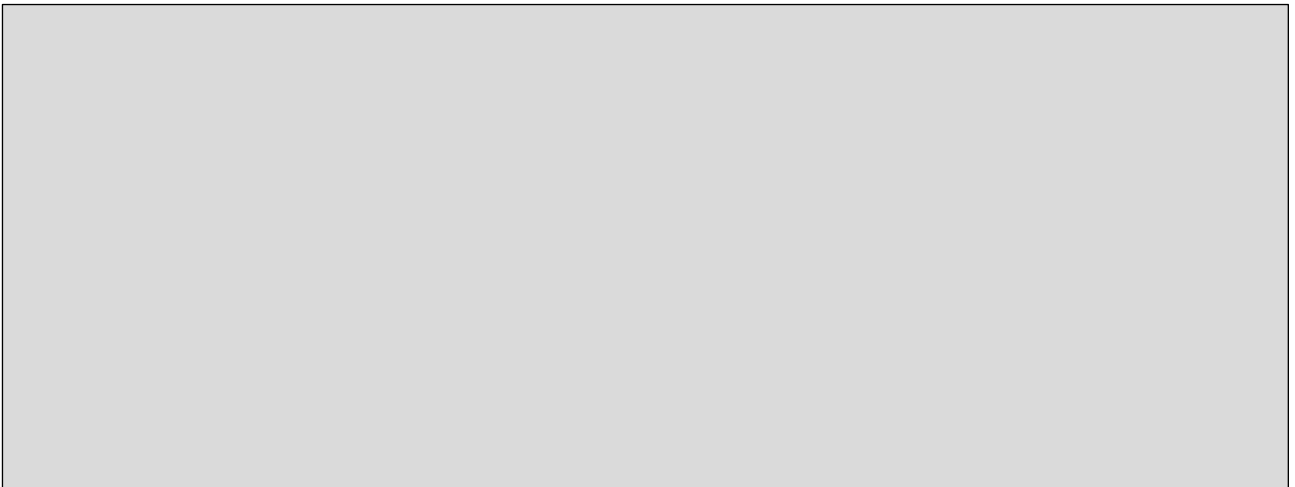
- c. Explain how the project meets the review criteria listed in the “**Grant Selection Criteria & Evaluation Process**” section.



- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. road commission), please explain here, and attach written permission / approval from the necessary entity.



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



III. Funding Information

a. Estimated Total Project Costs:

b. Who provided this cost estimate?

(Name, Title, Company)

(Phone Number)

c. Total amount of funds requested:

(50% project costs up to \$5,000)

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

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

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

*****REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project**

f. Itemized cost/unit estimates :

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
<i>Example:</i>			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

Please include:

- Association budget reflecting the ability to meet 1:1 matching requirements;
- Documentation reflecting the Association’s current spending on landscape and landscape maintenance;
- Documentation indicating the last 3 years of landscape installations and spending;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (*if applicable*);
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (*if applicable*);
- Well defined, scaled plans of the proposed project.
- Map with project location identified.

****** Please remove all account numbers from any bank statements that are submitted as part of the grant application**

**** Applications will not be considered if all necessary documentation is not included**

*****Important Dates*****

October 1, 2015 – Grant application documents are available on the City website;

January 5 (1 – 5 p.m.) or January 7 (8 – 12 p.m.), 2016 – Applicants meet with Community Development staff;

January 15 – February 5, 2016 – Completed applications accepted;

March, 2016 – Beautification Committee to meet;

April, 2016 – Recommendations by Beautification Committee made to City Council; City Council awards grants.

November 15, 2016 – Project completion date (All projects must be completed or reimbursement/grant award will be forfeited).

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the City of Novi, Office of the City Manager. **All requirements must be met.** Thank you!

- Project is a permanent physical improvement located on the perimeter of the neighborhood, and not on-going or routine maintenance.
- Your Association has not received City of Novi grant funding in the previous 2 years?
- You included in the grant application a current Association budget demonstrating the ability to meet the 1:1 match.
- If in-kind donations are being used, formal documentation from the donating entity is included with the application.
- Documentation reflecting the Association's current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all *Residential Entranceway Signage* regulations (see attachment).
- Project complies with all City Ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency.
- If project has an impact on an adjacent property owner or non-city agency, permission or approval of project from the necessary entity is provided in application.
- 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.
- You have attended a preliminary meeting with Community Development staff.

Everything You Need to Know About..

Residential Entranceway Signage



Whether you're looking to construct a new sign or upgrade an existing sign at the entryways into a residential subdivision, condominium or apartment complex, please refer to this handout as a guide to the regulations, process, applications, fees, and most importantly, who to contact for assistance. The process typically starts with a sign permit application, and may include a right-of-way permit, building permit and submittal of a landscape plan.



For more information visit cityofnovi.org
or contact:

Jeannie Niland | Community Development Department
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
e: jniland@cityofnovi.org t: 248.347.0438 f: 248.735.5600

Sign Regulations

Number

One ground sign (a sign not attached to any building, supported by a monument placed in the ground surface such that the entire bottom of the sign is affixed to the ground and is not supported by poles, columns, or uprights) is permitted at each entrance to a neighborhood. Two sign faces greater than two feet apart are permitted.

If a neighborhood has a boulevard entrance, one single-face ground sign is permitted on each side of the boulevard.

Size

Signs shall have a maximum height of 5 feet and a maximum area of 24 square feet. The area of sign is considered the entire area within the smallest circle, triangle, parallelogram, or other geometric shape that encloses the extreme limits of any writing, picture, logo, representation, emblem, or figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area.

Location

Signs shall be located at least 10 feet from any street right-of-way and only in yards adjacent to streets at the entrance to the neighborhood or within the median of a boulevard street when a license for such is granted by the City Engineer.

Signs in yards adjacent to the entrance require either a recorded sign easement for the property or a letter of authorization from the property owner for the placement of the sign.

Signs are permitted on a previously approved landscape wall as part of an approved site plan, provided the sign meets the size requirements above. To install a wall larger than the sign requirements, a revised site plan must be submitted for review by the Planning Commission.

Signs must meet corner clearance regulations: walls, plant material, signs or other obstruction to vision above a height of 2 feet shall not be permitted within the clear view zone which is the triangular area formed at the intersection of any existing public street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of 25 feet from their point of intersection. Medians shall be included in this measurement.



Complete Regulations

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

Application

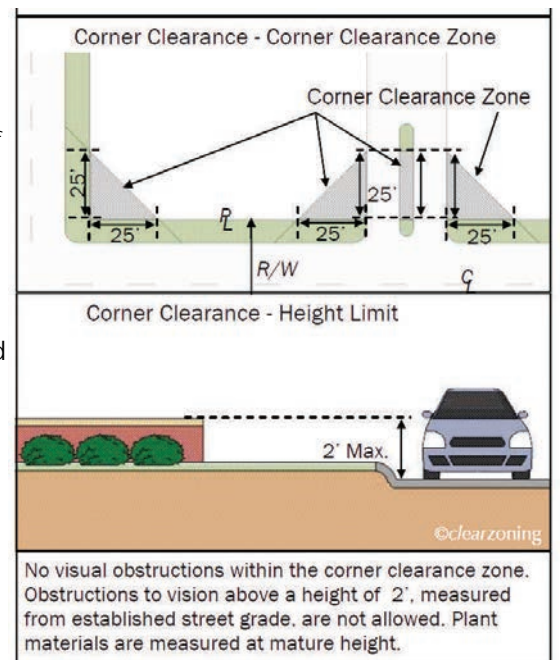
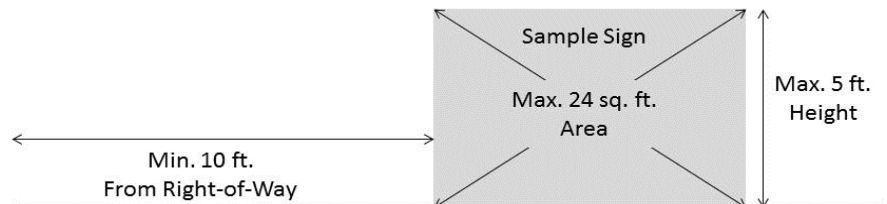
[Sign Permit Application](#) (One application required per sign)

Fee

\$75

Inspections

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



For more information contact:
Jeannie Niland | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: jniland@cityofnovi.org t: 248.347.0438 f: 248.735.5600

Engineering Regulations

Right-of-Way (ROW) Permits

If the sign is to be located or any work will be completed in the public ROW (the boundary between private property and the public lands under the legal control of the agency having jurisdiction over a road), a permit will be required from the City of Novi Engineering Division. An additional permit may be required from the Road Commission for Oakland County for ROW under their jurisdiction ([see map here](#)). The Engineering Division can review the application and determine if permits are required from other agencies. A sketch showing the location of the sign is required with the permit application.

Breakaway Design

All signs located within the ROW shall be designed to be crashworthy. The sign shall include breakaway devices that are designed and constructed to break or yield when struck by a vehicle. This can be accomplished by designing the signs to be as lightweight as possible and with a breakaway plane near the ground surface to protect motorists in case of a crash.

Sight Distance

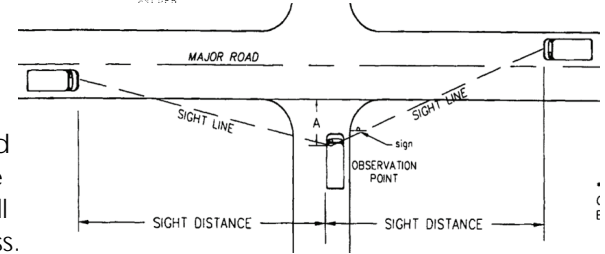
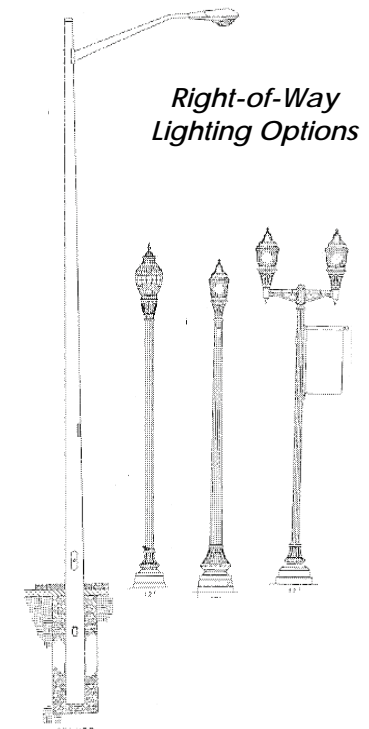
Signs shall not be placed in a location such that they impede sight distance. Sight distance is the length of the sight line over which an object is visible to a driver. The minimum sight distance is set by the ordinance as illustrated below. Please contact the Department of Public Services

Lighting

Any lighting in the ROW will require coordination with the City of Novi and DTE Energy. Four pre-determined light fixtures are available to choose from including three decorative and one overhead fixture, which will be installed by DTE Energy in accordance with the street lighting policy.

Subdivision Sign License Agreement

A subdivision sign license agreement must be completed and signed by the City and subdivision, which specifies that maintenance of the sign is the responsibility of the subdivision. The Engineering Division will provide a copy of the license agreement as part of the ROW process.



MAJOR THROUGH ROAD POSTED SPEED IN MPH	SUBDIVISION STREETS RESIDENTIAL DRIVEWAYS COMMERCIAL DRIVEWAYS	
	2 LANE IN FEET	MULTI LANE
25	260	280
30	310	340
35	360	400
40	410	450
45	460	510
50	510	560
55	560	620

Guide for Corner Sight Distance

Complete Regulations
Refer to the [Design and Construction Standards](#) for complete regulations

Application
Novi ROW Permit is initiated with the Sign Application
[Oakland Co. ROW Permit Application](#)

Fee
Novi ROW Permit \$100
Oakland County ROW Permit \$100

Inspections
One final ROW inspection (if applicable)



For more information contact:
Philip Kerby | Department of Public Services
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: pkerby@cityofnovi.org t: 248.735.5695 f: 248.735.5600

Landscape Regulations

Island Plantings

Islands must be landscaped. If an island is to be re-landscaped by the subdivision association, a landscape plan shall be submitted to the City for administrative approval.

At least 75% of the island must be landscaped with a mixture of shrubs, groundcover, perennials and ornamental grasses along with canopy and subcanopy trees in accordance with the minimum planting area widths in the table to the right.

Maintenance

Maintenance of the island is the responsibility of the subdivision association. All landscaping must be irrigated.

For more information contact:

Rick Meader | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: rmeader@cityofnovi.org t: 248.735.5621 f: 248.735.5600

Tree Species Type	Tree Lawn Size
Small Tree (Subcanopy Deciduous)	4 to 6 ft.
Medium Tree (Subcanopy & Canopy Deciduous)	6 to 8 ft.
Large Tree (Canopy Deciduous)	Greater than 8 ft.

Zoning Board of Appeals (ZBA) Regulations

Application

If the regulations of the sign ordinance are not met, applicants may petition the Zoning Board of Appeals (ZBA) for a variance from the regulations. In order to seek a variance, a sign permit must be submitted and denied. Then a ZBA Application, fee and 14 copies of a scaled drawing indicating location, overall dimension and sign verbiage must be submitted. A pre-ZBA application meeting can be scheduled by contacting Thomas Walsh, Building Official at 248.347.0417 or twalsh@cityofnovi.org

Meeting

The ZBA generally meets on the second Tuesday of each month. Completed applications are due six weeks prior to the meeting. Applicants should be prepared to explain the nature of the practical difficulty at the ZBA meeting.

Complete Regulations
 Refer to the [Zoning Ordinance](#) for complete regulations

Application
[ZBA Application](#)

Fee
 \$300

Standards for Granting a Sign Variance

1. The request is based upon circumstances or features that are exceptional and unique to the property and do not result from conditions that exist generally in the City or that are self created.
2. The failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return.
3. The grant of relief will not result in a use of structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit of the ordinance.



For more information contact:

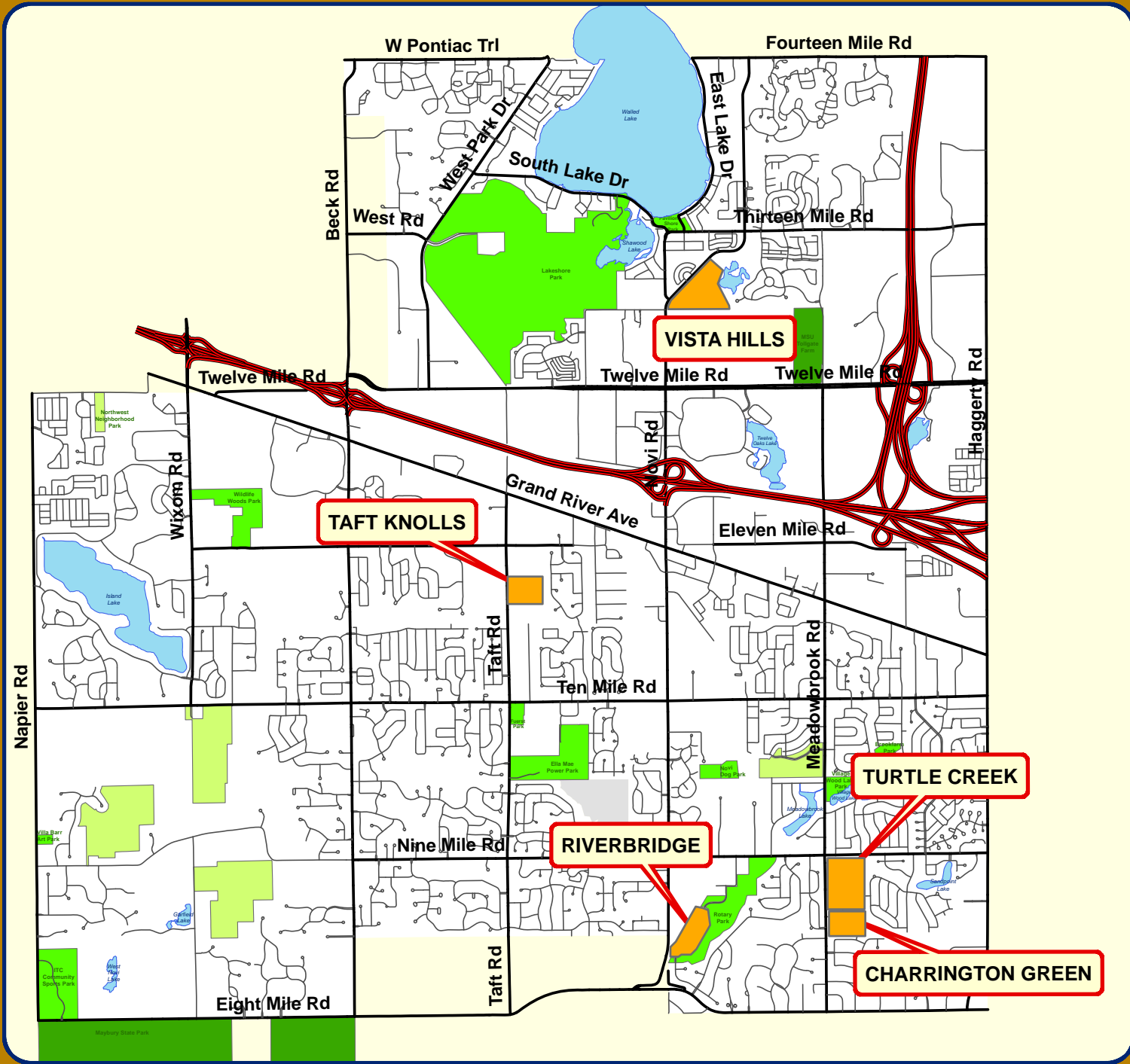
Stephanie Ramsay | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: sramsay@cityofnovi.org t: 248.347.0415 f: 248.735.5600

**CITY OF NOVI
NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT**

Location Map: Application Subdivisions

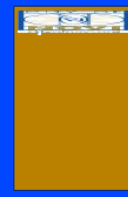
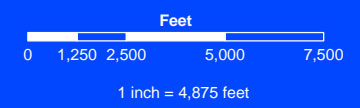
2016 ENTRYWAY GRANT: APPLICANT SUBDIVISION LOCATIONS

City of Novi



Map Legend

- Freeway
- Major Streets
- Minor Streets
- Developments
- Lake
- Existing Parkland
- Undeveloped Parkland
- State of Michigan
- City of Novi
- Novi Township



City of Novi

Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Map Author:
Date:
Project:
Version #:

Amended By:
Date:
Department:

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

**CITY OF NOVI
NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT**

Applications and Ratings Summary



CITY OF NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Applications and Ratings Summary

March 28, 2016

REVIEW ITEMS						
Project Name	Staff Comments	Project Address	Project Description	Grant Amount Requested	Full Projected Cost	Committee Recommended Funding
Charrington Green	See attached ratings sheets	Southeast corner of Meadowbrook Road and Marks Drive.	Replace entrance sign and lighting.	\$5,000.00	\$12,691.48	\$5,000.00
Riverbridge	See attached ratings sheets	North and South ends of Riverbridge on Ashbury Dr.	2 new signs and replacement landscaping.	\$5,000.00	\$10,900.00	\$5,000
Taft Knolls	See attached ratings sheets	Northeast and Southeast corner of Taft Rd. and Jacob Dr.	Landscaping update and addition of solar light.	\$1,870.50	\$3,741.00	\$1,870.50
Turtle Creek	See attached ratings sheets	9 mile and Heatherbrae Way S. & Meadowbrook Rd. and Singh Blvd.	2 entrance island landscaping replacements, new signs, and replacement lighting.	\$5,000.00	\$30,406.00	\$5,000
Vista Hills	See attached ratings sheets	Old Novi Rd./Sandstone Dr. & Novi Rd./Ledgeview Dr.	Replacement landscaping.	\$5,000.00	\$10,420.00	\$5,000.00

**CITY OF NOVI
NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT**

Summary of Ratings



CITY OF NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Summary of Ratings - Staff Evaluations

March 18, 2016

REVIEW ITEMS		Charrington Green		Riverbridge		Taft Knolls		Turtle Creek		Vista Hills	
		Kirsten*	Rick	Kirsten*	Rick	Kirsten*	Rick	Kirsten*	Rick	Kirsten*	Rick
Project Cost/Ask	Possible (87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)	Total Points (0-87)
Total Project Cost	NA	\$ 12,691.48	\$ 10,900.00	\$ 3,741.00	\$ 30,406.00	\$ 10,420.00					
Grant Request	NA	\$ 5,000.00	\$ 5,000.00	\$ 1,870.50	\$ 5,000.00	\$ 5,000.00					
Project Need / Impact (0-25 points)											
The potential impact of the project on the neighborhood.	2	2	2	2	2	2	2	2	2	1	2
The potential impact of the project on the City of Novi.	8	6	7	6	5	7	6	8	7	5	8
Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5	4	4	4	4	5	5	5	4	5
Improvements from existing conditions of the project area.	8	6	7	6	8	6	6	8	8	6	7
The age of the subdivision.	2	2	2	2	2	1	2	2	2	2	2
TOTAL POINTS FOR PROJECT NEED/IMPACT	25	21	22	20	21	20	21	25	24	18	24
Project Feasibility (0-25 points)											
The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	5	4	4	5	5	5	5	5	5
An itemized account of how the money is to be spent.	5	5	5	5	5	5	5	5	5	5	5
The organization's fiscal responsibility and management qualifications.	5	4	5	4	5	4	5	5	5	5	5
The amount of matching dollars that the organization has and is willing to contribute.	5	4	5	4	5	5	5	5	5	5	5
History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	5	4	5	3	5	4	5	4	5	5
TOTAL POINTS FOR PROJECT FEASIBILITY	25	23	24	22	22	24	24	25	24	25	25
Project Sustainability (0-25 points)											
Project is well planned and ready for implementation.	9	7	9	6	8	8	6	9	9	8	8
Project abides by all necessary laws and ordinances.	9	0	9	0	6	0	0	0	9	0	9
Grant application includes well defined, scaled plans.	2	1	2	0	2	1	0	2	2	1	2
Grant application is complete and accurate.	5	4	5	4	4	5	3	5	4	5	5
TOTAL POINTS FOR PROJECT SUSTAINABILITY	25	12	25	10	20	14	9	16	24	14	24
Need/Impact + Feasibility + Sustainability =	75	56	71	52	63	58	54	66	72	57	73
Project Bonus Points											
Use of native plant in designs.	2	0	0	0	2	0	0	0	0	0	0
Use of xeriscaping - plants that do not require irrigation.	2	0	0	2	0	0	0	1	2	2	1
Locally sourced materials.	2	0	0	0	0	0	0	0	0	0	0
Use of LED lighting and/or solar power for signs/lighting.	2	2	2	0	0	2	2	2	2	2	0
No peat included in soils or soil amendments.	2	0	0	0	0	0	0	0	0	0	0
Use of groundcovers not on the invasive list instead of mulch.	2	0	0	2	0	2	0	0	1	2	0
TOTAL POINTS FOR PROJECT BONUS POINTS	12	2	2	4	2	4	2	3	5	6	1
TOTAL APPLICATION SCORE (incl. Bonus Points)	87	58	73	56	65	62	56	69	77	63	74

* Kirsten's evaluations were completed before applicants' responses to Beautification Commission questions were available

**CITY OF NOVI
NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT**

Summary of Application Checklist



CITY OF NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Summary of Application Checklist

March 28, 2016

REVIEW ITEMS						
Application Checklist		Charrington Green	Riverbridge	Taft Knolls	Turtle Creek	Vista Hills
a	Is the project located at the entrance of a neighborhood? <i>(See Location Map)</i>	Yes	Yes	Yes	Yes	Yes
b	Is the project clearly visible from the public right-of-way? <i>(See Photographs)</i>	Yes	Yes	Yes	Yes	Yes
c	Is it a new construction/installation of physical improvements? <i>(See Application)</i>	No	No	No	Yes	No
d	Is it a rehabilitation of existing improvements? <i>(See Application)</i>	Yes	Yes	No	Yes	Yes
e	Is it a reoccurring and/or maintenance projects? <i>(See Application)</i>	No	No	No	No	No
f	Is the project proposing entryway signage? <i>(See Application)</i>	Yes	Yes	No	Yes	No
g	Is the project in compliance with City's Residential Entryway Signage regulations? <i>(See Community Development review)</i>	Yes	No	N/A	Yes	N/A
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	0	Yes	Yes	0	Yes*
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	NA	No	No	0	Yes
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes	Size - yes Site - no	0	0	Yes
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	Yes	Yes	0	0	Yes
l	Is the project impacting property owners or other non-city agencies? <i>(See Application)</i>	No	Yes	No	No	No
m	If yes, did the applicant provide permission or approval from necessary entity? <i>(See Application)</i>	N/A	Yes	N/A	N/A	N/A
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? <i>(See Application)</i>	No	No	No	No	No
o	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes	Yes	Yes	Yes	Yes
p	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? <i>(See Application)</i>	Yes	No	No	No	No
q	Is the project using in-kind donations to assist with funding? <i>(See Application)</i>	No	No	No	No	No
r	If yes, did the applicant include documentation from the donating entity? <i>(See Application)</i>	N/A	N/A	N/A	N/A	N/A
s	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? <i>(See Application)</i>	Yes	Yes	Yes	No	Yes
t	Is the Project budget, including all itemized cost estimates completed on application? <i>(See Application)</i>	Yes	Yes	Yes	Yes	Yes

CHARRINGTON GREEN APPLICATION



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Application Verification Checklist

Project name: **Charrington Green**

Project address: **Southeast corner of Meadowbrook Road and Marks Drive.**

Project Description: **Replace entrance sign and lighting.**

Grant Amount Requested: **\$5,000.00**

Full Projected Cost: **\$12,691.48**

S.No	REVIEW ITEMS	YES	NOTES
	Application		
a	Is the project located at the entrance of a neighborhood? <i>(See Location Map)</i>	Yes	
b	Is the project clearly visible from the public right-of-way? <i>(See Photographs)</i>	Yes	
c	Is it a new construction/installation of physical improvements? <i>(See Application)</i>	No	
d	Is it a rehabilitation of existing improvements? <i>(See Application)</i>	Yes	
e	Is it a reoccurring and/or maintenance projects? <i>(See Application)</i>	No	
f	Is the project proposing entryway signage? <i>(See Application)</i>	Yes	
g	Is the project in compliance with City's Residential Entryway Signage regulations? <i>(See Community Development review)</i>	Yes	Existing variance for the location of the sign. Need Engineering approval for sign.
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes	Durable sign materials
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	NA	
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes	
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	Yes	
l	Is the project impacting property owners or other non-city agencies? <i>(See Application)</i>	No	
m	If yes, did the applicant provide permission or approval from necessary entity? <i>(See Application)</i>	N/A	
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? <i>(See Application)</i>	No	
o	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes	
p	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? <i>(See Application)</i>	Yes	
q	Is the project using in-kind donations to assist with funding? <i>(See Application)</i>	No	
r	If yes, did the applicant include documentation from the donating entity? <i>(See Application)</i>	N/A	
s	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? <i>(See Application)</i>	Yes	
t	Is the Project budget, including all itemized cost estimates completed on application? <i>(See Application)</i>	Yes	



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Grant Selection Criteria and Evaluation Report

Project name: **Charrington Green**
 Project address: **Southeast corner of Meadowbrook Road and Marks Drive.**
 Project Description: **Replace entrance sign and lighting.**
 Grant Amount Requested: **\$5,000.00**
 Full Projected Cost: **\$12,691.48**

REVIEW ITEMS	Points	Awarded	Notes
1. Project Need / Impact (0-25 points)			
a. The potential impact of the project on the neighborhood.	2	2	
b. The potential impact of the project on the City of Novi.	8	7	Entrance not on major road (i.e. GR, 8, 10 or Beck), reducing glare to drivers
c. Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	4	Together with next phase (LS), will make a big improvement
d. Improvements from existing conditions of the project area.	8	7	Existing sign is quite worn but landscaping not bad, new lighting will eliminate glare at intersection.
e. The age of the subdivision.	2	2	(+) 37 years old - HOA 28 yrs, 53 homes
TOTAL POINTS FOR PROJECT NEED/IMPACT	25	22	
2. Project Feasibility (0-25 points)			
a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	(+) Special Assessment approved by 90% of homeowners, committee of 5 has worked to create application, engineer special assessment.
b. An itemized account of how the money is to be spent.	5	5	Estimates from vendors
c. The organization's fiscal responsibility and management qualifications.	5	5	
d. The amount of matching dollars that the organization has and is willing to contribute.	5	5	Existing checking balance plus special assessment
e. History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	4	No special projects, but continued maintenance of landscape
TOTAL POINTS FOR PROJECT FEASIBILITY	25	24	
3. Project Sustainability (0-25 points)			
a. Project is well planned and ready for implementation.	9	9	(+) Plans to execute immediately.
b. Project abides by all necessary laws and ordinances.	9	9	Variance for existing location to be maintained
c. Grant application includes well defined, scaled plans.	2	2	
d. Grant application is complete and accurate.	5	5	
TOTAL POINTS FOR PROJECT SUSTAINABILITY	25	25	
Need/Impact + Feasibility + Sustainability =	75	71	
4. Project Bonus Points			
a. Use of native plant in designs.	2	0	
b. Use of xeriscaping - plants that do not require irrigation.	2	0	
c. Locally sourced materials.	2	0	
d. Use of LED lighting and/or solar power for signs/lighting.	2	2	(+) Adding LED lighting
e. No peat included in soils or soil amendments.	2	0	
g. Use of groundcovers not on the invasive list instead of mulch.	2	0	
TOTAL POINTS FOR PROJECT BONUS POINTS	12	2	
TOTAL APPLICATION SCORE (incl. Bonus Points)	87	73	

Office of the City Manager
City of Novi
48175 Ten Mile Road
Novi, MI 48375

Re: Neighborhood Entryway Enhancement
Matching Grant Program: Application
Location: Charrington Green Subdivision

To Whom It May Concern:

We sincerely thank the City of Novi for providing this extraordinary opportunity for the subdivisions of Novi to apply for a grant to improve the appearance of their entrances and, likewise, the overall appearance of the City of Novi. As one of the smaller and older subdivisions of the city, this program gives the members of Charrington Green an affordable means of upgrading our entrance to reflect the beauty and pride of our neighborhood.

