



**CITY OF NOVI CITY COUNCIL**  
**APRIL 3, 2023**

**SUBJECT:** Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the requested grant amount for the following neighborhoods upon successful completion of the entryway work depicted in the applications: Ashbury Park (\$5,000), Camden Court (\$4,306.50) with the condition that the proposed invasive burning bush is changed for a non-invasive shrub, and Knightsbridge Gate (\$4,700).

**SUBMITTING DEPARTMENT:** City Manager

|                               |                                      |
|-------------------------------|--------------------------------------|
| <b>EXPENDITURE REQUIRED</b>   | <b>\$ 14,006.50</