Enclosed for your consideration is our completed application for the Neighborhood Entryway Enhancement Matching Grant Program.

Respectively submitted,



Mary Beth Ceresko
Treasurer, Charrington Green Homeowners Association
41261 Marks Drive
Novi, MI 48375
248-380-7453
mbceresko@gmail.com

Novi Neighborhood Entryway Enhancement Matching Grant Program

Office of the City Manager

Charrington Green Homeowners Association

Current



Proposed



Application Submitted: February 3, 2016

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Neighborhood Entryway Enhancement Matching Grant Program

Purpose

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi Homeowners Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects. These projects are intended to beautify a subdivision entrance through significant and permanent physical improvements, including adding/modifying entrance signs, constructing flower beds, planting trees, upgrading lighting, and other related entranceway improvements. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion. A neighborhood is not eligible to be awarded a grant in consecutive years.

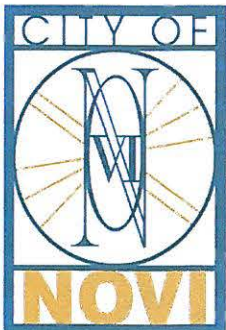
Directions

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

Complete the application providing all required information and any supplemental materials. One electronic copy, and all attachments, must be submitted via email to the City of Novi Manager's Office to EntrywayGrant@cityofnovi.org by February 5, 2016. ***All required materials must be submitted by this date for application consideration.** If you have any questions or concerns, you may contact the Novi City Manager's office at 248.347.0445 or at EntrywayGrant@cityofnovi.org.

Required Application Materials

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
 - Complete bank statements are **not required**; however, should the Association choose to provide these documents, please be sure all account numbers are removed before submittal of application.
- If In-kind donations (such as donated professional services or materials, and excluding volunteer labor) are to be used to assist in the fund matching, the association must submit formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project.
- Documentation reflecting the Association's current and previous spending on landscape and landscape maintenance.
- If there is an impact on property owners or other non-city agencies (e.g. Road Commission for Oakland County) provide written permission / approval from the necessary entity (if applicable).
- Well defined, scaled plans of the proposed project.
- Map with project location identified.



Policies

1. To qualify, projects must be located at the entrance of a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction/installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, lighting and streetscape amenities. **Reoccurring and/or maintenance projects are not eligible.**
2. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
3. Grant project funding requires at least an equal (1:1) match from the Association and may not exceed 50% of the total cost of the project or a maximum amount of \$5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference. **The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community.** The amount awarded will be reimbursed directly to the applying organization upon successful completion of project and conformance with all standards of the program.
4. The City of Novi will disburse the awarded amount to the organization/Home Owner's Association (not the contractor) upon proof of payment of the organization's cost and proof of completion of the entire project (proof of payment may be shown through sworn statements, canceled checks, copy of contract, release of lien, etc.). **The request for reimbursement and proof of project completion must be made by November 15, 2016.**
5. An organization/Home Owner's Association is limited to no more than one award every two years.
6. 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 Association into the future.
7. Project work must not begin and permits shall not be obtained until grant approval from City Council. **Project work must be completed by the end of construction season (November 15, 2016).**
8. Projects are strongly encouraged to be environmentally sensitive and be of a sustainable nature.
9. All selected projects must comply with City of Novi Ordinances, as well as state and local laws. Appropriate permits must be obtained after grant approval. *If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at: https://www.municode.com/library/mi/novi/codes/code_of_ordinances?nodeld=CD_ORD_NOVI_MICHIGAN*

or contact Community Development. The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by **November 15, 2016**.

10. Projects must abide by the regulations listed in the City's *Residential Entryway Signage* document. Please refer to these regulations attached at the end of this document. You can also find them on the City of Novi's website at <http://cityofnovi.org/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/ResidentialEntrancewaySignRequirements.aspx>. **Applicants must meet with Community Development personnel to ensure that their project abides by these regulations prior to grant application submittal. Two meeting times have been scheduled for applicants to meet with city staff:**

Tuesday, January 5th, 2016 1 – 5 p.m.

Thursday, January 7th, 2016 8 a.m. – 12 p.m.

11. If there is an impact on property owners or other non-city agencies (e.g. Road Commission for Oakland County) written permission / approval from the necessary entity must be provided.

12. **The use of invasive species will not be permitted.** Please refer to the list of species known to be invasive at www.misin.msu.edu/facts. If a plant you intend to use is listed, you must replace it with a noninvasive plant.

13. Grant applications will be accepted once per calendar year (**due date is February 5th, 2016**). Recommendation for approval of qualifying projects will be provided by the Beautification Committee to the Novi City Council for final grant approval. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

Important Dates

October 1, 2015 – Grant application documents are available on the City website;

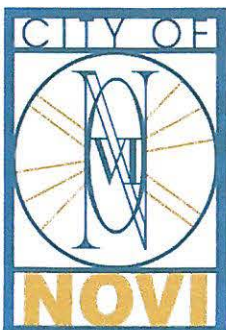
January 5 (1 – 5 p.m.) or January 7 (8 – 12 p.m.), 2016 – Applicants meet with Community Development staff;

January 15 – February 5, 2016 – Completed applications accepted;

March, 2016 – Beautification Committee to meet;

April, 2016 – Recommendations by Beautification Committee made to City Council; City Council awards grants.

November 15, 2016 – Project completion date (All projects must be completed or reimbursement/grant award will be forfeited).



Grant Selection Criteria & Evaluation Process

The evaluation process will be conducted by the City of Novi Beautification Commission (find out more about the Commission at <http://cityofnovi.org/Government/Boards-and-Commissions.aspx#Beautification>). The Commission will establish qualifying projects and provide recommendations to City Council for final approval.

Beautification Commission meeting date and time will be provided after all applications are submitted to the City. At least one representative from the applicant organization should be present to answer any questions regarding the application.

The evaluation will be scored on a 75 point system, being divided into the following three categories:

1. Project Need & Impact (0–25 points)

- a. The age of the subdivision.
- b. Improvement from existing conditions of the project area.
- c. The potential impact of the project on the neighborhood; project's ability to establish the neighborhood and create an inviting subdivision entrance.
The potential impact of the project on the City of Novi; project's creativity and visibility along major corridors.

2. Project Feasibility (0-25 points)

- a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.
- b. An itemized account of how the money is to be spent.
- c. The organization's fiscal responsibility and management qualifications.
- d. History of maintenance; whether the association has demonstrated the ability to maintain past neighborhood or entry improvement projects.

3. Project Sustainability (0-25 points)

- a. Project is well planned and ready for implementation.
- b. Grant application includes well defined, scaled plans, including a description of how the finished project will look like (*It is strongly encouraged to include a design sketch, with plant counts if project includes plants*).
- c. Project abides by all necessary laws and ordinances.
- d. Grant application is complete and accurate (*see Checklist on pg. 11*).
- e. The project includes sustainable design elements.

Bonus Points: The following list is meant to further encourage sustainability and environmentally sound practices:

- Use of native plants in designs.
- Use of xeriscaping – plants that do not require irrigation.
- Locally sourced materials.
- Use of LED lighting for signs (if lighting is proposed).
- Use of solar power for powering sign lighting.
- No peat included in soils or soil amendments – only compost/leaf mold/sand.
- Only hardwood or pine bark mulch (whole trees are sometimes used to create cypress mulch).
- Use of groundcovers not on the invasive list instead of mulch.



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: February 5, 2016

I. Applicant Information

Association Name:

Age of Association:

First-time Applicant?: Yes No

If No, date of last application submission:

Project Leader:

Office Held/Position within organization:

Address:

Telephone: E-Mail:

II. Project Information

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

The CGHA is planning to update our subdivision entrance. The plan includes replacing the deteriorating entrance sign, replacing the existing lighting, and eventually updating the aging landscaping. It is our understanding that the City of Novi Forestry Department will be removing the 2 dying Austrian Pine trees adjacent to our sign in the right-of-way. The subdivision entrance area is at the corner of Meadowbrook Road and Marks Drive. The southeast corner is the initial focus area. The first step is to replace the aging sign which is close to 27 years old and had fallen down during the winter of 2014-15. The sign face is beginning to decay and is now held up with unpainted posts. In conjunction with the sign project, we are planning to install cost-efficient LED lighting. In the future, we plan to add low-maintenance landscaping to complement the new sign (not part of current grant request). We feel a renewed entrance design will reflect the pride the homeowners have in our subdivision and give us more ability to easily maintain the area. (Please see Attachments "A, B & C" to view pictures of our current entrance to understand our concerns.) The CGHA also feels our improved entrance will benefit the City of Novi by meeting the goals of the grant program to promote a high quality, sustainable neighborhood entryway. The new materials to be used for the sign will be more durable and long-lasting than the current wood construction. If we are fortunate to be awarded this grant, our intention is to initiate this project immediately.

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

Charrington Green Subdivision is located on the east side of Meadowbrook Road. The subdivision entrance is 6/10ths of a mile north of 8 Mile Road and 4/10ths of a mile south of 9 Mile Road. The existing subdivision sign is located at the southeast corner of Meadowbrook Road and Marks Drive. The current subdivision sign is located within the existing right-of-way. The proposed sign will be installed in the same location as the existing sign. It will be no closer to the road. Attachment "D1" is a portion of a map showing the location of the subdivision entrance with the current/proposed location of the entrance sign shown by the yellow arrow. See Attachment "D2" for the site plan with the measurements of the current/proposed sign location in relationship to the right-of-way. See Attachments "E1 & E2" for sign proposal dimensions provided by the sign company, image360.

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

1. a. Age of Subdivision: 37 years old (53 homes built between 1979 and 1986)
- b. The current sign face is deteriorating, letters are fading & original posts have had to be replaced with unpainted posts. Our new sign will:
 - clearly and concisely display the subdivision name
 - endure weather elements for many decades; the new sign will be constructed of materials that are more durable and long-lasting than the current wood construction
 - provide a modern, inviting look to create a warm and welcoming entryway that depicts the mature beauty of our subdivision.
- c. Our new sign will:
 - be well lit with cost-efficient LED lighting and very clear and visible to oncoming traffic from both directions on Meadowbrook Road
 - include a graphic of "trees" to represent the mature nature of the trees in our sub, as well as the designation of the "Tree City" of Novi
 - be of a new design to eliminate "glare" from current sign lighting that causes a dangerous irritant to drivers on Meadowbrook Road
 - the new image will provide a positive impact on the City of Novi
2. a. The CGHA has a committee of five members who have been cooperatively working to obtain estimates, quotes, and city regulations/codes. We have been meeting frequently since last summer to discuss progress, prepare the proposal for our Board of Directors and to complete this application. The companies we are working with are diligent to meet the requirements of the city and to keep us within budget.
- b. Please see Attachments "F, G, & H" for accounts of how the grant money will be spent.
- c. The CGHA has money in our current general fund. There will be a one-time assessment for homeowners to establish the balance of our funding. (See Attachment "I" for narrative plan for subdivision financing) Further information is available upon request.
- d. We have an ongoing contract with Clean Cut Inc. to maintain the lawn at the common areas of the subdivision. Neighborhood volunteers work together on a frequent basis to weed and trim the areas of the landscape plantings. Neighbors are enthusiastic about the maintenance, upkeep and beautification of our subdivision.
3. a. Several sign options were reviewed and voted on by members of the committee. This application includes before pictures (Attachments "A, B, & C") and after renderings (Attachments "J & K") to demonstrate the enhancement the new sign will make to the subdivision.
- b. The company we are working with is aware of and will work in compliance with all guidelines, ordinances, and regulations of the City of Novi. (See Attachment "N" for Sign Company Compliance Letter)
- c. The Grant Application is complete per the Checklist on page 11.
- d. The project includes elements that will create a positive, modern, more efficient, and long-lasting impact on Charrington Green Subdivision as well as the City of Novi.

- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. road commission), please explain here, and attach written permission / approval from the necessary entity.

The proposed subdivision entryway sign will be a positive visual improvement for both motorists and pedestrians along Meadowbrook Road. When installed, the improved LED lighting will be environmentally considerate and more economical to use. As mentioned in "c" above, the current glare experienced by both motorists and pedestrians will be alleviated by the new sign design. When eventually completed, the new landscaping plantings will enhance the view of the entryway and will be easy and economical to maintain. Our homeowners will benefit from the environmental and economical improvements and an improved identification of our subdivision.

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

For a second phase, we are working with a landscaper to develop a potential plan that will complement our new entrance sign and include non-invasive plants that will survive with little maintenance and natural rain water.

Below are native, non-invasive plants that are being considered for the future landscaping of our entryway. We are in the planning process, but this phase is not included in this grant request. It is planned for the Spring of 2017.

Plants being considered for the landscaping of our project are:

- Erigeron pulchellus (Robin's plantain)
- Coreopsis lanceolata (Sand coreopsis)
- Iris virginica (Southern blue flag)
- Oenothera fruticosa (Sundrops)
- Lysimachia ciliata (Fringed loosestrife)
- Pycnanthemum virginianum (Mountain mint)
- Serviceberry Multi Trunk Tree
- Black-eyed Susans (Attempts will be made to save the existing Black-eyed Susans during sign installation and electrical work.)

See Attachment "O" for Potential/Future Landscape Plan

III. Funding Information

a. Estimated Total Project Costs:

\$12,691.48

b. Who provided this cost estimate?

Sign: image360; Elec: Spectrum

(Name, Title, Company)

See Attachments "F & G" for info.

(Phone Number)

c. Total amount of funds requested:

\$5,000.00

(50% project costs up to \$5,000)

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

\$2,691.48

e. 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):

N/A

*****REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project**

f. Itemized cost/unit estimates :

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
<i>Example:</i>			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

Please include:

- Association budget reflecting the ability to meet 1:1 matching requirements;
- Documentation reflecting the Association's current spending on landscape and landscape maintenance;
- Documentation indicating the last 3 years of landscape installations and spending;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (*if applicable*);
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (*if applicable*);
- Well defined, scaled plans of the proposed project.
- Map with project location identified.

****** Please remove all account numbers from any bank statements that are submitted as part of the grant application**

**** Applications will not be considered if all necessary documentation is not included**

*****Important Dates*****

October 1, 2015 – Grant application documents are available on the City website;

January 5 (1 – 5 p.m.) or January 7 (8 – 12 p.m.), 2016 – Applicants meet with Community Development staff;

January 15 – February 5, 2016 – Completed applications accepted;

March, 2016 – Beautification Committee to meet;

April, 2016 – Recommendations by Beautification Committee made to City Council; City Council awards grants.

November 15, 2016 – Project completion date (All projects must be completed or reimbursement/grant award will be forfeited).

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the City of Novi, Office of the City Manager. **All requirements must be met.** Thank you!

- Project is a permanent physical improvement located on the perimeter of the neighborhood, and not on-going or routine maintenance.
- Your Association has not received City of Novi grant funding in the previous 2 years?
- You included in the grant application a current Association budget demonstrating the ability to meet the 1:1 match.
- NA If in-kind donations are being used, formal documentation from the donating entity is included with the application.
- Documentation reflecting the Association's current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all *Residential Entranceway Signage* regulations (see *attachment*).
- Project complies with all City Ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency.
- NA If project has an impact on an adjacent property owner or non-city agency, permission or approval of project from the necessary entity is provided in application.
- 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.
- You have attended a preliminary meeting with Community Development staff.

Before Picture SE Corner of Meadowbrook & Marks



Before Picture SE Corner of Meadowbrook & Marks

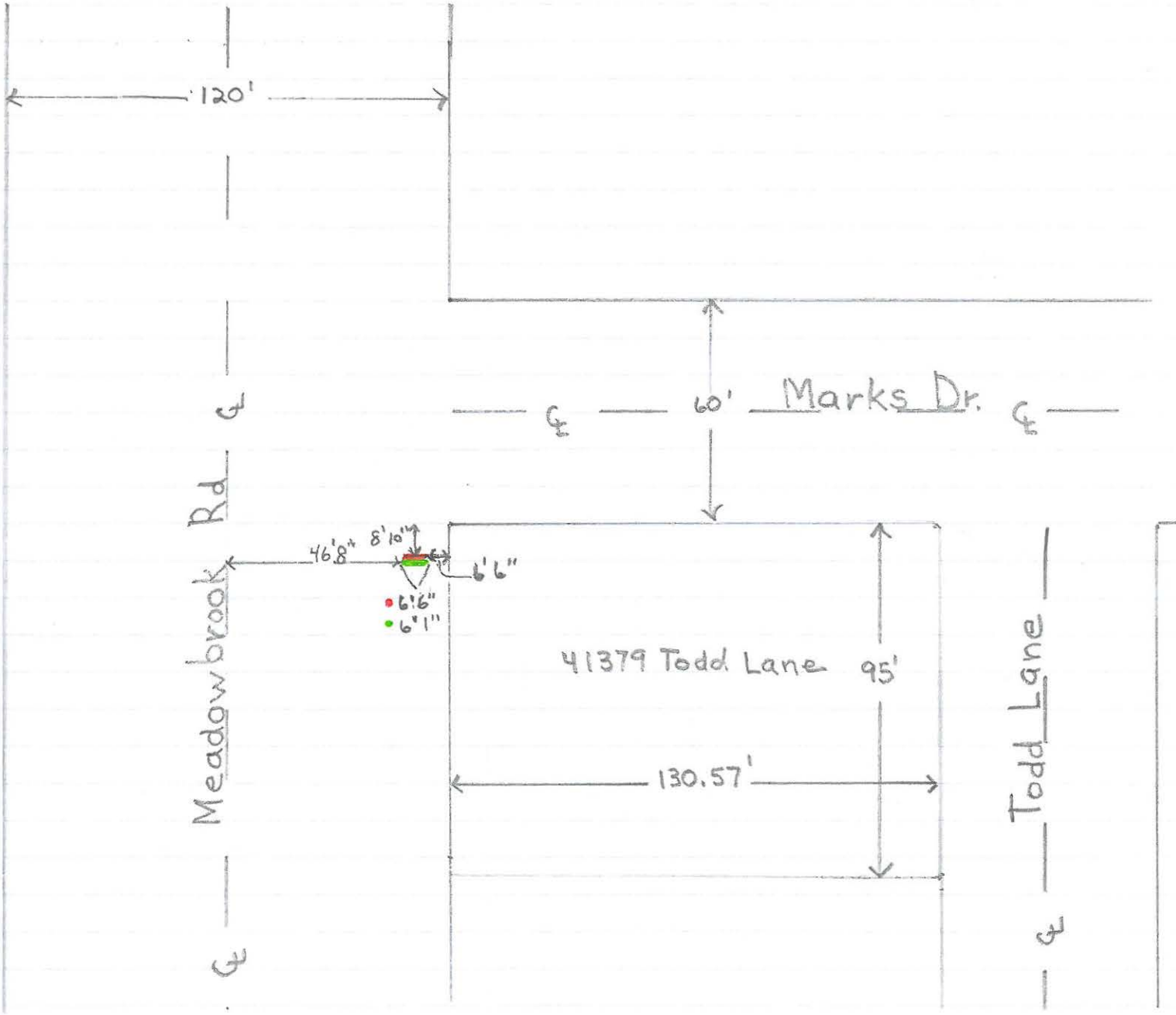




This is a view of the northeast corner of our subdivision entryway. This area is not included as part of our project for the entryway grant.

Location Aerial Showing Existing/Proposed Sign





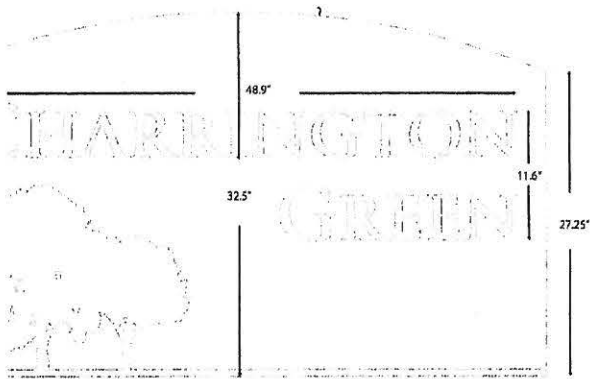
N
 ↑

— existing sign
 — proposed new sign

1 square = 10' x 10'

The new sign will be constructed in the same location as the existing sign.

FACE



TOP



MONUMENT SIGN

DESCRIPTION

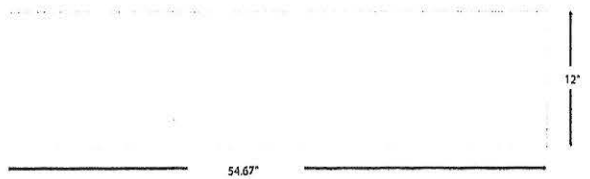
Masonry Facade

- Custom lime stone base, stile and cap
- 3 x 3 poles cemented in place of 1

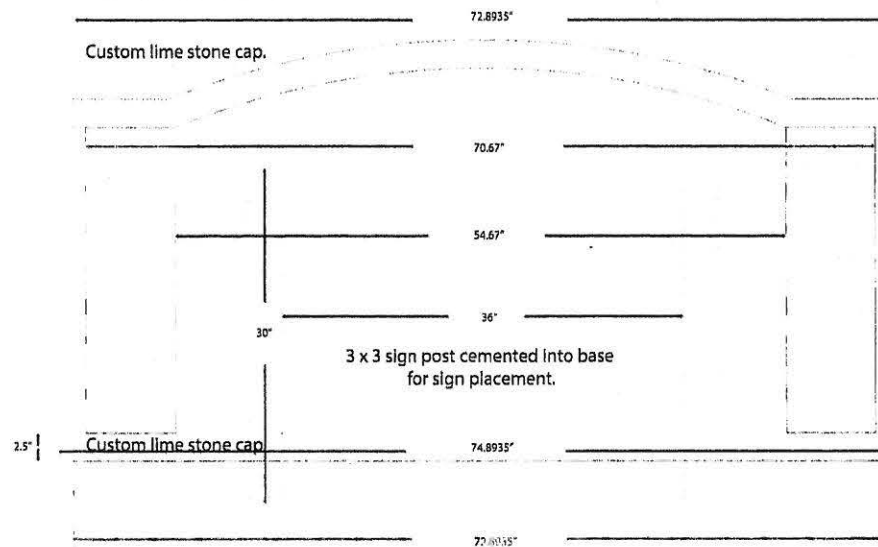
Sign face

- Synthetic stucco material, custom
- Three color sign with colored letter

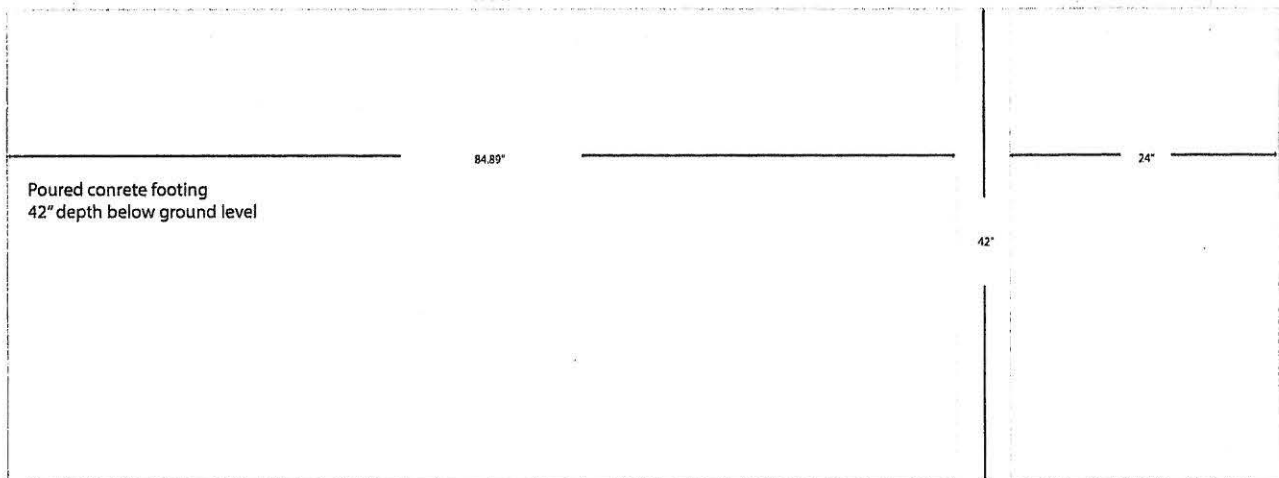
DM

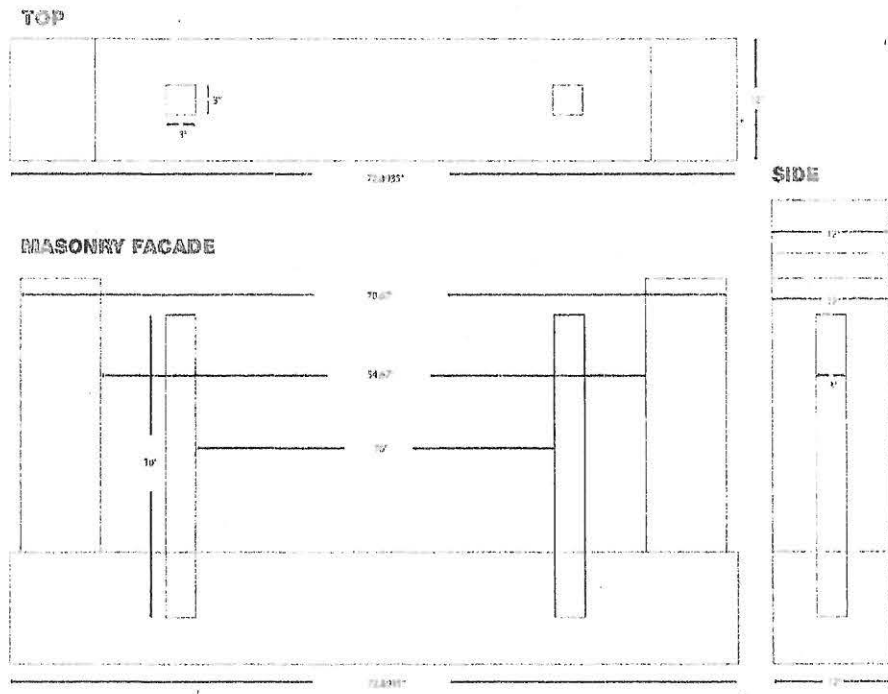
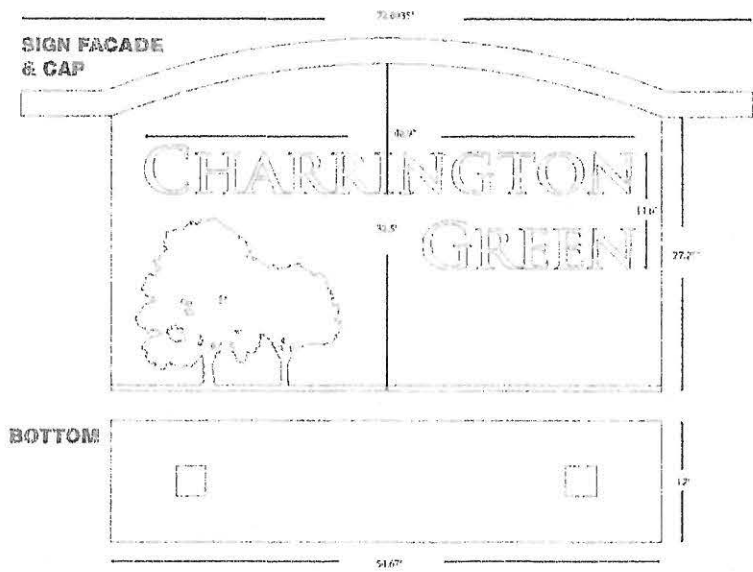


MASONRY FACADE



SIDE





ATTACHMENT SIGN
DESCRIPTION
Masonry facade
Sign face

CHARRINGTON GREEN - SIGNAGE PROPOSAL

From: **Lindsey Slavik** lslavik@image360plymouthmi.com
 Subject: Estimate Only
 Date: January 13, 2016 at 3:26 PM
 To: Mary Beth mbceresko@gmail.com

Attached is the estimate only, let me know if you need anything else from me. Have a nice night.

Lindsey Slavik
Account Manager



47581 Galleon Dr. Plymouth, MI 48170
 office 248.435.0944 ext:200 | fax 248.435.0922
lslavik@image360plymouthmi.com



47581 Galleon Dr.
Plymouth, MI 48170

ESTIMATE

E-4412

Phone: (248) 435-0944
 Fax: (248) 435-0922

Created Date: 12/23/2015 11:49 AM

Ordered By: Mary Beth Ceresko mbceresko@gmail.com (248) 380-7453

Pick Up: **Image360 - Plymouth MI**
 47581 Galleon Dr.
 Plymouth, MI 48170

Bill To: **Walk-In - Image360 - Plymouth MI**
 41281 Marks Dr.
 Novi, MI 48375

Payment Terms: Cash Customer
 Salesperson: Lindsey Slavik
 Entered By: Lindsey Slavik

Order Description: Charrington Green Monument Sign

#	Product Description	Quantity	Unit Price*	Amount
1	Monument Sign- Mascn & Panel	1	\$8,058.00	\$8,058.00
	1.1 Stock Sign - Part Qty: 1 - Price \$3408			
	1.2 Stock Sign - Part Qty: 1 - Price \$4650			
2	Design	1	\$240.00	\$240.00
	2.1 Design Service - # of Hours: 3			
3	Installation	1	\$450.00	\$450.00
	3.1 Installation - Part Qty: 1 - Price \$450			
4	Permit	1	\$160.00	\$160.00
	4.1 Permitting Service - # of Hours: 2			

Thank you for allowing us to provide you with an Estimate. This estimate covers only the services outlined below. If the scope of the work changes from the original estimate, approved revisions and additions will be charged accordingly. Our sign or graphic is a customized piece work. If you require changes to your design after it has been designed and approved, charges for additional design time as well as any restocking charges incurred will apply.

Sub Total:	\$8,908.00
Sales Tax:	\$483.48
Total:	\$9,391.48
Amount Paid:	\$0.00
Amount Due:	\$9,391.48

Signature:

Date:



17195 Silver Parkway # 331, Fenton, MI 48430
Phone 810-433-8758 Fax 810-533-7285

PROPOSAL

To: Ken Kalousek Charrington Green Rep Via email	Phone:	Date: 01-18-16
		Job location: Charrington Green – entry way lighting
We hereby submit pricing for the following work:		Breakdown
WORK INCLUDED IN PROPOSAL <ul style="list-style-type: none"> • Provide 2 outdoor LED light fixtures (output equivalent to a 250 watt flood light) lighting allowance for fixture purchase, \$175.00 per light. • Provide 2 GFCI receptacles, weather proof boxes, covers and mounting hardware. • Provide miscellaneous materials for light and receptacle installation. • Installation of 2 LED fixtures, 2 GFCI receptacles. <p style="text-align: right;">TOTAL</p>		<p style="text-align: right;">\$350.00</p> <p style="text-align: right;">\$150.00</p> <p style="text-align: right;">\$50.00</p> <p style="text-align: right;">\$400.00</p> <p style="text-align: right;">\$950.00</p>
EXTRA COST ITEMS NOT INCLUDED IN PROPOSAL <ul style="list-style-type: none"> • Pull electrical permit (2 hours labor @85.00 per hour, plus permit fee). • If required, replace existing conduit with new, (1 PVC, associated PVC fittings, 3 #12guage wires) estimated distance 150 FT from source to light / receptacle location. Conduit to be installed at a minimum depth of 24" (pricing is contingent on normal soil conditions). MISS DIG locating to be requested by Spectrum. 		<p style="text-align: right;">\$2350.00</p>
WORK NOT INCLUDED IN PROPOSAL; <ul style="list-style-type: none"> • Any work not specifically specified above • Abnormal sub-surface conditions 		
We propose to furnish labor and materials complete in accordance with the above specifications for the sum of:		
<p>All material is guaranteed to be as specified, All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Progress payments upon 50% completion and upon final completion. <u>Any payments not received within 45 days of invoice submittal, will be cause for legal action which may include lien proceedings.</u> Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers compensation insurance. This proposal may be withdrawn if not accepted within 30 days from submission date.</p> <p>Authorized signature _____</p> <p>Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified above.</p> <p>Authorized signature _____ Date _____</p>		

PROJECT DESCRIPTION	COST	TOTAL
Monument Sign (Mason & Panel)	\$8,058.00	
Sign Design	\$240.00	
Sign Installation	\$450.00	
Sign Permit	\$160.00	
Taxes	\$483.48	\$9,391.48
2 LED light fixtures	\$350.00	
2 GFCI receptacles	\$150.00	
Misc. materials	\$50.00	
Installation	\$400.00	\$950.00
If required: Electrical Permit plus Requirements to replace existing conduit, materials, labor	\$2,350.00	\$2,350.00
TOTAL PROJECT ESTIMATE		\$12,691.48

Proposed Costs:

Cost of Sign:	\$9,391.48
Cost of Electrical:	\$3,300.00
Total Cost:	\$12,691.48

Subdivision Funding Plan:

Current Checking & Savings Funds	\$ 8,655.36	Funds committed for new entrance: sign, electrical and future landscaping
Subdivision Special Assessment \$135.00 per each of 53 households (due 5/31/16)	\$ 7,155.00	
Total	\$15,810.36	
2016 Subdivision Dues (due 5/31/16) (\$65/ per 53 households)	\$ 3,445.00	Funds for on-going subdivision expenses

PLAN FOR SUBDIVISION FINANCING:

We have carefully planned for the funding of our project. To cover the initial costs, the subdivision board has agreed to use the current subdivision checking and savings funds (\$8,655.36). Our next step was to present the project to the homeowners so they would be comfortable in supporting a one-time special assessment. Per subdivision bylaws, we took a vote and received widespread support of the majority (over 90%) of voting homeowners of Charrington Green Subdivision to pay a special assessment of \$135.00 (53 homes x \$165.00 = \$7,155.00) in addition to the annual dues of \$65.00 (\$65.00 x 53 = 3,445.00). All monies are due effective May 1, 2016. Each year, 100% of our dues has been collected. In the event that we should be awarded the grant, our plan is to start the project immediately. If this starting date is prior to all of the homeowners making their payments, we have several board members/homeowners who have said they are more than willing to cover the costs for the project to continue to completion.

Please note that the annual \$65.00 dues per household will still be used for ongoing subdivision expenses, such as the lighting of our entrance sign (DTE Energy) and landscape maintenance of the common areas of our subdivision (Clean Cut Inc. & D&G Lawn Care).

The subdivision is responsible to maintain common area landscaping. We have contracted with Clean Cut, Inc. to mow along Meadowbrook Road and our park area. We have contracted with D&G Lawn Care to provide weed control and fertilizer along Meadowbrook Road. The 2015 costs for landscaping were \$2,586.69. The fiscal year ending April 2015 electrical costs were \$270.55. In addition to paying for services, neighborhood volunteers work together on a frequent basis to weed and trim the areas of the landscape plantings surrounding our sign. We are able to cover these expenses with annual dues.

Note: For the past 2 years, the board of directors generously reduced the annual dues to \$55.00 per household.

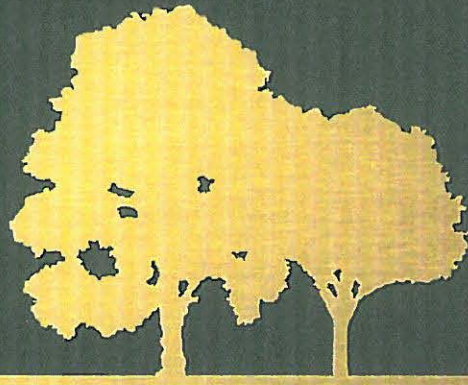
See Attachments: F & G (for Contractor Estimates)

See Attachments: L & M (for Budget Information)

54.6"

32.6"

CHARRINGTON
GREEN



46"

72.89



Page 23
Attachment K
Future View of Proposed Sign in Place

Charrington Green Subdivision
Treasurer's Report
May 1, 2015 - December 31, 2015

Income	
Dues	\$2,940.00
Tent Rentals	\$0.00
Legal Fund Interest	\$0.56
Total Income	\$2,940.56
Expenses	
Admin Supplies	\$0.00
Landscape - Mowing	\$2,215.00
Landscape - Other	\$371.69
Legal Fees	\$30.00
Postage - PO Box Rental	\$0.00
Utilities - Electric	\$181.44
other	\$139.97
Total Expenses	\$2,938.10
Net income as of December 31, 2015	\$2.46

Last 3 Years' Budget Including Landscape Spending

Charrington Green Subdivision

Treasurer's Report

May 1, 2014 - April 30, 2015

Income	
Dues	\$2,920.00
Tent Rentals	\$50.00
Legal Fund Interest	\$0.37
Total Income	\$2,970.37
Expenses	
Admin Supplies	\$41.59
Landscape - Mowing	\$2,075.00
Landscape - Other	\$242.20
Legal Fees	\$20.00
Postage - PO Box Rental	\$92.00
Utilities - Electric	\$270.55
Bank Fees	\$12.00
Total Expenses	\$2,753.34
Net Income April 30, 2015	\$217.03

Last 3 Years' Budget Including Landscape Spending

Total Checking and Savings as of April 30, 2014	\$8,436.28
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**Charrington Green Subdivision
Treasurer's Report
May 1, 2013 - April 30, 2014**

Income	
Dues	\$2,830.00
Tent Rentals	\$50.00
Legal Fund Interest	0.64
Total Income	\$2,880.64

Expenses	
Admin Supplies	\$6.00
Landscape - Mowing	\$1,740.00
Landscape - Other	\$450.24
Legal Fees	\$20.00
Postage - PO Box Rental	\$101.35
Utilities - Electric	\$305.90
	\$0.00
Total Expenses	\$2,623.49

Net Income (As of April 30, 2014)	\$257.15
-----------------------------------	----------

Last 3 Years' Budget Including Landscape Spending

Charrington Green Checking Account

Trans or CK #	Date	Description of Transaction	Account	Payment/ Debit (-)	Deposit/ Credit (+)	Balance	Recon	
		Balance as of May 1, 2013					\$4,501.83	
1095	09-May-13	Clean Cut, Inc	Landscape - Mowing	\$100.00		\$4,401.83	X	
Dep	10-May-13	Dep PNC	Dues		\$990.00	\$5,391.83	X	
EFT	16-May-13	DTE Energy	Utilities - Elec	\$22.46		\$5,369.37	X	
Dep	20-May-13	Dep PNC	Dues		\$275.00	\$5,644.37	X	
Dep	28-May-13	Dep PNC	Dues		\$275.00	\$5,919.37	X	
Dep	31-May-13	Dep PNC	Dues		\$330.00	\$6,249.37	X	
Dep	31-May-13	Dep PNC	Dues		\$165.00	\$6,414.37	X	
EFT	03-Jun-13	PNC Bank Fee	Admin Supplies	\$6.00		\$6,408.37	X	
1096	06-Jun-13	Clean Cut, Inc	Landscape - Mowing	\$270.00		\$6,138.37	X	
EFT	14-Jun-13	DTE Energy	Utilities - Elec	\$22.95		\$6,115.42	X	
Dep	24-Jun-13	Dep PNC	Dues		\$495.00	\$6,610.42	X	
Dep	29-Jun-13	Dep PNC	Dues		\$190.00	\$6,800.42	X	
Dep	08-Jul-13	Dep PNC	Tent Rental		\$50.00	\$6,850.42	X	
1097	08-Jul-13	Clean Cut, Inc	Landscape - Mowing	\$135.00		\$6,715.42	X	
EFT	16-Jul-13	DTE Energy	Utilities - Elec	\$22.50		\$6,692.92	X	
Dep	23-Jul-13	Dep PNC	Dues		\$110.00	\$6,802.92	X	
1098	12-Aug-13	Clean Cut, Inc	Landscape - Mowing	\$270.00		\$6,532.92	X	
EFT	15-Aug-13	DTE Energy	Utilities - Elec	\$23.03		\$6,509.89	X	
1099	12-Sep-13	Clean Cut, Inc	Landscape - Mowing	\$250.00		\$6,259.89	X	
EFT	13-Sep-13	DTE Energy	Utilities - Elec	\$22.75		\$6,237.14	X	
1100	08-Oct-13	Clean Cut, Inc	Landscape - Mowing	\$305.00		\$5,932.14	X	
EFT	16-Oct-13	DTE Energy	Utilities - Elec	\$25.79		\$5,906.35	X	
EFT	12-Nov-13	DTE Energy	Utilities - Elec	\$27.04		\$5,879.31	X	
1101	18-Nov-13	Clean Cut, Inc	Landscape - Mowing	\$320.00		\$5,559.31	X	
EFT	11-Dec-13	DTE Energy	Utilities - Elec	\$27.74		\$5,531.57	X	
1102	09-Dec-13	Void (destroyed by USPS)		\$0.00		\$5,531.57	X	
1103	24-Dec-13	Clean Cut, Inc	Landscape - Mowing	\$90.00		\$5,441.57	X	
EFT	13-Jan-14	DTE Energy	Utilities - Elec	\$37.21		\$5,404.36	X	
EFT	18-Feb-14	DTE Energy	Utilities - Elec	\$27.98		\$5,376.38	X	
1104	15-Mar-14	D&G Natures Way	Landscape - Other	\$221.82		\$5,154.56	X	
1105	15-Mar-14	US Postal Service	Postage/PO Box	\$92.00		\$5,062.56	X	
EFT	18-Mar-14	DTE Energy	Utilities - Elec	\$23.41		\$5,039.15	X	
EFT	15-Apr-14	DTE Energy	Utilities - Elec	\$23.04		\$5,016.11		
1106	25-Apr-14	Clean Cut, Inc	Landscape - Other	\$97.00		\$4,919.11		
1107	29-Apr-14	Hank Herbst	Landscape - Other	\$131.42		\$4,787.69		
1107			Legal Fees	\$20.00		\$4,767.69		
1107			Postage/PO Box	\$9.35		\$4,758.34		
						\$4,758.34		
						\$4,758.34		
		Balance as of April 30, 2014			\$2,623.49	\$2,880.00	\$4,758.34	

Charrington Green Money Market Savings Account

Legal Fund	\$3,500.00
Interest (considered part of General Fund)	\$177.94
Total Money Market Savings Account Balance	\$3,677.94

Last 3 Years' Budget Including Landscape Spending

Charrington Green Subdivision

Treasurer's Report

May 1, 2012 - April 30, 2013

Income	
Dues	\$3,380.00
Tent Rentals	\$100.00
Legal Fund Interest	1.81
Total Income	\$3,481.81
Expenses	
Admin Supplies	\$30.18
Landscape - Mowing	\$2,227.00
Landscape - Other	\$398.37
Legal Fees	\$20.00
Postage - PO Box Rental	\$88.00
Utilities - Electric	\$322.92
	\$0.00
Total Expenses	\$3,186.47
Net Income (As of April 30, 2013)	\$295.34



January 25, 2016

To Whom It May Concern:

We were contracted by Charrington Green Subdivision in Novi, Michigan to design, fabricate and install their new entrance sign. We have reviewed the City of Novi regulations and the sign design is in compliance with their ordinance.

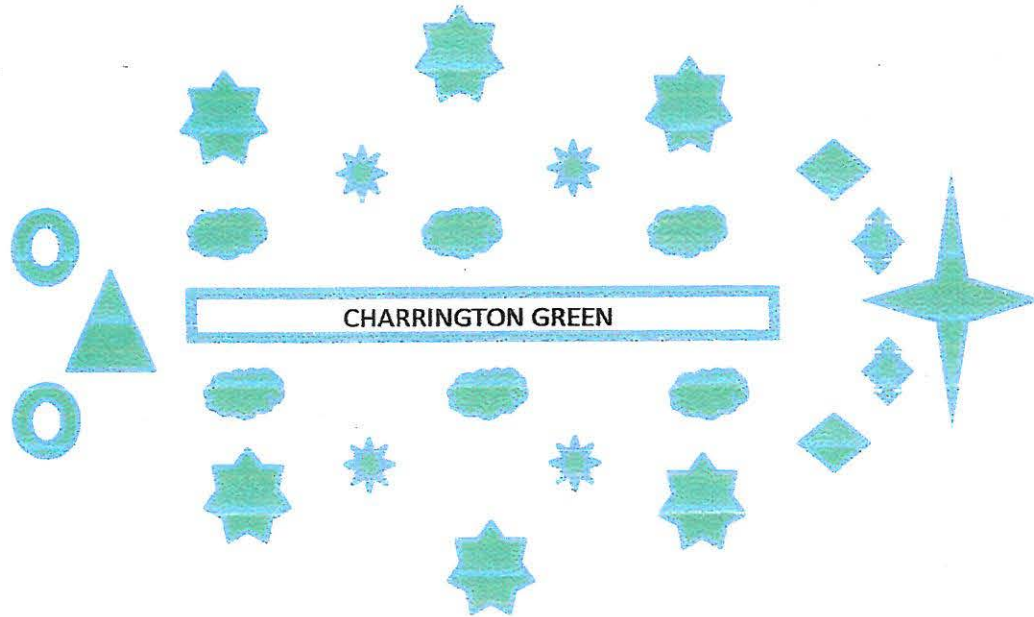
If there are any questions, please feel free to contact us.

Sincerely,









Lindsey Slavik
Account Manager

47581 Galleon Ct., Plymouth, MI 48170
phone: 248.435.0944, fax: 248.435.0922

www.image360.com/PlymouthMI



Key:

-  *Erigeron pulchellus* (Robin's plantain)
-  *Oenothera fruticosa* (Sundrops)
-  *Pycnanthemum virginianum* (Mountain mint)
-  *Coreopsis lanceolata* (Sand coreopsis)
-  Black-eyed Susans (Attempts will be made to save the existing Black-eyed Susans during sign installation and electrical work.)
-  *Iris virginica* (Southern blue flag)
-  *Lysimachia ciliata* (Fringed loosestrife)
-  Serviceberry Multi Trunk

The above are native, non-invasive plants that are being considered for the future landscaping of our entryway. We are in the planning process, but this phase is **not** included in this grant request. It is planned for the Spring of 2017.

RIVERBRIDGE APPLICATION



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Application Verification Checklist

Project name: **Riverbridge**
 Project address: **North and South ends of Riverbridge on Ashbury Dr.**
 Project Description: **2 new signs and replacement landscaping.**
 Grant Amount Requested: **\$5,000.00**
 Full Projected Cost: **\$10,900.00**

S.No	REVIEW ITEMS	YES	NOTES
	Application		
a	Is the project located at the entrance of a neighborhood? <i>(See Location Map)</i>	Yes	2 entrances
b	Is the project clearly visible from the public right-of-way? <i>(See Photographs)</i>	Yes	
c	Is it a new construction/installation of physical improvements? <i>(See Application)</i>	No	Sign replacements
d	Is it a rehabilitation of existing improvements? <i>(See Application)</i>	Yes	
e	Is it a reoccurring and/or maintenance projects? <i>(See Application)</i>	No	
f	Is the project proposing entryway signage? <i>(See Application)</i>	Yes	
g	Is the project in compliance with City's Residential Entryway Signage regulations? <i>(See Community Development review)</i>	No	Needs variance, Jeannie is working with Mr. McCue for ZBA application for variance.
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes	Materials used to be very durable
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	No	
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Size - yes Site - no	Parks (Jeff Muck) approves location on park property, north and south sites need variance
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	Yes	See above
l	Is the project impacting property owners or other non-city agencies? <i>(See Application)</i>	Yes	
m	If yes, did the applicant provide permission or approval from necessary entity? <i>(See Application)</i>	Yes	Permission from Jeff Muck for parks sign location given, Variances to be sought for sign locations
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? <i>(See Application)</i>	No	
o	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes	
p	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? <i>(See Application)</i>	No	
q	Is the project using in-kind donations to assist with funding? <i>(See Application)</i>	No	Volunteers will do plantings, but not included as line item
r	If yes, did the applicant include documentation from the donating entity? <i>(See Application)</i>	N/A	
s	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? <i>(See Application)</i>	Yes	
t	Is the Project budget, including all itemized cost estimates completed on application? <i>(See Application)</i>	Yes	



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT Grant Selection Criteria and Evaluation Report

Project name: **Riverbridge**
 Project address: **North and South ends of Riverbridge on Ashbury Dr.**
 Project Description: **2 new signs and replacement landscaping.**
 Grant Amount Requested: **\$5,000.00**
 Full Projected Cost: **\$10,900.00**

REVIEW ITEMS	Points	Awarded	Notes
1. Project Need / Impact (0-25 points)			
a. The potential impact of the project on the neighborhood.	2	2	
b. The potential impact of the project on the City of Novi.	8	5	Signs are on minor thoroughfare
c. Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	4	
d. Improvements from existing conditions of the project area.	8	8	North sign is off property - will bring onto property. South sign is overgrown
e. The age of the subdivision.	2	2	(+) 22 years old.
TOTAL POINTS FOR PROJECT NEED/IMPACT	25	21	
2. Project Feasibility (0-25 points)			
a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	4	Not demonstrated - volunteers for plant installation
b. An Itemized account of how the money is to be spent.	5	5	Some expenses have supporting detail, not all
c. The organization's fiscal responsibility and management qualifications.	5	5	
d. The amount of matching dollars that the organization has and is willing to contribute.	5	5	
e. History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	3	No past projects demonstrated beyond maintenance by Begonia Brothers, Mike's Tree service, D&G Nature's Way
TOTAL POINTS FOR PROJECT FEASIBILITY	25	22	
3. Project Sustainability (0-25 points)			
a. Project is well planned and ready for implementation.	9	8	Much required information is not provided
b. Project abides by all necessary laws and ordinances.	9	6	Zoning variance required for north and south signs - not obtained. Letter from parks stating that south sign can maintain current location has been provided
c. Grant application includes well defined, scaled plans.	2	2	
d. Grant application is complete and accurate.	5	4	Much required information is not provided
TOTAL POINTS FOR PROJECT SUSTAINABILITY	25	20	
Need/Impact + Feasibility + Sustainability =	75	63	
4. Project Bonus Points			
a. Use of native plant in designs.	2	2	
b. Use of xeriscaping - plants that do not require irrigation.	2		
c. Locally sourced materials.	2		
d. Use of LED lighting and/or solar power for signs/lighting.	2		
e. No peat included in soils or soil amendments.	2		
g. Use of groundcovers not on the invasive list instead of mulch.	2		
TOTAL POINTS FOR PROJECT BONUS POINTS	12	2	
TOTAL APPLICATION SCORE (incl. Bonus Points)	87	65	



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: February 5, 2016

I. Applicant Information

Association Name: RIVERBRIDGE HOMEOWNERS ASSOCIATION

Age of Association: 22

First-time Applicant?: Yes No

If No, date of last application submission:

Project Leader: RANDALL P. MCCURE

Office Held/Position within organization: PRESIDENT RIVERBRIDGE HOA

Address: 43336 RIVERBRIDGE COURT
NOVI, MI 48375

Telephone: 734-709-8997 E-Mail: rmccure@aol.com

II. Project Information

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

- In Riverbridge, the North & South entrance signs are to be replaced with new signs.
- Existing signs are weathered, rusty, faded, and are NOT beautiful.
- Both existing signs (north/south) are to be removed.
- Existing landscaping will be removed.
- Current south end sign lies off RB property, but is outside the right of way easement; we wish to retain the location. Please see attached sketches.
- Current north end sign lies off RB property, and inside right of way easement; we wish to relocate it within RB property and outside the right of way easement. Attached sketches clearly show locations.
- New signs will get new flower/rock garden with Hosta & Day Lily flowers.
- New rock/flower garden to be covered with hardwood mulch.

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

See attached sketches that show location with detail.

- 1 new sign at Riverbridge north end.
- 1 new sign at Riverbridge south end.

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

- Current signs are approximately 20 years old and show signs of deterioration. Construction materials were wood, paint, stone, and steel.
- New signs to be made of modern, colorful, bright, heavy duty, durable, and weather resistant plastic. They should have a useful life of 15-20 years.
- Project is new, permanent construction; not maintenance work.
- New signs will be elegant, artistic, beautiful, warm, simple, evocative, and inviting. Yet, they will retain the colors, font, and character of the original signs.
- Riverbridge can show financial capability to successfully carry out the project.
- Detailed plans and locations are included in this submission.
- The new flower/rock gardens will use Hosta and Day Lily flowers which meet the criteria of not requiring constant watering.
- New ground cover will be hardwood mulch.

- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. road commission), please explain here, and attach written permission / approval from the necessary entity.

This is a modest project that will have little or no effect on the surrounding environment.

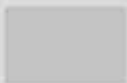
The current north sign location actually lies within Ashbury Road right of way easement, so will be moved south onto Riverbridge common area.

The south sign will retain it's current location, which is not within ROW easement.

The new flower/rock gardens will not require constant watering, and ground cover will be hardwood mulch.

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

The new flower/rock gardens will use Hosta, Day Lily, and hardwood mulch for ground cover.



III. Funding Information

a. Estimated Total Project Costs:

\$10,900

b. Who provided this cost estimate?

R McCure, President RB HOA

(Name, Title, Company)

734-709-8997

(Phone Number)

c. Total amount of funds requested:

\$5,000

(50% project costs up to \$5,000)

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

n/a

e. 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):

Riverbridge Board members will construct the flower/rock gardens as volunteer work to keep the costs reasonable.

*****REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project**

f. Itemized cost/unit estimates :

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
<i>Example:</i>			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

Please include:

- Association budget reflecting the ability to meet 1:1 matching requirements;
- Documentation reflecting the Association's current spending on landscape and landscape maintenance;
- Documentation indicating the last 3 years of landscape installations and spending;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (*if applicable*);
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (*if applicable*);
- Well defined, scaled plans of the proposed project.
- Map with project location identified.

****** Please remove all account numbers from any bank statements that are submitted as part of the grant application**

**** Applications will not be considered if all necessary documentation is not included**

*****Important Dates*****

October 1, 2015 – Grant application documents are available on the City website;

January 5 (1 – 5 p.m.) or January 7 (8 – 12 p.m.), 2016 – Applicants meet with Community Development staff;

January 15 – February 5, 2016 – Completed applications accepted;

March, 2016 – Beautification Committee to meet;

April, 2016 – Recommendations by Beautification Committee made to City Council; City Council awards grants.

November 15, 2016 – Project completion date (All projects must be completed or reimbursement/grant award will be forfeited).

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the City of Novi, Office of the City Manager. **All requirements must be met.** Thank you!

- Project is a permanent physical improvement located on the perimeter of the neighborhood, and not on-going or routine maintenance.
- Your Association has not received City of Novi grant funding in the previous 2 years?
- You included in the grant application a current Association budget demonstrating the ability to meet the 1:1 match.
- ~~If in-kind donations are being used, formal documentation from the donating entity is included with the application.~~
- Documentation reflecting the Association's current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all *Residential Entranceway Signage* regulations (see attachment).
- Project complies with all City Ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency.
- ~~If project has an impact on an adjacent property owner or non-city agency, permission or approval of project from the necessary entity is provided in application.~~
- 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.
- You have attended a preliminary meeting with Community Development staff.

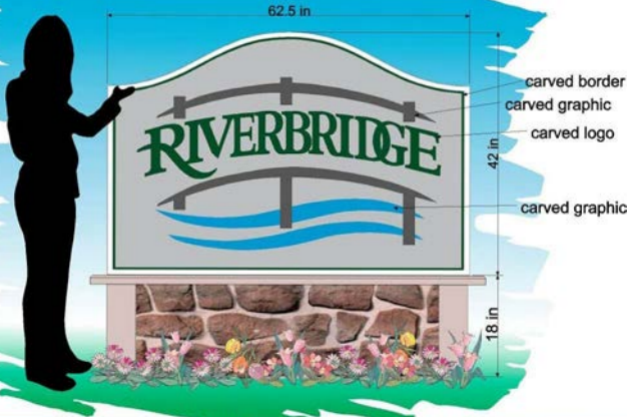
RIVERBRIDGE, Novi MI

Estimated Budget - New Sign Project

R McCure, 31jan16

ITEM	SUPPLIER	QUOTE
Signs, 1 each North & South Installation included	Sign Stuff Livonia, MI	\$8,200
Removal of existing signs and shrubs.	Mike's Tree Service	\$900
New plants, Hosta & Day Lily	Estimate	\$500
New hard wood mulch	Estimate, \$50/yard X 10 yards	\$500
Earth moving, south end	Estimate, level surface required for sign base	\$500
New flower/rock garden preparation	Riverbridge Board Members volunteer	No charge
Variance request for North Sign	City of Novi	\$300
	Total project cost	\$10,900
	Contribution from reserve general fund	\$3,000
	Project less general fund contribution	\$7,900
	Total households in RB	55
	Special Assesment per household, WITH NO matching contribution from Novi	\$143.64
	Special Assesment per household, WITH matching contribution from Novi	\$57.27

© 2015 Sign Stuff, Inc. - Order Riverbridge - v6



NEW SIGN RETAINS COLORS, FONT, and CHARACTER OF OLD SIGN

Novi Bowl Family Fun Center

NOVI ROAD

ASHBURY ROAD

NORTH END SIGN LOCATION

NORTH



RIVERBRIDGE

CHASE FARMS

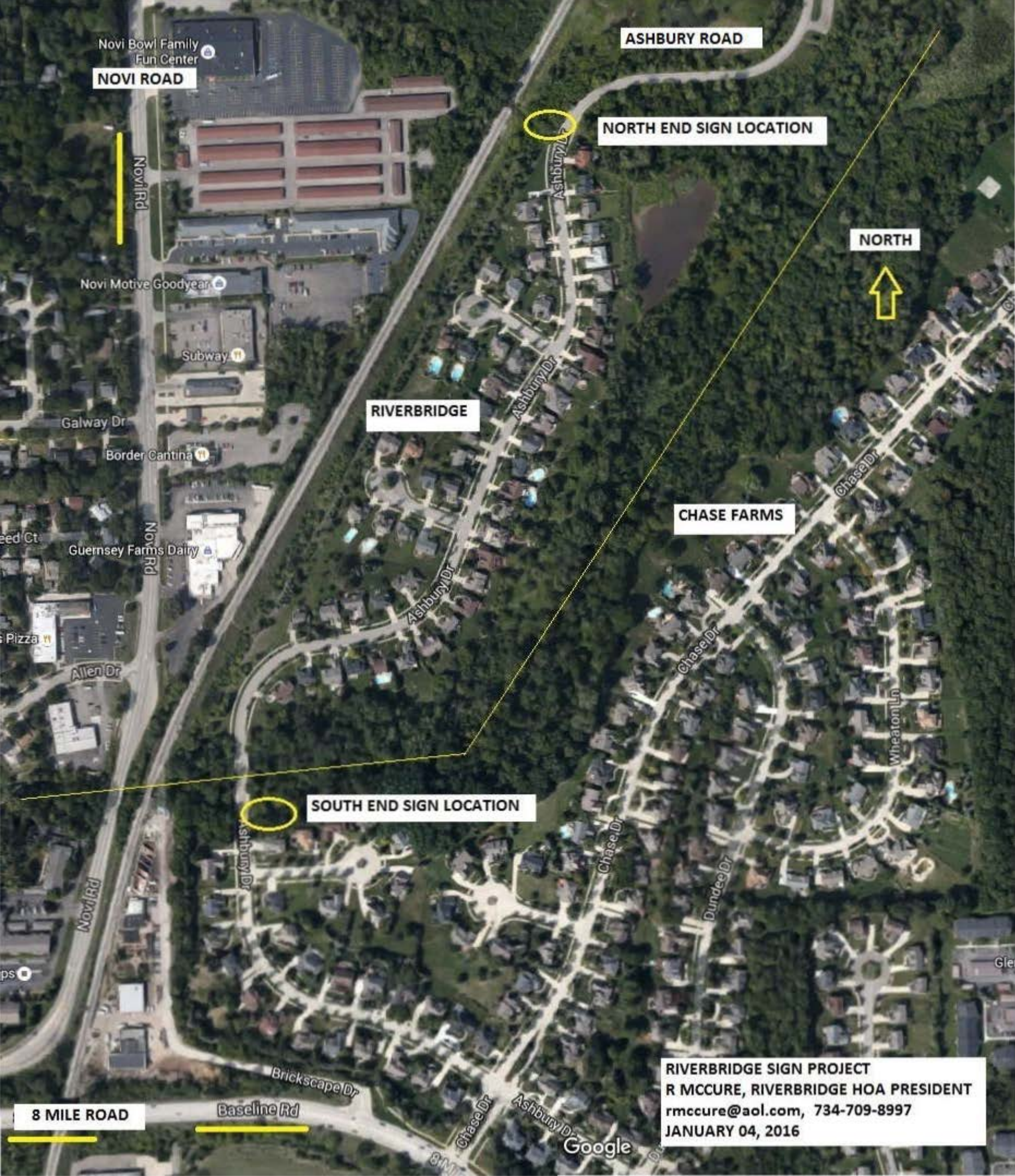
SOUTH END SIGN LOCATION

RIVERBRIDGE SIGN PROJECT
R MCCURE, RIVERBRIDGE HOA PRESIDENT
rmccure@aol.com, 734-709-8997
JANUARY 04, 2016

8 MILE ROAD

Baseline Rd

Google



RIVERBRIDGE NORTH END DETAIL

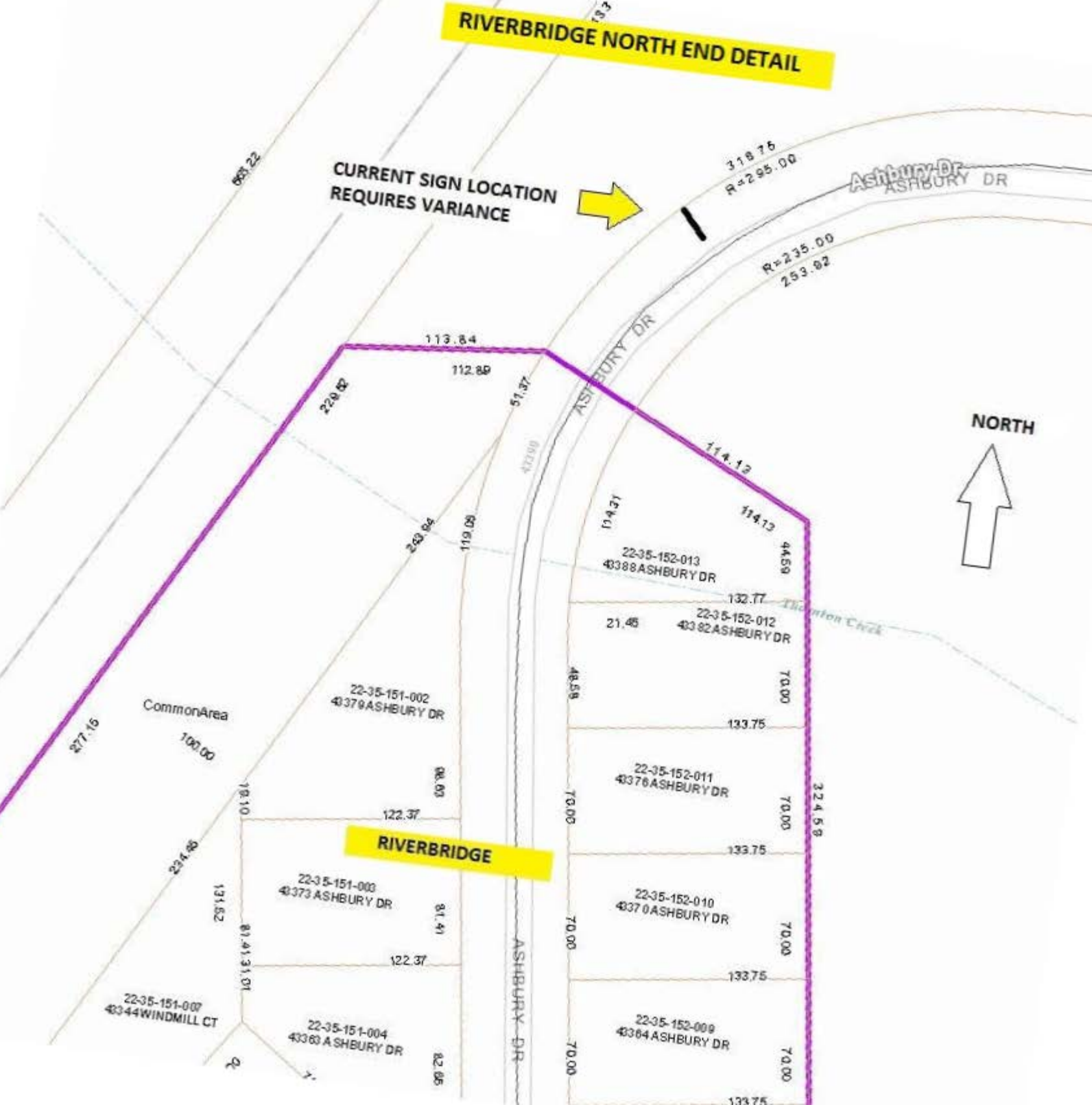
**CURRENT SIGN LOCATION
REQUIRES VARIANCE**



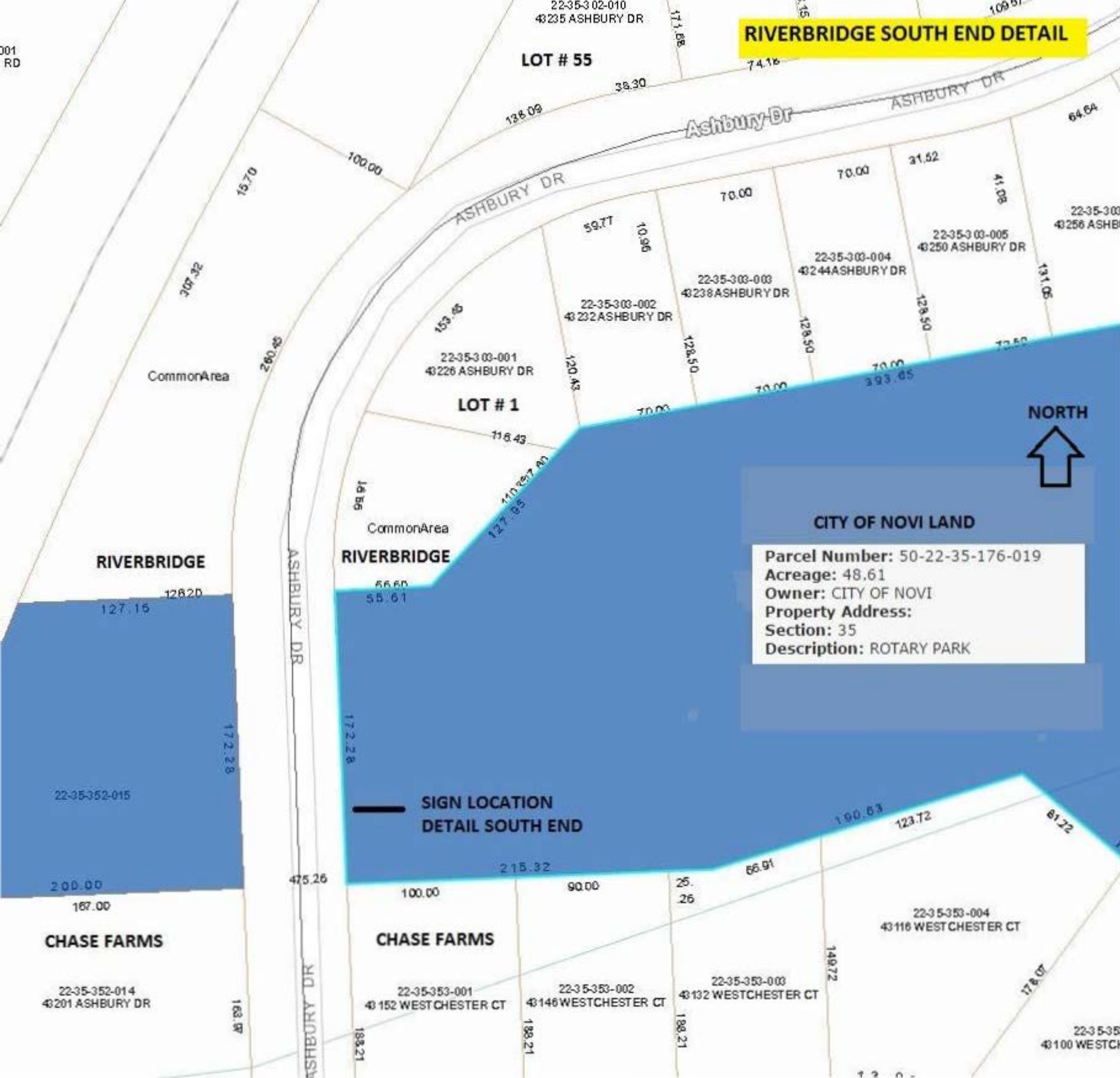
318.76
R=295.00

R=235.00
253.82

Ashbury Dr
ASHBURY DR



RIVERBRIDGE SOUTH END DETAIL



LOT # 55

ASHBURY DR

LOT # 1

RIVERBRIDGE

RIVERBRIDGE

CHASE FARMS

CHASE FARMS

CITY OF NOVI LAND

Parcel Number: 50-22-35-176-019
Acreage: 48.61
Owner: CITY OF NOVI
Property Address:
Section: 35
Description: ROTARY PARK

SIGN LOCATION
DETAIL SOUTH END



22-35-302-010
43235 ASHBURY DR

136.09

38.30

74.16

Ashbury Dr

ASHBURY DR

64.64

15.70

100.00

209.32

Common Area

260.45

153.16

22-35-303-001
43226 ASHBURY DR

59.77

10.96

22-35-303-002
43232 ASHBURY DR

22-35-303-003
43238 ASHBURY DR

22-35-303-004
43244 ASHBURY DR

22-35-303-005
43250 ASHBURY DR

22-35-303
43256 ASHBURY DR

131.05

128.50

72.50

393.65

70.00

70.00

718.43

149.66

Common Area

117.27 An
127.65

56.60
55.61

127.16

128.20

22-35-352-015

172.28

172.28

200.00

167.00

475.26

100.00

90.00

26.26

66.91

190.63

123.72

81.72

22-35-353-004
43116 WESTCHESTER CT

22-35-352-014
43201 ASHBURY DR

163.87

22-35-353-001
43152 WESTCHESTER CT

22-35-353-002
43146 WESTCHESTER CT

22-35-353-003
43132 WESTCHESTER CT

149.72

198.21

188.21

188.21

22-35-353
43100 WESTCHESTER CT

**RIVERBRIDGE SOUTH ENTRANCE
CURRENT SIGN**

**SOUTH BRIDGE
OVER WALLED LAKE BRANCH**



RIVERBRIDGE SOUTH ENTRANCE
CURRENT SIGN



**RIVERBRIDGE SOUTH ENTRANCE
CURRENT SIGN**



**RIVERBRIDGE SOUTH ENTRANCE
PROPOSED NEW SIGN**



**REMOVE ALL CURRENT PLANTS INSIDE OF THE ISLAND.
RE-POPULATE WITH HOSTAS, DAY LILLIES.
RE-COVER FLOWER BED WITH NEW HARDWOOD MULCH.**

**RIVERBRIDGE NORTH ENTRANCE
CURRENT SIGN**

**RB PROPERTY
LINE**



THORNTON CREEK BRIDGE



NOVI CITY PROPERTY



RIGHT OF WAY EASEMENT

**RIVERBRIDGE NORTH ENTRANCE
PROPOSED NEW SIGN**

RB PROPERTY LINE



THORNTON CREEK BRIDGE



**RIGHT OF WAY EASEMENT
VARIANCE REQUIRED**



RIVERBRIDGE NORTH END SIGN LOCATION
R MCCURE, 12jan16

NEW SIGN TO BE IN
SAME LOCATION.



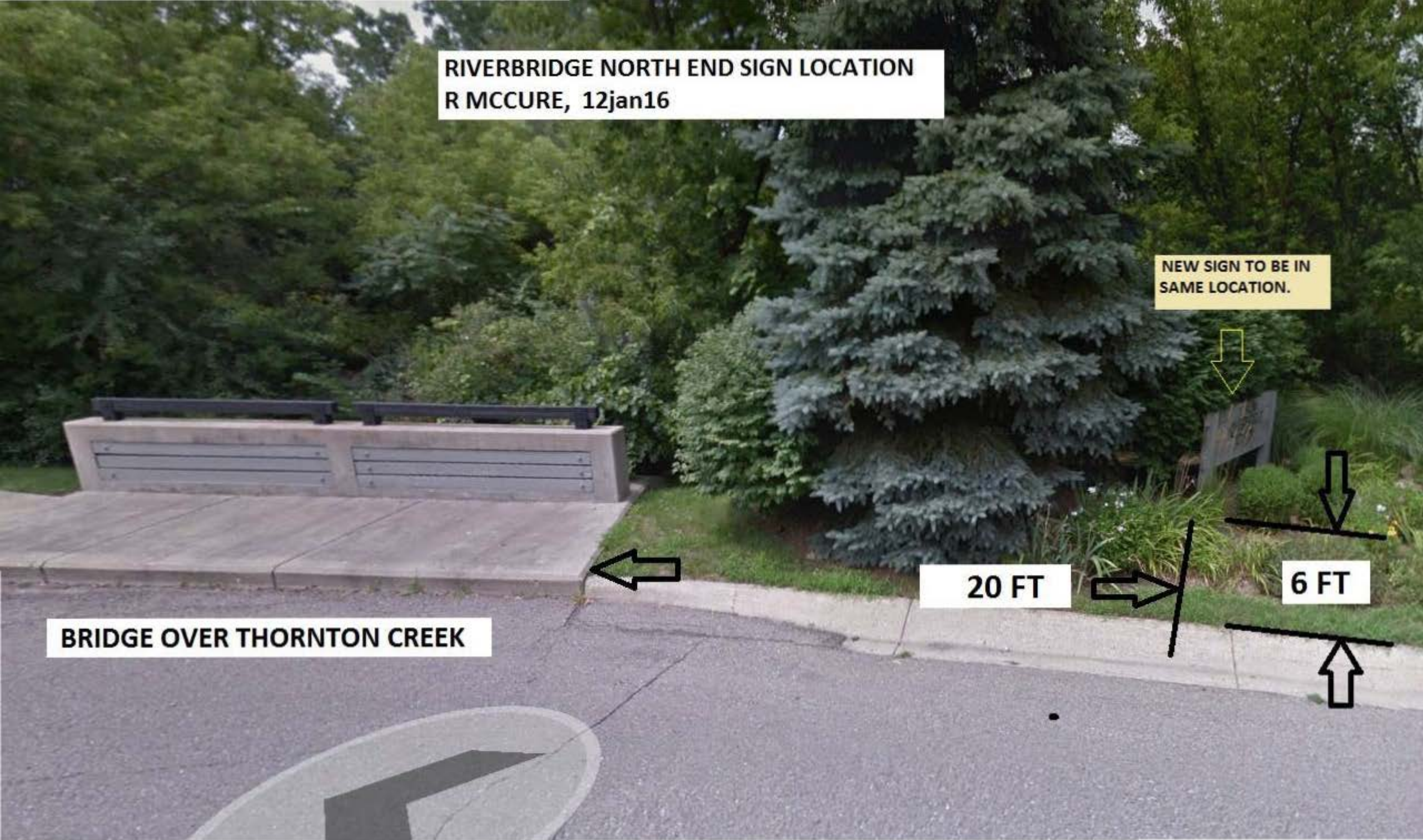
20 FT



6 FT



BRIDGE OVER THORNTON CREEK



LANDSCAPE BEAUTIFICATION

Riverbridge Subdivision

	2013	2014	2015
<i>Begonia Brothers</i>	\$ 3,559.18	\$4128.00	\$2900.00
Mikes tree service	\$ 0	\$ 0	\$262.00
D&G Nature's Way	\$ 0	\$ 0	\$262.00
Entrance Sign Repair	\$ 0	\$ 850.00	\$ 131.08



MIKE'S TREE SERVICE

Tree & Bush Trimming
and Removal
Plymouth, Michigan 48170
734-459-3707

C-302-8844

CUSTOMER'S ORDER NO. PHONE DATE

248-679-5378 1-24-16

NAME

Riverbridge H.O.A / Randall Knight

ADDRESS

SOLD BY CASH C.O.D. CHARGE ON ACCT. MOSE. RET'D. PAID OUT

QTY. DESCRIPTION PRICE AMOUNT

QTY.	DESCRIPTION	PRICE	AMOUNT
	Remove both signs and bases at the entrances		
	Cut off wooden part of signs		
	Haul debris to the landfill		
	Remove bushes at South entrance		
	cut back scrub growth five feet around the corner at the North entrance, cut/low		
		\$900.00	

Save \$25 with any cash payment.

TAX

RECEIVED BY TOTAL

4050

All claims and returned goods MUST be accompanied by this bill.

THANK YOU

Riverbridge Budget

Expenditures	2014-2015	2015-2016
Begonia Brothers	\$ 4000.00	\$4400.00
Fertilizer for Entrances – D&G	\$80.00	\$182.00
Tree care	\$700.00	\$700.00
Snow Removal – entrances	\$0.00	\$400.00
Post Office Box	\$0.00	\$62.00
Auto Owners Insurance	\$800.00	\$827.00
CNA Surety	\$200.00	\$200.00
State Of Michigan Report	\$20.00	\$20.00
Easter Egg Hunt	\$60.00	\$65.00
Garage Sale	\$25.00	\$29.00
Block Party	\$675.00	\$900.00
Neighborhood Social	\$165.00	\$120.00
Misc Expenses	\$200.00	\$250.00
Repairs	\$500.00	\$500.00
Total	\$7425.00	\$8,635.00

TAFT KNOLLS APPLICATION



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Application Verification Checklist

Project name: **Taft Knolls**
 Project address: **Northeast and Southeast corner of Taft Rd. and Jacob Dr.**
 Project Description: **Landscaping update and addition of solar light.**
 Grant Amount Requested: **\$1,870.50**
 Full Projected Cost: **\$3,741.00**

S.No	REVIEW ITEMS	YES	NOTES
	Application		
a	Is the project located at the entrance of a neighborhood? <i>(See Location Map)</i>	Yes	
b	Is the project clearly visible from the public right-of-way? <i>(See Photographs)</i>	Yes	
c	Is it a new construction/installation of physical improvements ? <i>(See Application)</i>	No	Mostly enhancement of existing (new light)
d	Is it a rehabilitation of existing improvements? <i>(See Application)</i>	No	Enhancement of existing
e	Is it a reoccurring and/or maintenance projects? <i>(See Application)</i>	No	Mulch across entire landscape area is more maintenance in nature.
f	Is the project proposing entryway signage? <i>(See Application)</i>	No	
g	Is the project in compliance with City's Residential Entryway Signage regulations? <i>(See Community Development review)</i>	N/A	There is no sign work proposed.
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes	No natives, but most proposed plants seem to be perennial, durable in conditions.
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	No	
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes	
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	Yes	
l	Is the project impacting property owners or other non-city agencies? <i>(See Application)</i>	No	
m	If yes, did the applicant provide permission or approval from necessary entity? <i>(See Application)</i>	N/A	
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? <i>(See Application)</i>	No	
o	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes	
p	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? <i>(See Application)</i>	No	
q	Is the project using in-kind donations to assist with funding? <i>(See Application)</i>	No	
r	If yes, did the applicant include documentation from the donating entity? <i>(See Application)</i>	N/A	
s	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? <i>(See Application)</i>	Yes	
t	Is the Project budget, including all itemized cost estimates completed on application? <i>(See Application)</i>	Yes	



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Grant Selection Criteria and Evaluation Report

Project name: **Taft Knolls**
 Project address: **Northeast and Southeast corner of Taft Rd. and Jacob Dr.**
 Project Description: **Landscaping update and addition of solar light.**
 Grant Amount Requested: **\$1,870.50**
 Full Projected Cost: **\$3,741.00**

REVIEW ITEMS	Points	Awarded	Notes
1. Project Need / Impact (0-25 points)			
a. The potential impact of the project on the neighborhood.	2	2	Enhanced landscaping will broaden appearance of entry
b. The potential impact of the project on the City of Novi.	8	6	Location on Taft Road across from school - not major road
c. Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5	
d. Improvements from existing conditions of the project area.	8	6	Existing landscaping attractive, but small
e. The age of the subdivision.	2	2	HOA is 10 years old.
TOTAL POINTS FOR PROJECT NEED/IMPACT	25	21	
2. Project Feasibility (0-25 points)			
a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	Program will be hired out to landscape contractor - funds are available
b. An itemized account of how the money is to be spent.	5	5	
c. The organization's fiscal responsibility and management qualifications.	5	5	
d. The amount of matching dollars that the organization has and is willing to contribute.	5	5	
e. History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	4	
TOTAL POINTS FOR PROJECT FEASIBILITY	25	24	
3. Project Sustainability (0-25 points)			
a. Project is well planned and ready for implementation.	9	6	
b. Project abides by all necessary laws and ordinances.	9		
c. Grant application includes well defined, scaled plans.	2	0	
d. Grant application is complete and accurate.	5	3	
TOTAL POINTS FOR PROJECT SUSTAINABILITY	25	9	
Need/Impact + Feasibility + Sustainability =	75	54	
4. Project Bonus Points			
a. Use of native plant in designs.	2		
b. Use of xeriscaping - plants that do not require irrigation.	2		
c. Locally sourced materials.	2		
d. Use of LED lighting and/or solar power for signs/lighting.	2	2	
e. No peat included in soils or soil amendments.	2		
g. Use of groundcovers not on the invasive list instead of mulch.	2		
TOTAL POINTS FOR PROJECT BONUS POINTS	12	2	
TOTAL APPLICATION SCORE (incl. Bonus Points)	87	56	

Novi Neighborhood Entryway Enhancement Matching Grant Program

Office of the City Manager

2015



cityofnovi.org

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Everything You Need to Know About...Residential Entranceway Signage



Neighborhood Entryway Enhancement Matching Grant Program

Purpose

The Neighborhood Entryway Enhancement Matching Grant Program was established by City Council to provide funding assistance to City of Novi Homeowners Associations to support their efforts to enhance their neighborhoods through high-quality, sustainable neighborhood entranceway beautification projects. These projects are intended to beautify a subdivision entrance through significant and permanent physical improvements, including adding/modifying entrance signs, constructing flower beds, planting trees, upgrading lighting, and other related entryway improvements. Neighborhoods are eligible for a 50% match up to a maximum \$5,000, at the City's sole discretion. A neighborhood is not eligible to be awarded a grant in consecutive years.

Directions

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

Complete the application providing all required information and any supplemental materials. One electronic copy, and all attachments, must be submitted via email to the City of Novi Manager's Office to EntrywayGrant@cityofnovi.org by February 5, 2016. ***All required materials must be submitted by this date for application consideration.** If you have any questions or concerns, you may contact the Novi City Manager's office at 248.347.0445 or at EntrywayGrant@cityofnovi.org.

Required Application Materials

- A current Association budget demonstrating the ability to meet the 1:1 matching requirements and to maintain the project in the future.
 - Complete bank statements are **not required**; however, should the Association choose to provide these documents, please be sure all account numbers are removed before submittal of application.
- If In-kind donations (such as donated professional services or materials, and excluding volunteer labor) are to be used to assist in the fund matching, the association must submit formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project.
- Documentation reflecting the Association's current and previous spending on landscape and landscape maintenance.
- If there is an impact on property owners or other non-city agencies (e.g. Road Commission for Oakland County) provide written permission / approval from the necessary entity (if applicable).
- Well defined, scaled plans of the proposed project.
- Map with project location identified.



Policies

1. To qualify, projects must be located at the entrance of a neighborhood, clearly visible from the public right-of-way. Eligible projects may be either new construction/installation of physical improvements or a rehabilitation of existing improvements. Examples include entryway signage, updated landscape beds, benches, lighting and streetscape amenities. **Reoccurring and/or maintenance projects are not eligible.**
2. Priority will be given to projects that are expected to have the greatest positive effect for the City of Novi.
3. Grant project funding requires at least an equal (1:1) match from the Association and may not exceed 50% of the total cost of the project or a maximum amount of \$5,000. If the funding from the City and the portion provided for by the receiving organization is not sufficient to complete the project, then the receiving organization is responsible for raising the difference. **The intent of this grant is not to completely fund projects, but to assist with as many projects as possible throughout the community.** The amount awarded will be reimbursed directly to the applying organization upon successful completion of project and conformance with all standards of the program.
4. The City of Novi will disburse the awarded amount to the organization/Home Owner's Association (not the contractor) upon proof of payment of the organization's cost and proof of completion of the entire project (proof of payment may be shown through sworn statements, canceled checks, copy of contract, release of lien, etc.). **The request for reimbursement and proof of project completion must be made by November 15, 2016.**
5. An organization/Home Owner's Association is limited to no more than one award every two years.
6. 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 Association into the future.
7. Project work must not begin and permits shall not be obtained until grant approval from City Council. **Project work must be completed by the end of construction season (November 15, 2016).**
8. Projects are strongly encouraged to be environmentally sensitive and be of a sustainable nature.
9. All selected projects must comply with City of Novi Ordinances, as well as state and local laws. Appropriate permits must be obtained after grant approval. *If you have any questions concerning ordinance compliance, you may view the City of Novi Code of Ordinances at: https://www.municode.com/library/mi/novi/codes/code_of_ordinances?nodid=CD_ORD_NOVI_MICHIGAN*

or contact Community Development. The City has the right to decline project reimbursement after project approval if the appropriate permits are not obtained to ensure project completion by **November 15, 2016**.

10. Projects must abide by the regulations listed in the City's *Residential Entryway Signage* document. Please refer to these regulations attached at the end of this document. You can also find them on the City of Novi's website at <http://cityofnovi.org/City-Services/Community-Development/Information-Requirements-Sheets,-Checklists,-Manua/ResidentialEntrancewaySignRequirements.aspx>. **Applicants must meet with Community Development personnel to ensure that their project abides by these regulations prior to grant application submittal. Two meeting times have been scheduled for applicants to meet with city staff:**

Tuesday, January 5th, 2016 1 – 5 p.m.

Thursday, January 7th, 2016 8 a.m. – 12 p.m.

11. If there is an impact on property owners or other non-city agencies (e.g. Road Commission for Oakland County) written permission / approval from the necessary entity must be provided.

12. **The use of invasive species will not be permitted.** Please refer to the list of species known to be invasive at www.misin.msu.edu/facts. If a plant you intend to use is listed, you must replace it with a noninvasive plant.

13. Grant applications will be accepted once per calendar year (**due date is February 5th, 2016**). Recommendation for approval of qualifying projects will be provided by the Beautification Committee to the Novi City Council for final grant approval. All grant applicants will be notified regarding City Council's final decision immediately after decisions are announced.

Important Dates

October 1, 2015 – Grant application documents are available on the City website;

January 5 (1 – 5 p.m.) *or* January 7 (8 – 12 p.m.), 2016 – Applicants meet with Community Development staff;

January 15 – February 5, 2016 – Completed applications accepted;

March, 2016 – Beautification Committee to meet;

April, 2016 – Recommendations by Beautification Committee made to City Council; City Council awards grants.

November 15, 2016 – Project completion date (All projects must be completed or reimbursement/grant award will be forfeited).



Grant Selection Criteria & Evaluation Process

The evaluation process will be conducted by the City of Novi Beautification Commission (find out more about the Commission at <http://cityofnovi.org/Government/Boards-and-Commissions.aspx#Beautification>). The Commission will establish qualifying projects and provide recommendations to City Council for final approval.

Beautification Commission meeting date and time will be provided after all applications are submitted to the City. At least one representative from the applicant organization should be present to answer any questions regarding the application.

The evaluation will be scored on a 75 point system, being divided into the following three categories:

1. Project Need & Impact (0–25 points)

- a. The age of the subdivision.
- b. Improvement from existing conditions of the project area.
- c. The potential impact of the project on the neighborhood; project's ability to establish the neighborhood and create an inviting subdivision entrance.
The potential impact of the project on the City of Novi; project's creativity and visibility along major corridors.

2. Project Feasibility (0-25 points)

- a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.
- b. An itemized account of how the money is to be spent.
- c. The organization's fiscal responsibility and management qualifications.
- d. History of maintenance; whether the association has demonstrated the ability to maintain past neighborhood or entry improvement projects.

3. Project Sustainability (0-25 points)

- a. Project is well planned and ready for implementation.
- b. Grant application includes well defined, scaled plans, including a description of how the finished project will look like (*It is strongly encouraged to include a design sketch, with plant counts if project includes plants*).
- c. Project abides by all necessary laws and ordinances.
- d. Grant application is complete and accurate (*see Checklist on pg. 11*).
- e. The project includes sustainable design elements.

Bonus Points: The following list is meant to further encourage sustainability and environmentally sound practices:

- Use of native plants in designs.
- Use of xeriscaping – plants that do not require irrigation.
- Locally sourced materials.
- Use of LED lighting for signs (if lighting is proposed).
- Use of solar power for powering sign lighting.
- No peat included in soils or soil amendments – only compost/leaf mold/sand.
- Only hardwood or pine bark mulch (whole trees are sometimes used to create cypress mulch).
- Use of groundcovers not on the invasive list instead of mulch.



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: February 5, 2016

I. Applicant Information

Association Name: Taft Knolls Home Owners Association

Age of Association: 10 years

First-time Applicant?: Yes No

If No, date of last application submission:

Project Leader: Brennon White

Office Held/Position within organization: EntryWay improvements subcommittee Chair

Address: 45344 Jacob dr
Novi, Mi 48375

Telephone: 734-731-4806

E-Mail: blwhite72@yahoo.com

II. Project Information

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

Taft Knolls Jacob Dr Entryway Landscape update and addition of LED Solar powered Lamp.

Please refer to presentation for more details.

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

Taft Knolls Jacob Drive entryway.

Please refer to presentation.

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

Environmentally friendly lighting
Sustainable with Peranials
Increased night time safety

Please refer to presentation for additional info

d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. road commission), please explain here, and attach written permission / approval from the necessary entity.

N/A

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

Juniper bushes
Hostas
Day lillies
begonias
and geraniums

III. Funding Information

a. Estimated Total Project Costs:

b. Who provided this cost estimate?
(Name, Title, Company)

(Phone Number)

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

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

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

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

*****REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project**

f. Itemized cost/unit estimates :

EXAMPLE:

ITEM	#UNITS	COST/UNIT	TOTAL
<i>Example:</i>			
Soil	10 cubic yards	\$40	\$400
Contracted Service	8 hrs labor	\$50	\$400
One gallon shrubs	14	\$10	\$140
Total			\$940

IV. Attachments

Please include:

- Association budget reflecting the ability to meet 1:1 matching requirements;
- Documentation reflecting the Association’s current spending on landscape and landscape maintenance;
- Documentation indicating the last 3 years of landscape installations and spending;
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (*if applicable*);
- If there is an impact on property owners or other non-city agencies (e.g. road commission) provide written permission / approval of project from necessary entity (*if applicable*);
- Well defined, scaled plans of the proposed project.
- Map with project location identified.

****** Please remove all account numbers from any bank statements that are submitted as part of the grant application**

**** Applications will not be considered if all necessary documentation is not included**

*****Important Dates*****

October 1, 2015 – Grant application documents are available on the City website;

January 5 (1 – 5 p.m.) or January 7 (8 – 12 p.m.), 2016 – Applicants meet with Community Development staff;

January 15 – February 5, 2016 – Completed applications accepted;

March, 2016 – Beautification Committee to meet;

April, 2016 – Recommendations by Beautification Committee made to City Council; City Council awards grants.

November 15, 2016 – Project completion date (All projects must be completed or reimbursement/grant award will be forfeited).

Neighborhood Entryway Enhancement Matching Grant Checklist

Please consult this checklist prior to submitting the grant application and supporting materials to the City of Novi, Office of the City Manager. **All requirements must be met.** Thank you!

- Project is a permanent physical improvement located on the perimeter of the neighborhood, and not on-going or routine maintenance.
- Your Association has not received City of Novi grant funding in the previous 2 years?
- You included in the grant application a current Association budget demonstrating the ability to meet the 1:1 match.
- If in-kind donations are being used, formal documentation from the donating entity is included with the application.
- Documentation reflecting the Association's current spending on landscape and landscape maintenance is included.
- If project consists of entryway signage, project abides by all *Residential Entranceway Signage* regulations (see attachment).
- Project complies with all City Ordinances.
- Project does not have a direct impact on an adjacent property owner or non-city agency.
- If project has an impact on an adjacent property owner or non-city agency, permission or approval of project from the necessary entity is provided in application.
- 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.
- You have attended a preliminary meeting with Community Development staff.

Everything You Need to Know About..

Residential Entranceway Signage



Whether you're looking to construct a new sign or upgrade an existing sign at the entryways into a residential subdivision, condominium or apartment complex, please refer to this handout as a guide to the regulations, process, applications, fees, and most importantly, who to contact for assistance. The process typically starts with a sign permit application, and may include a right-of-way permit, building permit and submittal of a landscape plan.



For more information visit cityofnovi.org
or contact:

Jeannie Niland | Community Development Department
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
e: jniland@cityofnovi.org t: 248.347.0438 f: 248.735.5600

Sign Regulations

Number

One ground sign (a sign not attached to any building, supported by a monument placed in the ground surface such that the entire bottom of the sign is affixed to the ground and is not supported by poles, columns, or uprights) is permitted at each entrance to a neighborhood. Two sign faces greater than two feet apart are permitted.

If a neighborhood has a boulevard entrance, one single-face ground sign is permitted on each side of the boulevard.

Size

Signs shall have a maximum height of 5 feet and a maximum area of 24 square feet. The area of sign is considered the entire area within the smallest circle, triangle, parallelogram, or other geometric shape that encloses the extreme limits of any writing, picture, logo, representation, emblem, or figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area.

Location

Signs shall be located at least 10 feet from any street right-of-way and only in yards adjacent to streets at the entrance to the neighborhood or within the median of a boulevard street when a license for such is granted by the City Engineer.

Signs in yards adjacent to the entrance require either a recorded sign easement for the property or a letter of authorization from the property owner for the placement of the sign.

Signs are permitted on a previously approved landscape wall as part of an approved site plan, provided the sign meets the size requirements above. To install a wall larger than the sign requirements, a revised site plan must be submitted for review by the Planning Commission.

Signs must meet corner clearance regulations: walls, plant material, signs or other obstruction to vision above a height of 2 feet shall not be permitted within the clear view zone which is the triangular area formed at the intersection of any existing public street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of 25 feet from their point of intersection. Medians shall be included in this measurement.



Complete Regulations

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

Application

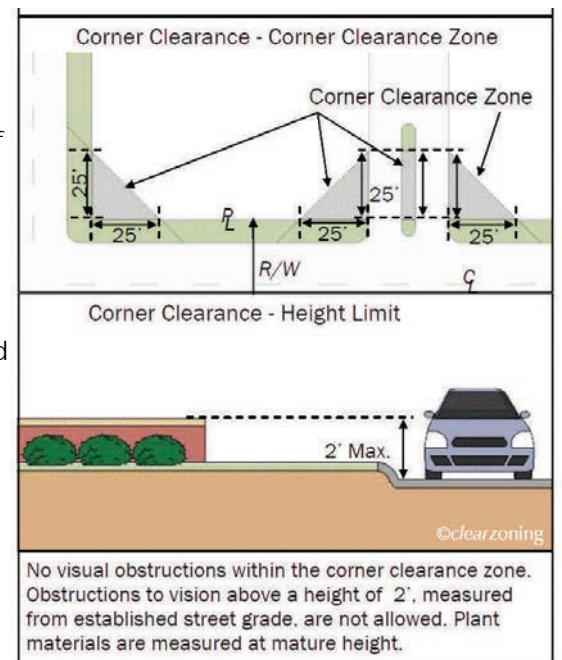
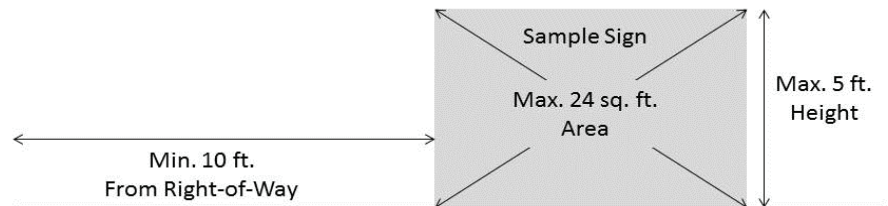
[Sign Permit Application](#) (One application required per sign)

Fee

\$75

Inspections

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



For more information contact:
Jeannie Niland | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: jniland@cityofnovi.org t: 248.347.0438 f: 248.735.5600

Engineering Regulations

Right-of-Way (ROW) Permits

If the sign is to be located or any work will be completed in the public ROW (the boundary between private property and the public lands under the legal control of the agency having jurisdiction over a road), a permit will be required from the City of Novi Engineering Division. An additional permit may be required from the Road Commission for Oakland County for ROW under their jurisdiction ([see map here](#)). The Engineering Division can review the application and determine if permits are required from other agencies. A sketch showing the location of the sign is required with the permit application.

Breakaway Design

All signs located within the ROW shall be designed to be crashworthy. The sign shall include breakaway devices that are designed and constructed to break or yield when struck by a vehicle. This can be accomplished by designing the signs to be as lightweight as possible and with a breakaway plane near the ground surface to protect motorists in case of a crash.

Sight Distance

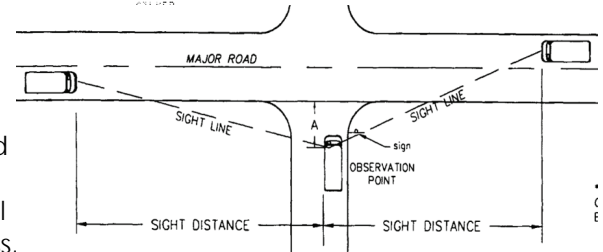
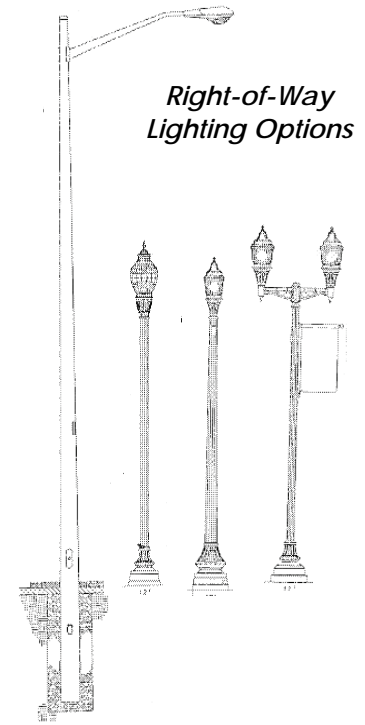
Signs shall not be placed in a location such that they impede sight distance. Sight distance is the length of the sight line over which an object is visible to a driver. The minimum sight distance is set by the ordinance as illustrated below. Please contact the Department of Public Services

Lighting

Any lighting in the ROW will require coordination with the City of Novi and DTE Energy. Four pre-determined light fixtures are available to choose from including three decorative and one overhead fixture, which will be installed by DTE Energy in accordance with the street lighting policy.

Subdivision Sign License Agreement

A subdivision sign license agreement must be completed and signed by the City and subdivision, which specifies that maintenance of the sign is the responsibility of the subdivision. The Engineering Division will provide a copy of the license agreement as part of the ROW process.



MAJOR THROUGH ROAD POSTED SPEED IN MPH	SUBDIVISION STREETS RESIDENTIAL DRIVEWAYS COMMERCIAL DRIVEWAYS	
	2 LANE IN FEET	MULTI LANE
25	260	280
30	310	340
35	360	400
40	410	450
45	460	510
50	510	560
55	560	620

Guide for Corner Sight Distance

Complete Regulations
Refer to the [Design and Construction Standards](#) for complete regulations

Application
Novi ROW Permit is initiated with the Sign Application
[Oakland Co. ROW Permit Application](#)

Fee
Novi ROW Permit \$100
Oakland County ROW Permit \$100

Inspections
One final ROW inspection (if applicable)



For more information contact:
Philip Kerby | Department of Public Services
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: pkerby@cityofnovi.org t: 248.735.5695 f: 248.735.5600

Landscape Regulations

Island Plantings

Islands must be landscaped. If an island is to be re-landscaped by the subdivision association, a landscape plan shall be submitted to the City for administrative approval.

At least 75% of the island must be landscaped with a mixture of shrubs, groundcover, perennials and ornamental grasses along with canopy and subcanopy trees in accordance with the minimum planting area widths in the table to the right.

Maintenance

Maintenance of the island is the responsibility of the subdivision association. All landscaping must be irrigated.

For more information contact:

Rick Meader | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: rmeader@cityofnovi.org t: 248.735.5621 f: 248.735.5600

Tree Species Type	Tree Lawn Size
Small Tree (Subcanopy Deciduous)	4 to 6 ft.
Medium Tree (Subcanopy & Canopy Deciduous)	6 to 8 ft.
Large Tree (Canopy Deciduous)	Greater than 8 ft.

Zoning Board of Appeals (ZBA) Regulations

Application

If the regulations of the sign ordinance are not met, applicants may petition the Zoning Board of Appeals (ZBA) for a variance from the regulations. In order to seek a variance, a sign permit must be submitted and denied. Then a ZBA Application, fee and 14 copies of a scaled drawing indicating location, overall dimension and sign verbiage must be submitted. A pre-ZBA application meeting can be scheduled by contacting Thomas Walsh, Building Official at 248.347.0417 or twalsh@cityofnovi.org

Meeting

The ZBA generally meets on the second Tuesday of each month. Completed applications are due six weeks prior to the meeting. Applicants should be prepared to explain the nature of the practical difficulty at the ZBA meeting.

Complete Regulations
 Refer to the [Zoning Ordinance](#) for complete regulations

Application
[ZBA Application](#)

Fee
 \$300

Standards for Granting a Sign Variance

1. The request is based upon circumstances or features that are exceptional and unique to the property and do not result from conditions that exist generally in the City or that are self created.
2. The failure to grant relief will unreasonably prevent or limit the use of the property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return.
3. The grant of relief will not result in a use of structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit of the ordinance.



For more information contact:

Stephanie Ramsay | Community Development Department
 City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA
 e: sramsay@cityofnovi.org t: 248.347.0415 f: 248.735.5600

TURTLE CREEK APPLICATION



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Application Verification Checklist

Project name: **Turtle Creek**

Project address: **9 mile and Heatherbrae Way S. & Meadowbrook Rd. and Singh Blvd.**

Project Description: **2 entrance island landscaping replacements, new signs, and replacement lighting.**

Grant Amount Requested: **\$5,000.00**

Full Projected Cost: **\$30,406.00**

S.No	REVIEW ITEMS	YES	NOTES
	Application		
a	Is the project located at the entrance of a neighborhood? <i>(See Location Map)</i>	Yes	
b	Is the project clearly visible from the public right-of-way? <i>(See Photographs)</i>	Yes	
c	Is it a new construction/installation of physical improvements? <i>(See Application)</i>	Yes	
d	Is it a rehabilitation of existing improvements? <i>(See Application)</i>	Yes	
e	Is it a reoccurring and/or maintenance projects? <i>(See Application)</i>	No	
f	Is the project proposing entryway signage? <i>(See Application)</i>	Yes	(+) Obtained entryway signage variance
g	Is the project in compliance with City's Residential Entryway Signage regulations? <i>(See Community Development review)</i>	Yes	Received variance for the relocation of sign. Applied for sign permits. Working with Engineering for ROW permit
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes	
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	No	
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes	A zoning ordinance for sign location has been obtained
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	Yes	
l	Is the project impacting property owners or other non-city agencies? <i>(See Application)</i>	No	
m	If yes, did the applicant provide permission or approval from necessary entity? <i>(See Application)</i>	N/A	
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? <i>(See Application)</i>	No	
o	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes	
p	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? <i>(See Application)</i>	No	
q	Is the project using in-kind donations to assist with funding? <i>(See Application)</i>	No	
r	If yes, did the applicant include documentation from the donating entity? <i>(See Application)</i>	N/A	
s	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? <i>(See Application)</i>	No	(-) There is no yearly budget provided.
t	Is the Project budget, including all itemized cost estimates completed on application? <i>(See Application)</i>	Yes	



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Grant Selection Criteria and Evaluation Report

Project name: **Turtle Creek**
 Project address: **9 mile and Heatherbrae Way S. & Meadowbrook Rd. and Singh Blvd.**
 Project Description: **2 entrance island landscaping replacements, new signs, and replacement lighting.**
 Grant Amount Requested: **\$5,000.00**
 Full Projected Cost: **\$30,406.00**

REVIEW ITEMS	Points	Awarded	Notes
1. Project Need / Impact (0-25 points)			
a. The potential impact of the project on the neighborhood.	2	2	
b. The potential impact of the project on the City of Novi.	8	7	Significant improvements to lighting, landscaping, sub-major road frontage
c. Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5	Theme of design in keeping with name of subdivision
d. Improvements from existing conditions of the project area.	8	8	Extensive improvement from existing
e. The age of the subdivision.	2	2	38 years old.
TOTAL POINTS FOR PROJECT NEED/IMPACT	25	24	
2. Project Feasibility (0-25 points)			
a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	(+) Obtained ZBA variance for entrance sign variance.
b. An itemized account of how the money is to be spent.	5	5	
c. The organization's fiscal responsibility and management qualifications.	5	5	Subdivision has saved money for 15 years for project
d. The amount of matching dollars that the organization has and is willing to contribute.	5	5	Subdivision to fund \$31,064 of cost
e. History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	4	Maintenance of landscaping by hired firm, xmas lights, recent upkeep of bridges
TOTAL POINTS FOR PROJECT FEASIBILITY	25	24	
3. Project Sustainability (0-25 points)			
a. Project is well planned and ready for implementation.	9	9	
b. Project abides by all necessary laws and ordinances.	9	9	Variances for sign locations have been obtained from ZBA
c. Grant application includes well defined, scaled plans.	2	2	Link to detailed, scaled plan
d. Grant application is complete and accurate.	5	4	Financial documents didn't show annual expenditures for landscape maintenance
TOTAL POINTS FOR PROJECT SUSTAINABILITY	25	24	
Need/Impact + Feasibility + Sustainability =	75	72	
4. Project Bonus Points			
a. Use of native plant in designs.	2		
b. Use of xeriscaping - plants that do not require irrigation.	2	2	
c. Locally sourced materials.	2	0	(+) Local Northville designer for project (lives in Novi).
d. Use of LED lighting and/or solar power for signs/lighting.	2	2	
e. No peat included in soils or soil amendments.	2	0	
g. Use of groundcovers not on the invasive list instead of mulch.	2	1	Rock mulch being used to form streams
TOTAL POINTS FOR PROJECT BONUS POINTS	12	5	
TOTAL APPLICATION SCORE (incl. Bonus Points)	87	77	

Novi Neighborhood Entryway Enhancement Matching Grant Program 2016 Application - Turtle Creek Subdivision

As of 1/18/2016

I. Applicant Information

Turtle Creek Subdivision, established approximately 38 years ago

Sherrie Konkus
Member, Turtle Creek Landscaping Committee

22278 Cascade Drive
Novi, Michigan 48375
Home (248) 349-7348, Mobile (248) 421-5514
E-Mail: sherrie.konkus@gmail.com, cherish@twmi.rr.com

First-time Applicant: Yes

II. Project Information

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

The original landscaping on Turtle Creek Subdivision's two entrance islands has served us well for over 30 years and is now clearly in need of refreshing. The Homeowners Association plans a complete overhaul of the entrance island landscaping in early 2016, and sought bids from four vendors.

The unique and beautiful design submitted by Mulder Design Group stood out in its adherence to our core design principles: beautiful in both the near and long term, with interest throughout the seasons; incorporation of a winding dry creek bed; use of drought tolerant plants; easy/low cost to maintain; and priced within budget. This design (please see attached rendering) was selected by our Landscaping Committee and endorsed by our Homeowners Association Board of Directors in late summer 2015, approved by Novi's Landscape Architect on September 21, 2015, and project funding was unanimously approved by attending homeowners at our November 10, 2015 annual meeting. Two related sign variances were sought and approved by Novi's Zoning Board of Appeals on September 15, 2015.

In addition to the new landscaping (\$24,290.00), the project includes 1) an estimated \$4,406.00 to move and replace the sign posts, \$4,191.00 for LED sign and landscape lighting, and 2) a net cost of \$3,177.24 for DTE to replace the public light fixture in each island with an attractive residential LED light fixture. The DTE lighting was not included in our original subdivision entrance island landscaping budget but the Homeowners Association Board of Directors recently decided to move forward with it.

Many of the existing pine trees and plants are well beyond their expected 20 year lifespan; some required removal in summer 2015. The Homeowners Association, in its stewardship role of the Turtle Creek subdivision, believes that maintaining welcoming, beautiful entrances attracts potential homeowners and has a positive effect on the property values enjoyed by our residents and those living nearby. We hope the City of Novi concurs, and will grant \$5,000 in support of our efforts.

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

Novi Neighborhood Entryway Enhancement Matching Grant Program 2016 Application - Turtle Creek Subdivision

As of 1/18/2016

Turtle Creek's entryway enhancement project will be wholly contained within the two existing Turtle Creek entrance islands:

- 1) one entrance island is located at the intersection of 9 Mile & Heatherbrae Way S.
- 2) the other at the intersection of Meadowbrook Road and Singh Blvd.

Both entrance islands are south of 9 Mile Road and east of Meadowbrook Road. Please refer to attached maps for further detail, and to the attached pictures depicting the current appearance of the entrance islands.

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

There is a clear need to replace the existing, original subdivision entrance landscaping which is over 30 years old. Removal of some dead/overgrown pines earlier this summer has left our islands bare in places, and an arborist advises that many of our remaining trees and plants are at/near end of life. The new design for each island features a lovely dry creek bed threaded serpentine-like through the island, underscoring our subdivision identity. The thoughtful selection of seasonally interesting, drought tolerant plants clustered beside the creek bed will over time be canopied by beautiful 'Green Vase' Japanese Zelkova trees. Signs will be structurally improved and moved forward to enhance their visibility, giving more room for the new landscaping to thrive long-term.

Turtle Creek is well-positioned to successfully carry out the project, and our interest in doing so reflects our pride in the subdivision and being part of an attractive, vital city. A Landscaping Committee has been established to lead the effort, seek vendor bids, and work with City of Novi resources to advance the project. Turtle Creek enters this project with a very strong balance sheet; the Board of Directors have set aside a portion of the association dues collected each year for 15 years in anticipation of this need, and homeowners unanimously approved use of these funds toward this project on 11/10/15. We have consistently maintained the existing island landscaping throughout our subdivision's existence, retaining a local firm for spring/fall cleanup, plant trimming, and holiday decorating.

The attached design is detailed and ready to implement, and includes specific plant/tree counts for each island. All requested elements have been included in this application. Turtle Creek sought and successfully received approval from Novi's Landscape Architect, and from the Zoning Board of Appeals for two variances related to our entrance signs. We've chosen a designer that lives in the City of Novi with an excellent track record of beautiful projects. She's developed a design that is low maintenance, features drought tolerant plants with seasonal beauty and interest, and arranged them in a very creative way which will allow us to add additional features (e.g, incremental rock additions to enhance creek bed dimensionality) over time. LED lighting has been incorporated. No invasive plants will be used.

II d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. road commission), please explain here, and attach written permission / approval from the necessary entity.

The project has been designed around existing Trex bridges which span the islands and provide a safe way to cross them. Signs will be moved forward within the island (within variances granted by the City of Novi) to improve their visibility and the long-term survival of the new landscaping. Emphasis was

Novi Neighborhood Entryway Enhancement Matching Grant Program 2016 Application - Turtle Creek Subdivision

As of 1/18/2016

placed on incorporating drought tolerant plants to reduce the need for watering. Expensive, too-bright, poorly aimed incandescent lighting features will be replaced with attractively positioned LED lighting. DTE will replace existing large, unwieldy public lighting with more attractive, residential LED light posts.

The homeowners who have expressed their viewpoint at our subdivision block party, the annual meeting, and in letters to the Zoning Board of Appeals, are unanimously in favor of moving forward with this entryway enhancement project. They have expressed their sense the project will enhance the surrounding environment.

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

- 7 'Green Vase' Japanese Zelkovas
- 24 'Little Lime' Hydrangeas
- 47 'Calgary Carpet' Junipers
- 25 'Adagio' Dwarf Maiden Grasses
- 28 'Hamelin' Dwarf Fountain Grasses
- 35 'Frances Williams' Hostas
- 49 'Rozanne' Geraniums
- 7 Russian Sages

In addition, Mulder Design Group recommends that Turtle Creek seasonally plant daffodils, marigolds, and nasturtiums to complement the design.

No invasive species will be used.

III. Funding Information

III a. Estimated Total Project Costs: \$36,064

III b. Who provided this cost estimate?

Dana Mulder, Founder and Principal, Mulder Design Group (248-613-5793)
Jonathon Townsend, Salesperson, Harmon Sign (734-777-4152) and
DTE through Jeremy Miller, Staff Engineer, City of Novi (248-735-5694)

III c. Total amount of funds requested: \$5,000

III d. If the project cost is projected to exceed the 1:1 match from the city (e.g. if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the additional cost : \$26,064

III e. 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): N/A

III f. Itemized cost/unit estimates :

**Novi Neighborhood Entryway Enhancement Matching Grant Program
2016 Application - Turtle Creek Subdivision**

As of 1/18/2016

MULDER DESIGN ITEMS	# UNITS	COST/UNIT	TOTAL
Demolition & bed prep, \$750 dump fee	2 days	\$2,715.00	\$5,430
Accent boulders	14	\$120.00	\$1,680
Rock for riverbed	4 tons	\$112.50	\$ 450
'Green Vase' Japanese Zelkova -2.5-3"	7	\$615.57	\$4,309
'Little Lime' Hydrangea – 5 gal	24	\$74.75	\$1,794
'Calgary Carpet' Juniper – 3 gal	47	\$50.02	\$2,351
'Adagio' Maiden Grass – 1 gal	25	\$14.36	\$ 359
Dwarf Fountain Grass – 1 gal	28	\$14.39	\$ 403
Frances Williams' Hosta – 1 gal	35	\$12.09	\$ 423
'Rozanne' Geranium – 1 gal	49	\$20.12	\$ 986
Russian Sage – 1 gal	7	\$15.00	\$ 105
Bedwork	1 day	\$2,400	\$2,400
50/50 planting mix	15 yds	\$40.00	\$ 600
Mulch	40 yds	\$75.00	\$3,000
Low voltage lighting system	1	\$4,191	\$4,191
HARMON SIGN ITEMS			
Aluminum sign posts	4	\$556.50	\$2,226
Installation	1	\$2,180.00	\$2,180
DTE ITEM (net after 3 year revenue credit)			
4 Street lights mounted on 2 posts	1	\$3,177.24	\$3,177
TOTAL			
Turtle Creek Entrance Landscaping Project			\$36,064

IV. Attachments

Other key documents are attached or can be accessed through links provided below:

Attached - Map of project location (two Turtle Creek entrance islands) (.pdf)

Attached – Current island landscaping images (two JPEGs: 9 Mile & Heatherbrae, Meadowbrook & Singh)

Link to Turtle Creek Design Concept and plant images (.docx):

https://drive.google.com/file/d/0B0mfyH1mnaePUeNuN3h6Y2daYTZscmpCTEs1WnMyN2xxWTg0/view?usp=drive_web

Link to the detailed landscape plan for each island (.pdf):

https://drive.google.com/file/d/0B0mfyH1mnaePd3VjS3Q0QURZWUk/view?usp=drive_web

Attached - Elevation Rendering featuring largest island – off 9 Mile (.JPEG)

Attached - Turtle Creek Financial Documents (.pdf)

Attached - Action Summary indicating approval of sign variances (ZBA Case PZ15-0031) (.pdf)

VISTA HILLS APPLICATION



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Application Verification Checklist

Project name: **Vista Hills**

Project address: **Old Novi Rd./Sandstone Dr. & Novi Rd./Ledgeview Dr.**

Project Description **Replacement landscaping.**

Grant Amount Requested: **\$5,000.00**

Full Projected Cost: **\$10,420.00**

S.No	REVIEW ITEMS	YES	NOTES
	Application		
a	Is the project located at the entrance of a neighborhood? <i>(See Location Map)</i>	Yes	
b	Is the project clearly visible from the public right-of-way? <i>(See Photographs)</i>	Yes	
c	Is it a new construction/installation of physical improvements? <i>(See Application)</i>	No	
d	Is it a rehabilitation of existing improvements? <i>(See Application)</i>	Yes	
e	Is it a reoccurring and/or maintenance projects? <i>(See Application)</i>	No	
f	Is the project proposing entryway signage? <i>(See Application)</i>	No	
g	Is the project in compliance with City's Residential Entryway Signage regulations? <i>(See Community Development review)</i>	N/A	There is no sign work proposed.
h	Is the project environmentally sensitive and of a sustainable nature? <i>(See Plans)</i>	Yes*	No native plants included, begonias may be annuals
i	Is the project city identifies non-invasive species? <i>(See City Invasive Plant List)</i>	Yes	Existing buckthorn - none proposed
j	Is the project in compliance with applicable City of Novi Ordinances? <i>(See Community Development review)</i>	Yes	
k	Is the project in compliance with applicable state and local laws? <i>(See Community Development review)</i>	Yes	
l	Is the project impacting property owners or other non-city agencies? <i>(See Application)</i>	No	
m	If yes, did the applicant provide permission or approval from necessary entity? <i>(See Application)</i>	N/A	
n	Was the organization/ Home Owner's Association awarded the grant in the past two years? <i>(See Application)</i>	No	
o	Does the Grant project funding has at least an equal (1:1) match from the Association? <i>(See Application)</i>	Yes	
p	Does the Grant project funding exceed 50% of the total cost of the project or a maximum amount of \$5,000? <i>(See Application)</i>	No	
q	Is the project using in-kind donations to assist with funding? <i>(See Application)</i>	No	
r	If yes, did the applicant include documentation from the donating entity? <i>(See Application)</i>	N/A	
s	Is the documentation reflecting the Association's current spending on landscape and landscape maintenance included? <i>(See Application)</i>	Yes	
t	Is the Project budget, including all itemized cost estimates completed on application? <i>(See Application)</i>	Yes	



NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT

Grant Selection Criteria and Evaluation Report

Project name: **Vista Hills**
 Project address: **Old Novi Rd./Sandstone Dr. & Novi Rd./Ledgewiew Dr.**
 Project Description: **Replacement landscaping.**
 Grant Amount Requested: **\$5,000.00**
 Full Projected Cost: **\$10,420.00**

REVIEW ITEMS	Points	Awarded	Notes
1. Project Need / Impact (0-25 points)			
a. The potential impact of the project on the neighborhood.	2	2	
b. The potential impact of the project on the City of Novi.	8	8	Located on major traffic road at intersection
c. Project's ability to establish the neighborhood and create an inviting subdivision entrance.	5	5	
d. Improvements from existing conditions of the project area.	8	7	Update of existing landscaping - smaller trees, more color
e. The age of the subdivision.	2	2	Subdivision, HOA 20 years old.
TOTAL POINTS FOR PROJECT NEED/IMPACT	25	24	
2. Project Feasibility (0-25 points)			
a. The commitment and capacity of the requesting organization's directors or trustees to carry out the program.	5	5	Previous projects - Novi Rd fence repair, sign washing, etc.
b. An itemized account of how the money is to be spent.	5	5	
c. The organization's fiscal responsibility and management qualifications.	5	5	\$11K spent on fence repair in 2015
d. The amount of matching dollars that the organization has and is willing to contribute.	5	5	
e. History of maintenance; whether the organization/association has demonstrated the ability to maintain past projects.	5	5	Fence cleaning, mailbox replacements
TOTAL POINTS FOR PROJECT FEASIBILITY	25	25	
3. Project Sustainability (0-25 points)			
a. Project is well planned and ready for implementation.	9	8	Plans are a little weak, but plant locations are clear
b. Project abides by all necessary laws and ordinances.	9	9	
c. Grant application includes well defined, scaled plans.	2	2	No set scale, but relative to existing sign - okay
d. Grant application is complete and accurate.	5	5	
TOTAL POINTS FOR PROJECT SUSTAINABILITY	25	24	
Need/Impact + Feasibility + Sustainability =	75	73	
4. Project Bonus Points			
a. Use of native plant in designs.	2		
b. Use of xeriscaping - plants that do not require irrigation.	2	1	
c. Locally sourced materials.	2		
d. Use of LED lighting and/or solar power for signs/lighting.	2		
e. No peat included in soils or soil amendments.	2		
g. Use of groundcovers not on the invasive list instead of mulch.	2		
TOTAL POINTS FOR PROJECT BONUS POINTS	12	1	
TOTAL APPLICATION SCORE (incl. Bonus Points)	87	74	



Neighborhood Entryway Enhancement Matching Grant Application

Due Date: February 5, 2016

I. Applicant Information

Association Name:

Age of Association:

First-time Applicant?: Yes No

If No, date of last application submission:

Project Leader:

Office Held/Position within organization:

Address:

Telephone: E-Mail:

II. Project Information

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

SEE ATTACHED PAGE

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

The location of project will be the South entrance located at (Novi/Old Novi/Sandstone) and the North entrance located at (Novi/Ledgeview.)

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

Subdivision was 20 years old in 2015 and in need of landscape improvements to highlight the attractive stone entrance sign. The landscape design adding smaller spring blooming Jack Pear trees, low growing perennials and rock border will create a lovely and inviting entranceway. The subdivision is along a very visible corridor whereby all traffic from South and expressway drive to highly desirable park locations on Walled Lake.

The Board of Directors has voted unanimously to support the project and have shown commitment to maintaining existing elements i.e., sign & fence maintenance scheduled in 2015 and 2016. The association has a history of continued maintenance of common areas including cul-de-sacs and entrances. The subdivision has retained landscaping maintenance service through our management company, Herriman & Associates for the past 15 years.

Project is well planned and utilizes a landscape service vetted by our management company Herriman & Associates. Drawings of plan are attached along with details plant material lists.

Bonus Points: Sedum being used does not require irrigation and will serve as groundcover once it matures and fills in area. Hardwood mulch will be used.

Vista Hills Subdivision

II Project Info

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

a: The project plan is to refresh the existing landscaping at both entrances to the Vista Hills Subdivision. The South entrance located at (Novi/Old Novi/Sandstone) and the North entrance located at (Novi/Ledgeview.) The plan for each entrance will include removal of 3 overgrown Bradford Pears behind the entrance signs and trimming of the Bradford Pears on opposite side of entrance (no-sign side.) Spring blooming Jack Pear trees will be planted behind sign. A rock border will be added to enhance the Vista Hills stone sign. Existing plants (except ^{existing} Fine line Buckthorn flanking sign) will be removed and replaced with lower growing perennial plants to minimize sign blockage. Green velvet boxwood bushes will be added to provide winter structure and formal hedge defining the sign. On opposite side of entrances (non-sign side) boxwood, geraniums and sedum will be added to existing bed to provide symmetry. 3-5 boulders will also be added sporadically thru that bed to continue the look of boulder wall on sign side.

Our entrance landscaping has been in place for 18 years and is in need of a comprehensive upgrade. Since initial installation, the association has removed many yews from the beds and done some replacement planting; but has not contracted an all-inclusive upgrade to the entrances. Our subdivision entrance (Novi/Sandstone/Old Novi Road) is also the main thoroughfare to Lakeshore Park and Pavilion Park and is seen by Novi residents and guests when using the parks. With Pavilion Park enhancements and expanded usage of that city asset for events, we feel that the city will greatly benefit if we update our entrance landscape. The city has installed the lighted street signs and crosswalks at the intersection to Vista Hills due to its location on Novi Road.

The Vista Hills stone signs were power washed and sealed in 2015 in preparation for showcasing our entrances. The association has also invested in extensive repair of the wood fence along Novi Road in 2015 and has budgeted for power washing and staining of said fence in spring of 2016. Removal of 6 overgrown trees and replacement with smaller Jack Pear species will provide more natural light to the plants for optimal growth and improve the entrance look.

- d. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g. road commission), please explain here, and attach written permission / approval from the necessary entity.

Not applicable to this project

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

See Attached list

III. Funding Information

a. Estimated Total Project Costs:

\$10,000

b. Who provided this cost estimate?

Joshua Gonzalez, Owner, Landscap
(Name, Title, Company)

248.955.8327

(Phone Number)

c. Total amount of funds requested:

\$5,000

(50% project costs up to \$5,000)

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

n/a

e. 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):

*****REMEMBER to include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project**

VISTA HILLS ASSOCIATION
2014-15 Forecast Comparison to Budget
2015-16 Approved Budget

	2014-15	2014-15	2014-15	2015-16
		Forecast	Projected	
	<u>Budget</u>	<u>of Actual</u>	<u>Variance</u>	<u>Budget</u>
Assessments per unit:	\$250.00	\$250.00		\$250.00
OPERATING INCOME				
Member Assessments	\$ 36,000	\$ 36,000	\$ -	\$ 36,000
Late Charges (net)	800	938	138	800
Miscellaneous Income	-	-	-	-
TOTAL OPERATING INCOME	\$ 36,800	\$ 36,938	\$ 138	\$ 36,800
OPERATING EXPENSES				
Administrative & Insurance Expenses				
Audit/Review	\$ 1,600	\$ 1,645	\$ 45	\$ 1,700
Bank Service Charges	85	85	-	85
Copies & Postage	1,400	1,375	25	1,400
Insurance	3,700	3,650	50	3,700
Legal - General	1,000	800	200	600
Management Fees	9,000	9,000	-	9,400
Miscellaneous Administrative	500	567	(67)	600
Social Committee	500	-	500	500
Buildings & Grounds				
Lawn Fertilization	1,100	1,000	100	1,100
Lawn Service	6,000	6,000	-	6,000
Mulch & Flowers	4,000	3,150	850	3,500
Other Grounds and Repairs <i>Mulch / Fine Posts</i>	2,000	1,010	990	1,500
Irrigation Maintenance	750	870	(120)	750
Tree Removal/Trimming	750	450	300	1,000
Tree & Shrub Replacements	250	-	250	1,000
Winter Holiday Decorations	1,800	1,757	43	1,800
Mail Box Replacement	-	1,234	(1,234)	-
Utilities				
Electricity	700	625	75	700
Water & Sewer	1,000	1,000	-	1,100
TOTAL OPERATING EXPENSES	\$ 36,135	\$ 34,218	\$ 1,917	\$ 36,435
Net Results from Operations before Reserve Transfer	\$ 665	\$ 2,340	\$ 1,675	\$ 365
Transfer to Reserves	665	2,340	1,675	365
Net Results from Operations after Reserve Transfer	\$ -	\$ -	\$ -	\$ -
Reserve Fund Transactions and Balances				
Beginning Reserve Fund Balance	\$ 27,032	27,428	\$ 396	\$ 29,768
Transfer from Operating Fund Equity (recommended by mgmt)	-	-	-	-
Transfers from Operations	665	2,340	1,675	365
Total Reserves Funds Available	\$ 27,697	\$ 29,768	\$ 2,071	\$ 30,133
Reserve Fund Expenditures				
Fence Washing & Staining	\$ -	\$ -	\$ -	\$ 8,000
Fence Repairs	-	-	-	2,600
Irrigation System Improvements	1,000	-	1,000	300
Total Reserve Fund Expenditures	\$ 1,000	\$ -	\$ 1,000	\$ 10,900
Ending Reserve Fund Balance	\$ 26,697	\$ 29,768	\$ 3,071	\$ 19,233
Prepared by Heriman & Assoc., Inc.: 8/17/15				
Board of Directors Approved Budget: 10/5/15				



**Herriman
& Associates, Inc.**
COMMUNITY ASSOCIATION MANAGERS

41486 Wilcox Road • Plymouth, MI 48170-3104
734 459-5440 • Fax 734 459-0690
www.herriman.net

December 31, 2015

To whom it may concern:

Vista Hills Association is applying for the 2016 Beautification Grant. In order to continue with the application process the following documentation has been requested relating to the community. Enclosed is either year end financials or the CPA reports for the last three year's reflecting the association expenditures on landscape maintenance items. The association maintains each year the lawn maintenance (mowing), flower planting at the entrances, mulching of the entrances and common areas.

If you have any other questions, please do not hesitate to contact me.

Thank you

Carrie Martin

Carrie Martin
Community Association Manager
Herriman & Associates, Inc.
Management Agent for
Vista Hills Association

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Vista Hills Association
Novi, Michigan

We have reviewed the accompanying balance sheet of Vista Hills Association as of September 30, 2013, and the related statements of revenues, expenses, and changes in fund balance and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Association management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

The supplementary information about future repairs and replacements on page 9 is not a required part of the basic financial statements but is supplementary information required by the Financial Accounting Standards Board. We have compiled the supplementary information from information that is the representation of management of Vista Hills Association, without audit or review. Accordingly, we do not express an opinion or provide any assurance on the supplementary information.

Our review was made for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America. The supplementary information in the Schedule of Operating Expenses on page 8 is presented only for purposes of additional analysis. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware of any material modifications that should be made to it.


Michael G. Thomas C.P.A., P.C.
Novi, Michigan

August 28, 2014

VISTA HILLS ASSOCIATION
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
For the Year Ended September 30,2013

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VISTA HILLS ASSOCIATION
Balance Sheet
September 30, 2013

ASSETS			
	Operating Fund	Replacement Fund	Total
CURRENT ASSETS:			
Checking	\$ 53,116	\$	\$ 53,116
Savings		7,547	7,547
Total Cash	53,116	7,547	60,663
Accounts Receivable - Members	3,661		3,661
Prepaid Expenses	205		205
	56,982	7,547	64,529
TOTAL ASSETS	56,982	7,547	64,529

LIABILITIES AND FUND BALANCES

	Operating Fund	Replacement Fund	Total
CURRENT LIABILITIES:			
Prepaid Assessments	1,225		1,225
Accrued Expenses Payable	23,857		23,857
	25,082		25,082
TOTAL CURRENT LIABILITIES	25,082		25,082
FUND BALANCES	31,900	7,547	39,447
	56,982	7,547	64,529
TOTAL LIABILITIES AND FUND BALANCES	\$ 56,982	\$ 7,547	\$ 64,529

VISTA HILLS ASSOCIATION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES
For the Year Ended September 30, 2013

	Operating Fund	Replacement Fund	Total
REVENUES			
Assessments	\$ 54,000	\$	\$ 54,000
Interest	33	1	34
Late Charges, net	1,000		1,000
TOTAL REVENUE	55,033	1	55,034
OPERATING EXPENSES			
Administrative and Office	13,966		13,966
Grounds and Facilities	55,870		55,870
Operational Expenses	5,229		5,229
TOTAL OPERATING EXPENSES	75,065	-	75,065
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(20,032)	1	(20,031)
TRANSFERS TO (FROM) OPERATING FUND (NET)	(515)	515	-
BEGINNING FUND BALANCES	52,447	7,031	59,478
ENDING FUND BALANCES	\$ 31,900	\$ 7,547	\$ 39,447

**VISTA HILLS ASSOCIATION
STATEMENT OF CASH FLOWS
For the Year Ended September 30, 2013**

	<u>Operating Fund</u>	<u>Replacement Fund</u>	<u>Total</u>
CASH FLOWS FROM OPERATING ACTIVITIES:			
Excess (Deficiency) of revenues over expenses	\$ (20,032)	\$ 1	\$ (20,031)
Changes in Assets and Liabilities (Increase) Decrease in:			
Accounts Receivable	3,019		3,019
Prepaid Expenses	-		-
Increase (Decrease) in:			
Prepaid Assessments	1,225		1,225
Accrued Expenses Payable	19,981		19,981
	<u>4,193</u>	<u>1</u>	<u>4,194</u>
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES			
	<u>4,193</u>	<u>1</u>	<u>4,194</u>
INCREASE (DECREASE) IN CASH	4,193	1	4,194
CASH BEGINNING OF YEAR - OCTOBER 1, 2012	49,438	7,031	56,469
TRANSFERS TO (FROM) OPERATING FUND (NET)	(515)	515	-
CASH END OF YEAR - SEPTEMBER 30, 2013	<u>\$ 53,116</u>	<u>\$ 7,547</u>	<u>\$ 60,663</u>

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:

Cash Payments for Interest	\$ 0
Cash Payments for Taxes	\$ 0

**VISTA HILLS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30,2013**

NOTE A - NATURE OF ORGANIZATION

The Association was incorporated in the State of Michigan in December 1992. The Association is responsible for the operation and maintenance of the common property of the condominium project. The Association consists of 144 site condominium units located in Novi, Michigan.

NOTE B - DATE OF MANAGEMENT'S REVIEW

In preparing the financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through August 28, 2014, the date that the financial statements were available to be issued.

NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General Accounting

The Association prepares its year-end financial statements on the accrual basis in conformity with generally accepted accounting principles.

Fund Accounting

The Association's governing documents provide certain guidelines for governing its financial activities. To ensure observance of limitations and restrictions on the use of financial resources, the Association maintains its accounts using fund accounting. Financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

Operating Fund - This fund is used to account for financial resources available for the general operations of the Association.

Replacement Fund - This fund is used to accumulate financial resources designated for future major repairs and replacements.

Member Assessments

Association members are subject to annual assessments to provide funds for the Association's operating expenses, future capital acquisitions, and major repairs and replacements. Assessments receivable at the balance sheet date represent fees due from unit owners. The Association's policy is to retain legal counsel and place liens on the properties of members whose assessments are ninety days or more delinquent. Any excess assessments at year-end are retained by the Association for use in the succeeding year.

**VISTA HILLS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30,2013**

NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Property and Equipment

Real property and common areas acquired from the developer and related improvements to such property are not recorded in the Association's financial statements because those properties are owned by the individual unit owners in common and not by the Association. The Association capitalizes personal property to which it has title at cost.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE D - INCOME TAXES

The Association is classified as a nonexempt membership organization for both federal and state income tax purposes for the year ended September 30,2013. It does not qualify as an exempt organization. The Association is subject to specific rulings and regulations applicable to nonexempt membership organizations. In general, the Association is required to separate its taxable income and deductions into membership transactions, non-membership transactions, and capital transactions.

The Association qualifies as a Homeowners Association under Section 528 of the Internal Revenue Code. It may elect annually to file its Corporation Income Tax Returns either at regular corporate tax rates or only on its income not related to its exempt function at a rate of 30%. For the year ending September 30,2013 it elected the former method, resulting in no tax due.

For state tax purposes, the Association is under the taxable limit to qualify to file a tax return.

NOTE E - FUNDED RESERVES

The Association sets aside funds in order to meet future cash requirements. The bylaws of the Association require that an adequate reserve fund for maintenance, repairs and replacements of those common elements that must be replaced on a periodic basis must be established in the budget and must be funded at least annually from the proceeds of the regular monthly assessments. The reserve fund shall, at a minimum, be equal to ten percent of the Association's current annual budget on a noncumulative basis.

The funds contained in the reserve fund should only be used for major repairs and replacement of common elements. The Association has made a study of future years' funding requirements for certain common element major repairs and replacements. Subsequent expenditures may vary from the reserve fund balance and the variations may be material. Additional assessments may be levied as necessary.

**VISTA HILLS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30,2013**

NOTE F - RELATED PARTIES

The Association uses Herriman and Associates, their managing agent, to perform general maintenance and general accounting.

SUPPLEMENTARY INFORMATION

VISTA HILLS ASSOCIATION
SCHEDULE OF OPERATING EXPENSES
For the Year Ended September 30, 2013

	Operating Fund	Replacement Fund	Total
ADMINISTRATIVE AND OFFICE:			
Management Fees	\$ 9,000	\$	\$ 9,000
Accounting and Legal	1,875		1,875
Copies and Postage	1,236		1,236
Miscellaneous Administrative	1,612		1,612
Bad Debt Expense	443		443
TOTAL ADMINISTRATIVE & OFFICE	13,966		13,966
GROUNDS AND FACILITIES:			
Mailbox Replacement	42,125		42,125
Mulch & Flowers	2,250		2,250
Lawn	6,808		6,808
Irrigation Maintenance	355		355
Other Grounds	4,332		4,332
TOTAL GROUNDS & FACILITIES	55,870	-	55,870
OPERATIONAL EXPENSES			
Electricity	492		492
Water and Sewer	1,552		1,552
Property & Liability Insurance	3,185		3,185
TOTAL OPERATIONAL EXPENSES	\$ 5,229	\$	\$ 5,229

VISTA HILLS ASSOCIATION
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENTS
September 30, 2013

The Board commissioned a study in April 2002 to estimate the remaining useful lives and the replacement costs of the components of common property. The estimates were based on future estimated replacement costs. Funding requirements consider an estimated inflation rate of 3.4 percent and interest of 3.4 percent on amounts funded for future major repairs and replacements.

The following table is based on the study and presents significant information about the components of common property.

<u>Components</u>	<u>Estimated Remaining Useful Lives(Years)</u>	<u>Estimated Future Replacement Costs</u>	<u>2014 Funding Requirement</u>	<u>Components of Fund Balance at Sept. 30, 2013</u>
Property Site Elements				
Concrete Sidewalks, Partial Replacements	3	111,941		
Fences, Wood	11	62,404		
Fences, Wood, Finish and Repairs	4	38,739		
Irrigation System, Controllers	7	5,788		
Landscape Enhancements	4	85,484		
Signs, Entry, Capital Repairs	13	3,243		
Wellheads, Abandon	2	9,088		
Reserve Study Update with Site Visit	2	2,350		
Unallocated	N/A		55,400	7,547
Total		\$ 319,047	\$ 55,400	\$ 7,547

VISTA HILLS ASSOCIATION
Financial Statements and Supplementary Information
September 30, 2014

VISTA HILLS ASSOCIATION
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
For the Year Ended September 30, 2014

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Michael G. Thomas C.P.A.

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Vista Hills Association
Novi, Michigan

We have reviewed the accompanying balance sheet of Vista Hills Association as of September 30, 2014, and the related statements of revenues, expenses, and changes in fund balance and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Association management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

The supplementary information about future repairs and replacements on page 9 is not a required part of the basic financial statements but is supplementary information required by the Financial Accounting Standards Board. We have compiled the supplementary information from information that is the representation of management of Vista Hills Association, without audit or review. Accordingly, we do not express an opinion or provide any assurance on the supplementary information.

Our review was made for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America. The supplementary information in the Schedule of Operating Expenses on page 8 is presented only for purposes of additional analysis. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware of any material modifications that should be made to it.


Michael G. Thomas C.P.A., P.C.
Novi, Michigan

July 24, 2015

Member of

American Institute of Certified Public Accountants
International Association of Certified Public Accountants



America Counts on CPAs

**VISTA HILLS ASSOCIATION
Balance Sheet
September 30, 2014**

ASSETS			
	Operating Fund	Replacement Fund	Total
CURRENT ASSETS:			
Checking	\$ 18,411	\$	\$ 18,411
Savings		27,428	27,428
Total Cash	18,411	27,428	45,839
Accounts Receivable - Members	4,243		4,243
Prepaid Expenses	205		205
TOTAL ASSETS	22,859	27,428	50,287

LIABILITIES AND FUND BALANCES			
	Operating Fund	Replacement Fund	Total
CURRENT LIABILITIES:			
Prepaid Assessments	625		625
Accrued Expenses Payable	5,026		5,026
TOTAL CURRENT LIABILITIES	5,651		5,651
FUND BALANCES	17,208	27,428	44,636
TOTAL LIABILITIES AND FUND BALANCES	\$ 22,859	\$ 27,428	\$ 50,287

VISTA HILLS ASSOCIATION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES
For the Year Ended September 30, 2014

	<u>Operating Fund</u>	<u>Replacement Fund</u>	<u>Total</u>
REVENUES			
Assessments	\$ 36,000	\$	\$ 36,000
Interest	23	1	24
Late Charges, net	1,150		1,150
TOTAL REVENUE	<u>37,173</u>	<u>1</u>	<u>37,174</u>
OPERATING EXPENSES			
Administrative and Office	13,789		13,789
Grounds and Facilities	13,236		13,236
Operational Expenses	4,960		4,960
TOTAL OPERATING EXPENSES	<u>31,985</u>	<u>-</u>	<u>31,985</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	5,188	1	5,189
TRANSFERS TO (FROM) OPERATING FUND (NET)	(19,880)	19,880	-
BEGINNING FUND BALANCES	<u>31,900</u>	<u>7,547</u>	<u>39,447</u>
ENDING FUND BALANCES	<u>\$ 17,208</u>	<u>\$ 27,428</u>	<u>\$ 44,636</u>

**VISTA HILLS ASSOCIATION
STATEMENT OF CASH FLOWS
For the Year Ended September 30, 2014**

	Operating Fund	Replacement Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES:			
Excess (Deficiency) of revenues over expenses	\$ 5,188	\$ 1	\$ 5,189
Changes in Assets and Liabilities (Increase) Decrease in:			
Accounts Receivable	(582)		(582)
Increase (Decrease) in:			
Prepaid Assessments	(600)		(600)
Accrued Expenses Payable	(18,831)		(18,831)
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	(14,825)	1	(14,824)
INCREASE (DECREASE) IN CASH	(14,825)	1	(14,824)
CASH BEGINNING OF YEAR - OCTOBER 1, 2013	53,116	7,547	60,663
TRANSFERS TO (FROM) OPERATING FUND (NET)	(19,880)	19,880	-
CASH END OF YEAR - SEPTEMBER 30, 2014	\$ 18,411	\$ 27,428	\$ 45,839

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:

Cash Payments for Interest	\$ 0
Cash Payments for Taxes	\$ 0

VISTA HILLS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2014

NOTE A - NATURE OF ORGANIZATION

The Association was incorporated in the State of Michigan in December 1992. The Association is responsible for the operation and maintenance of the common property of the condominium project. The Association consists of 144 site condominium units located in Novi, Michigan.

NOTE B - DATE OF MANAGEMENT'S REVIEW

In preparing the financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through July 24, 2015, the financial statements issuance date.

NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General Accounting

The Association prepares its year-end financial statements on the accrual basis in conformity with generally accepted accounting principles.

Fund Accounting

The Association's governing documents provide certain guidelines for governing its financial activities. To ensure observance of limitations and restrictions on the use of financial resources, the Association maintains its accounts using fund accounting. Financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

Operating Fund - This fund is used to account for financial resources available for the general operations of the Association.

Replacement Fund - This fund is used to accumulate financial resources designated for future major repairs and replacements.

Member Assessments

Association members are subject to annual assessments to provide funds for the Association's operating expenses, future capital acquisitions, and major repairs and replacements. Assessments receivable at the balance sheet date represent fees due from unit owners. The Association's policy is to retain legal counsel and place liens on the properties of members whose assessments are ninety days or more delinquent. Any excess assessments at year-end are retained by the Association for use in the succeeding year.

VISTA HILLS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2014

NOTE C - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Property and Equipment

Real property and common areas acquired from the developer and related improvements to such property are not recorded in the Association's financial statements because those properties are owned by the individual unit owners in common and not by the Association. The Association capitalizes personal property to which it has title at cost.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE D - INCOME TAXES

The Association is classified as a nonexempt membership organization for both federal and state income tax purposes for the year ended September 30, 2014. It does not qualify as an exempt organization. The Association is subject to specific rulings and regulations applicable to nonexempt membership organizations. In general, the Association is required to separate its taxable income and deductions into membership transactions, non-membership transactions, and capital transactions.

The Association qualifies as a Homeowners Association under Section 528 of the Internal Revenue Code. It may elect annually to file its Corporation Income Tax Returns either at regular corporate tax rates or only on its income not related to its exempt function at a rate of 30%. For the year ending September 30, 2014 it elected the former method, resulting in no tax due.

For state tax purposes, the Association is under the taxable limit to qualify to file a tax return.

NOTE E - FUNDED RESERVES

The Association sets aside funds in order to meet future cash requirements. The bylaws of the Association require that an adequate reserve fund for maintenance, repairs and replacements of those common elements that must be replaced on a periodic basis must be established in the budget and must be funded at least annually from the proceeds of the regular monthly assessments. The reserve fund shall, at a minimum, be equal to ten percent of the Association's current annual budget on a noncumulative basis.

The funds contained in the reserve fund should only be used for major repairs and replacement of common elements. The Association has made a study of future years' funding requirements for certain common element major repairs and replacements. Subsequent expenditures may vary from the reserve fund balance and the variations may be material. Additional assessments may be levied as necessary.

**VISTA HILLS ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended September 30, 2014**

NOTE F - RELATED PARTIES

The Association uses Herriman and Associates, their managing agent, to perform general maintenance and general accounting.

SUPPLEMENTARY INFORMATION

VISTA HILLS ASSOCIATION
SCHEDULE OF OPERATING EXPENSES
For the Year Ended September 30, 2014

	Operating Fund	Replacement Fund	Total
ADMINISTRATIVE AND OFFICE:			
Management Fees	\$ 9,000	\$	\$ 9,000
Accounting and Legal	2,629		2,629
Copies and Postage	1,340		1,340
Miscellaneous Administrative	820		820
TOTAL ADMINISTRATIVE & OFFICE	13,789	-	13,789
GROUNDS AND FACILITIES:			
Mailbox Replacement	458		458
Mulch & Flowers	2,888		2,888
Lawn	6,867		6,867
Irrigation Maintenance	646		646
Other Grounds	2,377		2,377
TOTAL GROUNDS & FACILITIES	13,236	-	13,236
OPERATIONAL EXPENSES			
Electricity	570		570
Water and Sewer	1,459		1,459
Property & Liability Insurance	2,931		2,931
TOTAL OPERATIONAL EXPENSES	\$ 4,960	\$	\$ 4,960

VISTA HILLS ASSOCIATION
SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENTS
September 30, 2014

The Board commissioned a study in April 2002 to estimate the remaining useful lives and the replacement costs of the components of common property. The estimates were based on future estimated replacement costs. Funding requirements consider an estimated inflation rate of 3.4 percent and interest of 3.4 percent on amounts funded for future major repairs and replacements.

The following table is based on the study and presents significant information about the components of common property.

<u>Components</u>	<u>Estimated Remaining Useful Lives(Years)</u>	<u>Estimated Future Replacement Costs</u>	<u>2015 Funding Requirement</u>	<u>Components of Fund Balance at Sept. 30, 2014</u>
Property Site Elements				
Concrete Sidewalks, Partial Replacements	3	111,941		
Fences, Wood	11	62,404		
Fences, Wood, Finish and Repairs	4	38,739		
Irrigation System, Controllers	7	5,788		
Landscape Enhancements	4	85,494		
Signs, Entry, Capital Repairs	13	3,243		
Wellheads, Abandon	2	9,088		
Reserve Study Update with Site Visit	2	2,350		
Unallocated	N/A		55,400	27,428
Total		<u>\$ 319,047</u>	<u>\$ 55,400</u>	<u>\$ 27,428</u>

VISTA HILLS ASSOCIATION

Page: 1

Balance Sheet
As of 09/30/15**ASSETS**

1108	Cash in Checking-CFCU	\$	20,608.54
1300	Cash in Savings-Wells Fargo		29,769.54
2310	Accounts Receivable-Members		1,210.33
2450	Prepaid Income Tax		205.00
	TOTAL ASSETS		\$ 51,794.41

LIABILITIES & EQUITY**LIABILITIES**

3010	Accounts Payable	\$	2,892.02
3310	Prepaid Assessments		333.00
	TOTAL LIABILITIES		\$ 3,225.02

RESERVES EQUITY

4000	Reserve Accumulated Prior Yrs	\$	27,427.62
4005	Net Reserve Income		1,852.19
	TOTAL RESERVES EQUITY		\$ 29,279.81

OPERATING EQUITY

4505	Accumulated Operating Equity	\$	17,207.55
4515	Plus/Less Net Reserve Income		(1,852.19)
	Total Net Income		3,934.22
	TOTAL OPERATING EQUITY		\$ 19,289.58
	TOTAL LIABILITIES & EQUITY		\$ 51,794.41

VISTA HILLS ASSOCIATION

INCOME STATEMENT

Period: 09/01/15 to 09/30/15

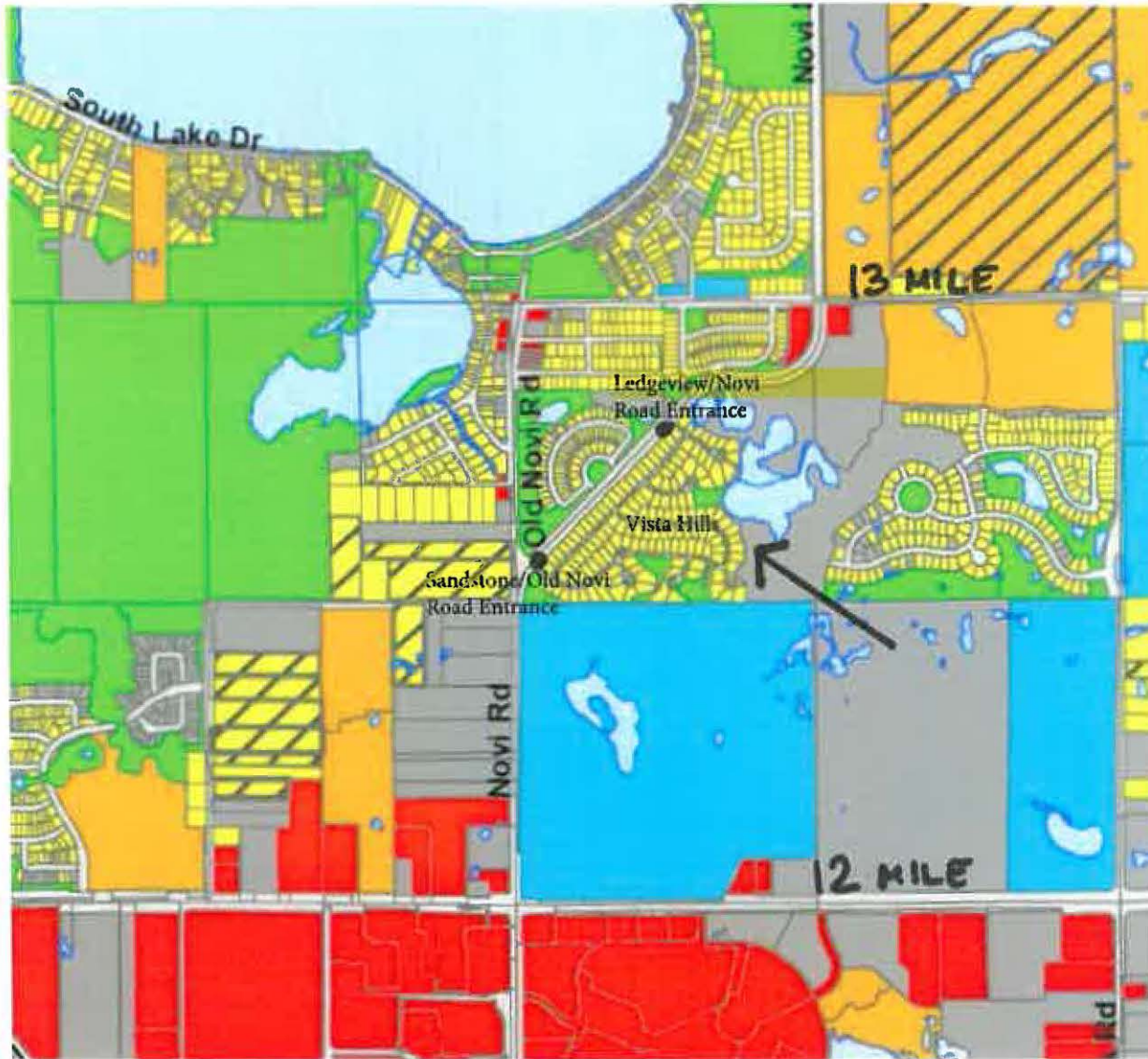
Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
INCOME								
05110	Assessments	.00	.00	.00	36,000.00	36,000.00	.00	36,000.00
05200	Late Charges	(75.00)	50.00	(125.00)	862.50	800.00	62.50	800.00
05206	Late Charge Expense	(37.50)	.00	(37.50)	(700.00)	.00	(700.00)	.00
05400	Interest Income	.95	.00	.95	12.35	.00	12.35	.00
	Subtotal Income	(111.55)	50.00	(161.55)	36,174.85	36,800.00	(625.15)	36,800.00
EXPENSES								
ADMINISTRATIVE & INSURANCE								
06045	Audit/Review Fees	1,600.00	1,600.00	.00	1,600.00	1,600.00	.00	1,600.00
06060	Bank Service Charges	.00	.00	.00	.00	85.00	85.00	85.00
06090	Copies & Postage	413.87	330.00	(83.87)	1,719.44	1,400.00	(319.44)	1,400.00
06145	Insurance-Property/Liability	166.00	725.00	559.00	2,510.00	3,700.00	1,190.00	3,700.00
06170	Legal Fees	.00	120.00	120.00	(2.00)	1,000.00	1,002.00	1,000.00
06195	Management Fees	777.60	750.00	(27.60)	9,418.20	9,000.00	(418.20)	9,000.00
06220	Miscellaneous Administrative	112.16	100.00	(12.16)	643.05	500.00	(143.05)	500.00
06415	Social Committee	.00	.00	.00	.00	500.00	500.00	500.00
	ADMINISTRATIVE & INSURANCE	3,069.63	3,625.00	555.37	15,888.69	17,785.00	1,896.31	17,785.00
BUILDINGS & INFRASTRUCTURE								
06590	Other Repairs	.00	.00	.00	193.24	.00	(193.24)	.00
06665	Mailbox Replacement	.00	.00	.00	1,234.16	.00	(1,234.16)	.00
	BUILDINGS & INFRASTRUCTURE	.00	.00	.00	1,427.40	.00	(1,427.40)	.00
GROUNDS								
07370	Lawn Fertilization	.00	270.00	270.00	158.47	1,100.00	941.53	1,100.00
07375	Lawn Mowing	857.15	875.20	18.05	5,907.12	6,000.00	92.88	6,000.00
07415	Mulch & Flowers	.00	650.00	650.00	3,142.00	4,000.00	858.00	4,000.00
07440	Other Grounds	.00	500.00	500.00	1,010.34	2,000.00	989.66	2,000.00
07565	Sprinkler Maintenance	(490.00)	350.00	840.00	380.00	750.00	370.00	750.00
07590	Tree Removal	300.00	550.00	250.00	300.00	1,000.00	700.00	1,000.00
07595	Tree and Shrub Replacement	.00	250.00	250.00	.00	250.00	250.00	250.00
07675	Winter Holiday Decorations	.00	.00	.00	1,757.00	1,800.00	43.00	1,800.00
	GROUNDS	667.15	3,445.20	2,778.05	12,654.93	16,900.00	4,245.07	16,900.00
UTILITIES								
08260	Electricity	35.99	100.00	64.01	585.89	700.00	114.11	700.00
08460	Water & Sewer	750.00	600.00	(150.00)	1,195.91	1,000.00	(195.91)	1,000.00
08510	Transfer to Reserves	.00	.00	.00	2,340.00	.00	(2,340.00)	.00
	UTILITIES	785.99	700.00	(65.99)	4,121.80	1,700.00	(2,421.80)	1,700.00
	TOTAL EXPENSES	4,522.77	7,770.20	3,247.43	34,092.82	36,385.00	2,292.18	36,385.00
	Current Year Net Income/(loss)	(4,634.32)	(7,720.20)	3,085.88	2,082.03	415.00	1,867.03	415.00

VISTA HILLS ASSOCIATION

INCOME STATEMENT

Period: 09/01/15 to 09/30/15

Account	Description	09/01/15			09/30/15			Balance
		YTD	CHG	YTD BAL	YTD	CHG	YTD BAL	
RESERVE FUND INCOME								
08600	Reserves Transfer	.00	.00	.00	2,340.00	.00	2,340.00	.00
08610	Reserves Interest	.00	.00	.00	2.19	.00	2.19	.00
	TOTAL RESERVE FUND INCOME	.00	.00	.00	2,342.19	.00	2,342.19	.00
RESERVE FUND EXPENDITURES								
08750	Irrigation System Improvement	490.00	1,000.00	510.00	490.00	1,000.00	510.00	1,000.00
	TOTAL RESERVE FUND EXPENDIT	490.00	1,000.00	510.00	490.00	1,000.00	510.00	1,000.00
	NET RESERVE INCOME	(490.00)	(1,000.00)	510.00	1,852.19	(1,000.00)	2,852.19	(1,000.00)
	TOTAL NET INCOME/LOSS	(5,124.32)	(6,720.20)	3,595.88	3,934.22	(585.00)	4,519.22	(585.00)



LOCATION OF VISTA HILLS



Sandstone/Novi/Old Novi Entrance

SIGN SIDE



Sandstone/Novi/Old Novi Entrance

SIGN SIDE



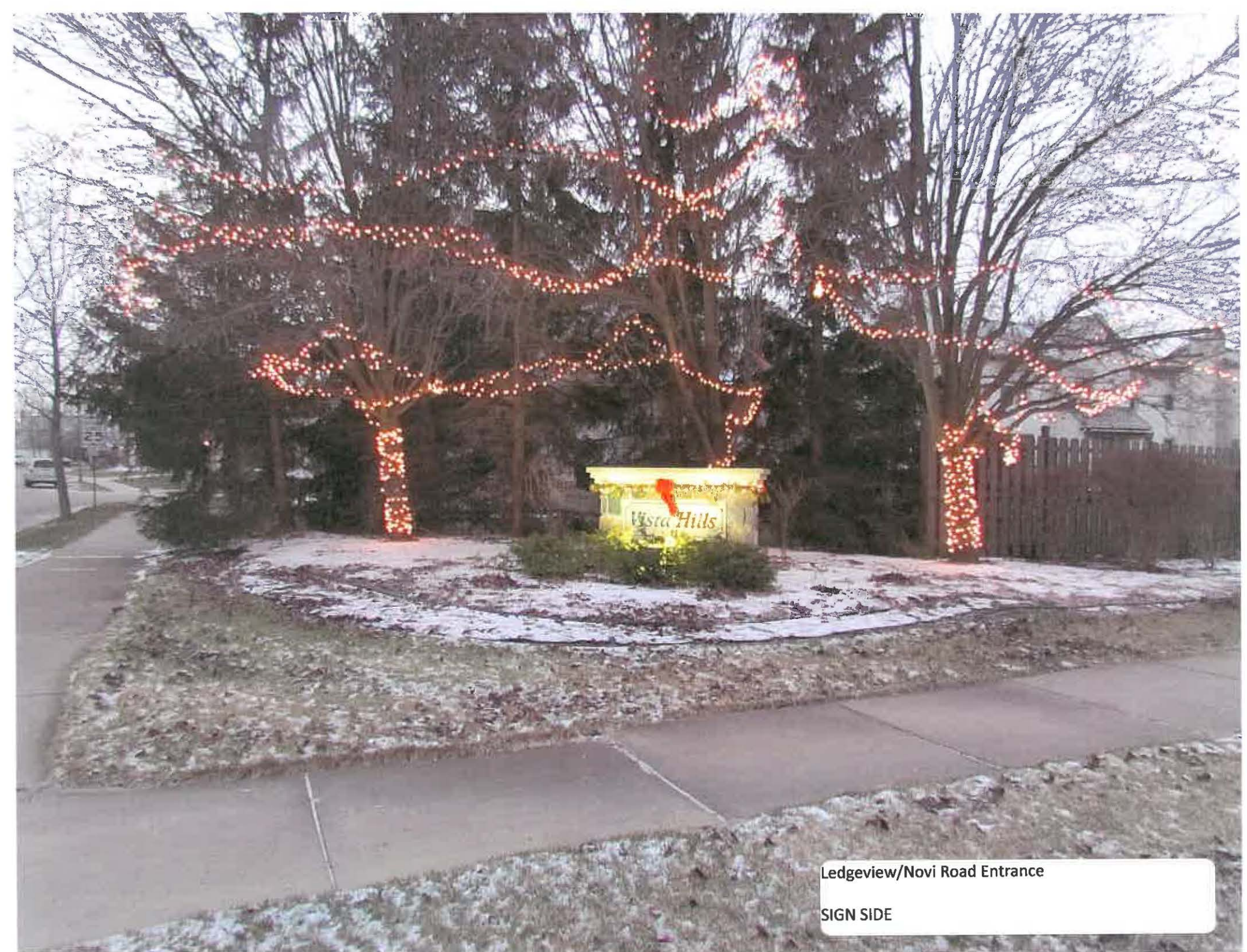
Sandstone/Novi/Old Novi Entrance

SIGN SIDE



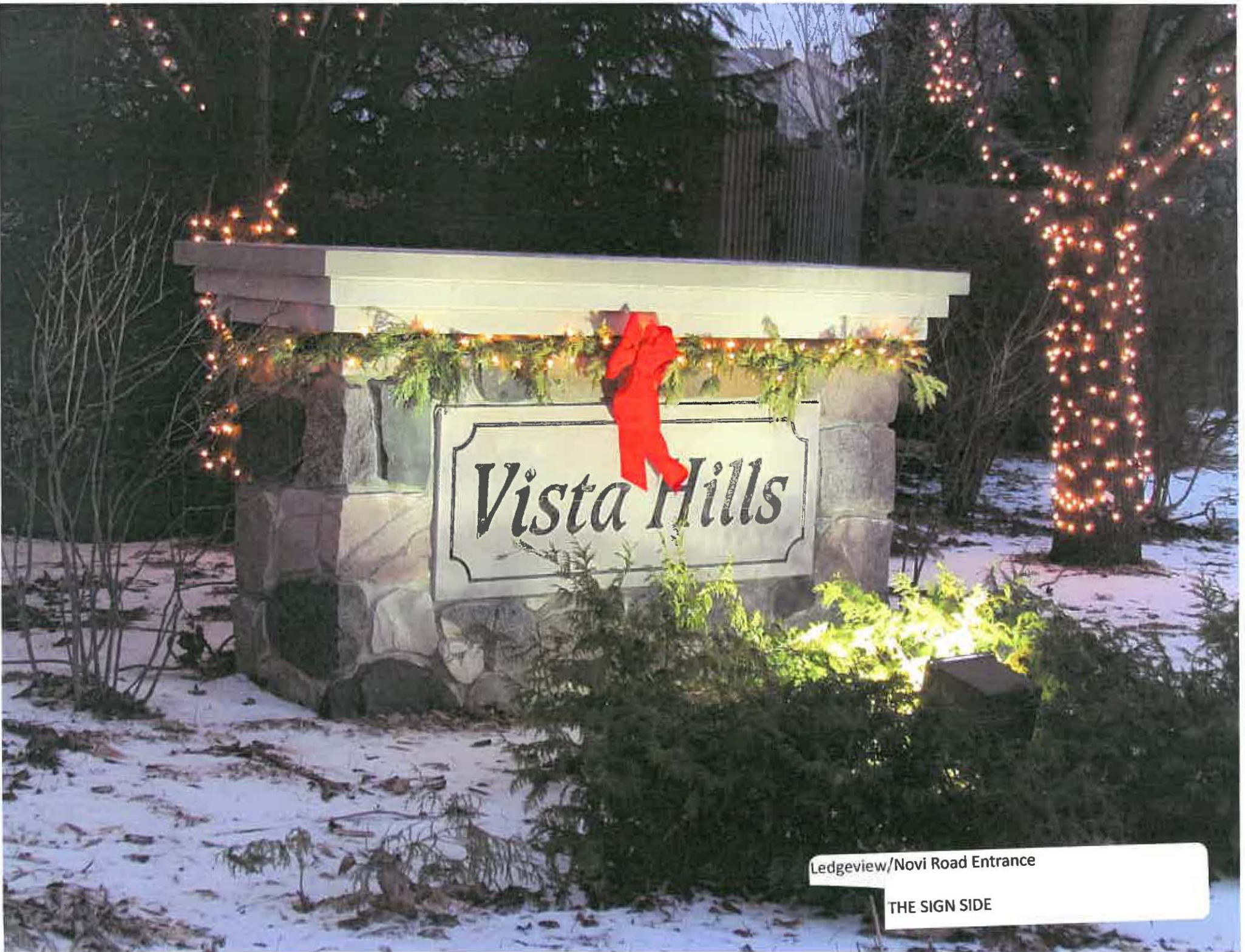
Sandstone/Novi/Old Novi Entrance

OPPOSITE THE SIGN SIDE



Ledgeview/Novi Road Entrance

SIGN SIDE



Ledgeview/Novi Road Entrance

THE SIGN SIDE



Ledgeview/Novi Road Entrance

OPPOSITE THE SIGN SIDE



Vista Hills Subdivision - Novi, MI
Attn: Carolyn Upton

December 15, 2015
RE: Sandstone Entrance Landscaping

PROPOSAL (Revised 1/3/16)

North side (sign bed)

Remove (3) Bradford Pear trees. Grind stumps. Remove current perennials and bushes in front of sign. Dispose of all resulting debris. Install the following plant material according to rough sketch/plan:

- (11) Green Velvet Boxwood, 3 gal.
- (11) Azure Rush Geraniums, 1 gal.
- (17) Ellacombianum Sedum, 1 gal.
- (10) Variegated Iris, 1 gal.
- (3) Jack Pear Trees, 2-2 ½"

Create boulder wall behind annual bed, approximately 28 ft. in length, with the use of approximately (9) boulders varying in sizes between 2 ½ - 3 ½ ft. in length.

South side

Install the following plant material:

- (7) Green Velvet Boxwood, 3 gal.
- (5) Azure Rush Geraniums, 1 gal.
- (9) Ellacombianum Sedum, 1 gal.

Install approx. 3-5 boulders sporadically throughout bed.

Backfill all plant material with organic compost and 6-month slow release fertilizer.

Install approx. (3) yards of shredded hardwood bark mulch.

Plant / Task	Size	Cost per plant with install	Qty.	Total
Jack Pear	2 - 2 1/2"	384.00	3	\$1,152.00
Fine-Line-Buckthorn	6 gal.	70.00	6	420.00
Green Velvet Boxwood	3 gal.	42.00	18	756.00
Azure Rush Geraniums	1 gal.	13.00	16	208.00
Ellacombianum Sedum	1 gal.	12.00	26	312.00
Variegated Iris	1 gal.	23.00	10	230.00
Boulders	2 1/2 - 3'	95.00	14	1,330.00
Mulch		55.00/yd	3 yds.	165.00
Compost/Fertilizer			\$150.00	150.00
Tree Removal / Stump Grinding			\$697.00	697.00
Total cost:				\$5,420.00

Removed

\$ 5,000

Total cost: \$5,420.00**

****Terms of payment:** Payment in full due upon completion. Price includes all materials and price to install materials. All plant material has a limited one year warranty. Plant material that dies within one year of planting will be replaced at no cost. Warranty does not cover death of plant material due to lack of water, over watering, vandalism, natural disaster, weather or animal damage. Plant material may be subject to change due to availability of nursery stock. A service charge of 1.5% per month will be added to the balances not paid within 30 days of invoice. This represents an annual rate of 18%. In addition to all service charges, there shall also be paid the reasonable costs of collection, including attorneys' fees and court costs.

As indicated by my signature below, I have read, fully understand and agree to the terms and conditions in all areas of this contract.

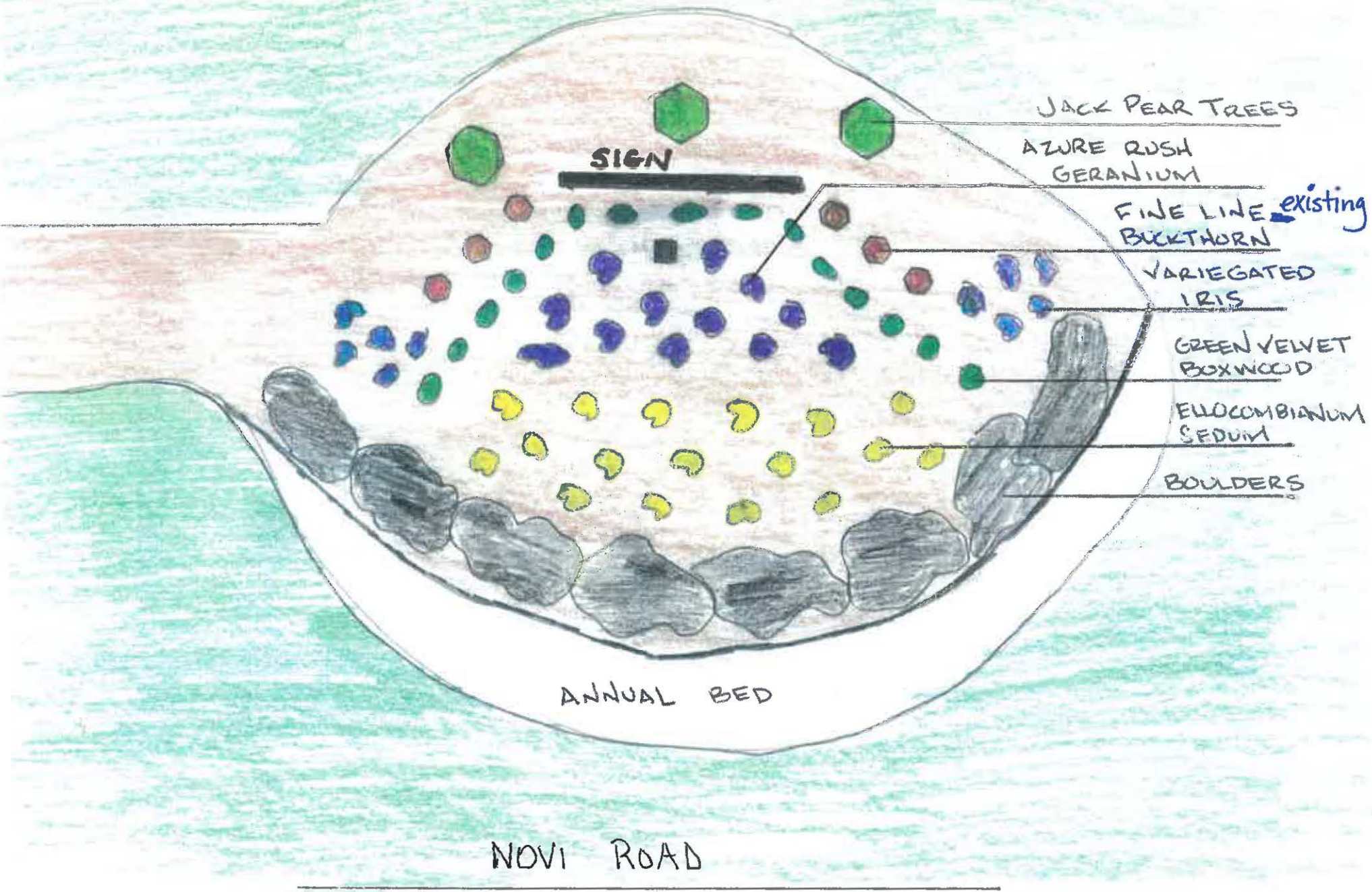
Proposed /authorized by:
Joshua Gonzalez

Signature: *Joshua Gonzalez* Date: 1-21-16

Accepted by: _____ Date: _____

"Landscape Problems call for Landscape Solutions"

REPRESENTS LANDSCAPING ON SIGN SIDE
SANDSTONE ENTRANCE



REPRESENTS LANDSCAPING ON SIDE
OPPOSITE SIGN
SANDSTONE ENTRANCE

EXISTING
BRASSARD
PEAR

NEW
BOULDERS

EXISTING
SPIRA

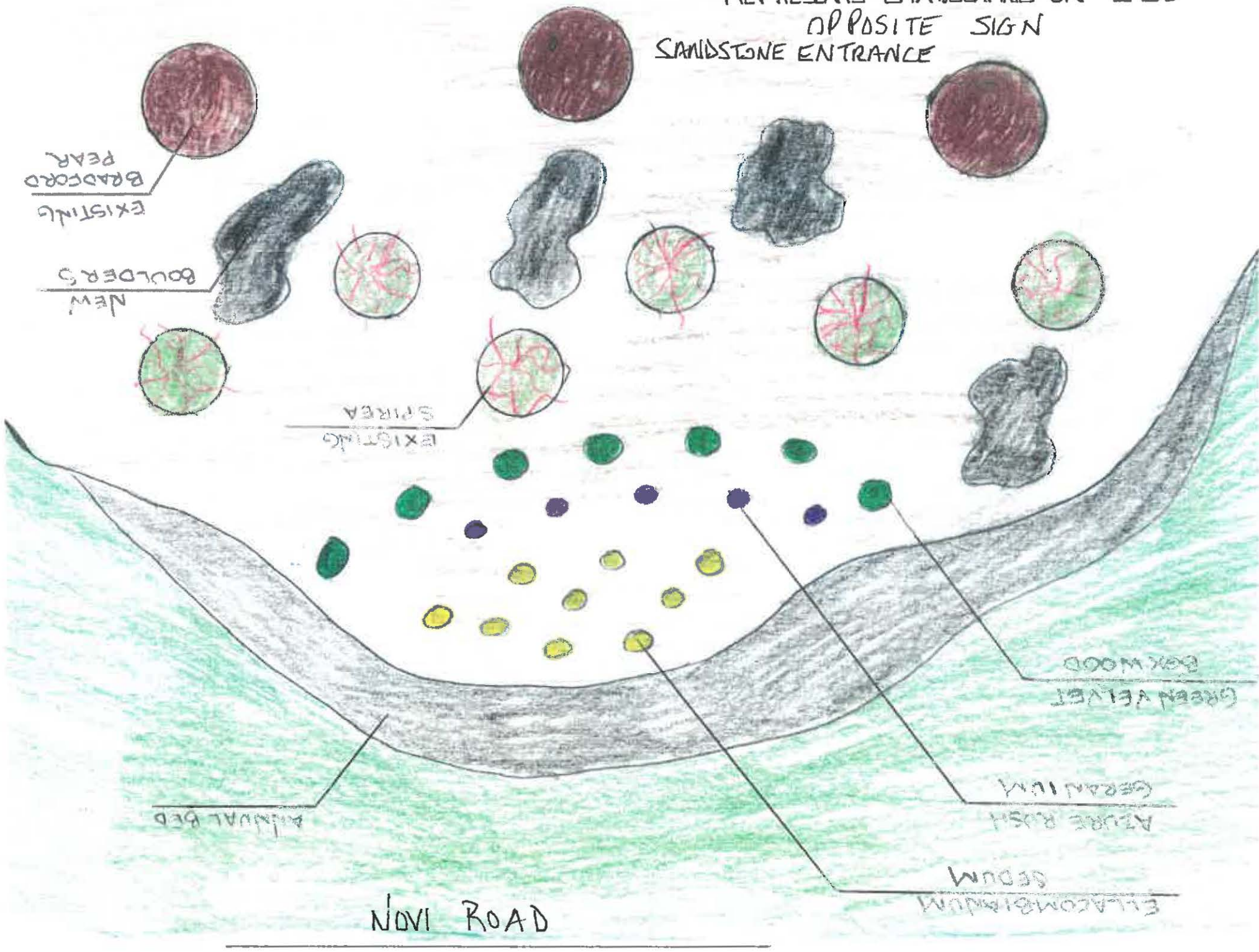
GREEN VELVET
BOX WOOD

AZURE RUSH
GERANIUM

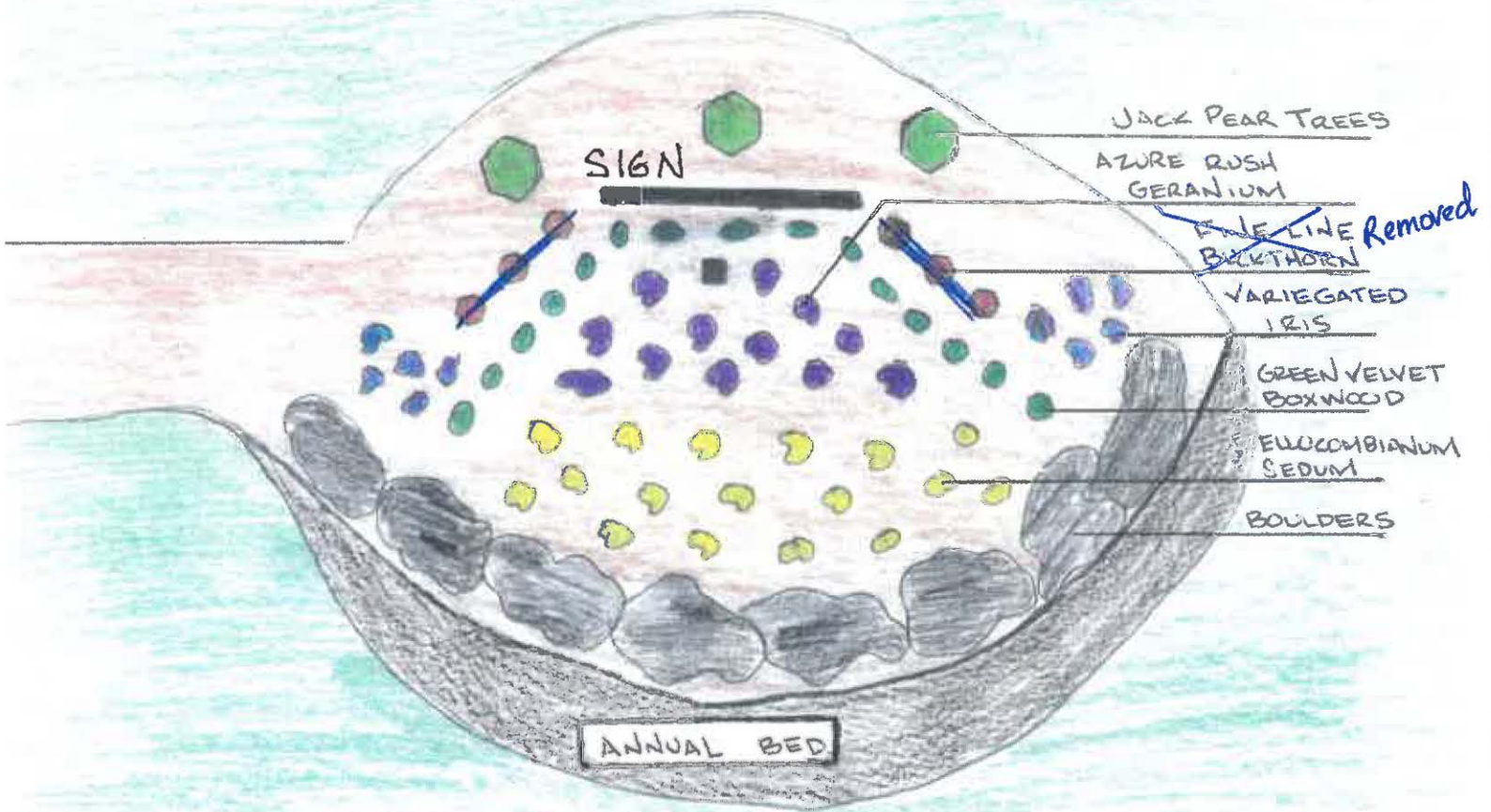
ELLACOMBIANUM
SEDUM

ADJACENT BED

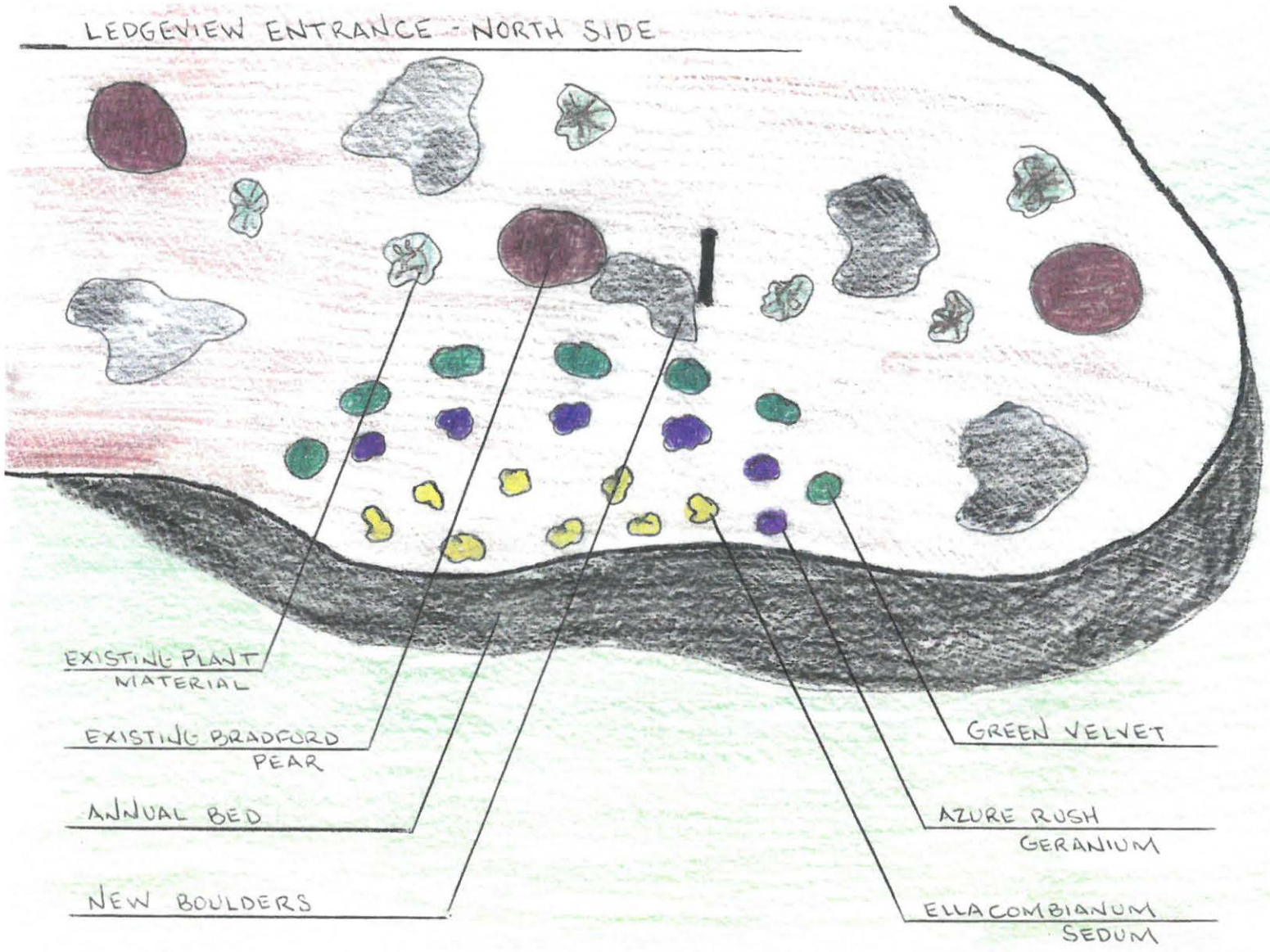
NOVI ROAD



LEDGEVIEW ENTRANCE - SOUTH SIDE



LEDGEVIEW ENTRANCE - NORTH SIDE



EXISTING PLANT MATERIAL

EXISTING BRADFORD PEAR

ANNUAL BED

NEW BOULDERS

GREEN VELVET

AZURE RUSH
GERANIUM

ELLACOMBIANUM
SEDUM

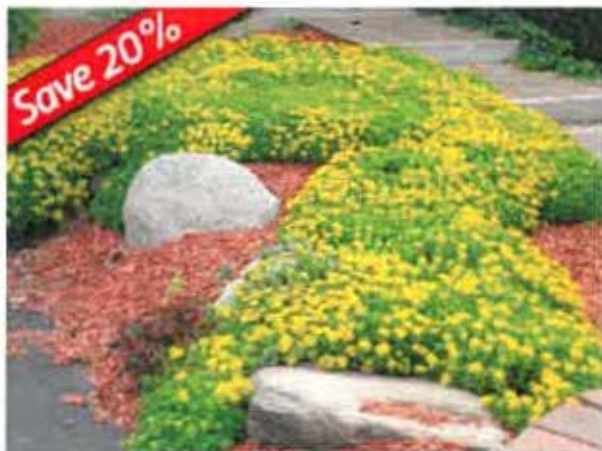
Images of New Plant Materials to be used in Vista Hills landscaping:



GREEN VELVET BOXWOOD



AZURE RUSH GERANIUMS



ELLACOMBIANUM SEDUM



VARIEGATED IRIS (perennial)

Pyrus calleryana 'Jaczam'

Dwarf growing ornamental tree, maturing to half the size of the species. Excellent for use where space is a consideration.

Streamlined semi-upright form is very compact producing a crown that always looks like it's been trimmed.

Bright white spring bloom, dark green glossy foliage. Brilliant glossy crimson-red fall foliage. 3/4" yellow-green fruit.

Mature height is 15-20 feet with a spread of 10-12 feet.

Cold hardy to U.S.D.A. Zone 5.



Photos courtesy Lake County Nursery

JACK PEAR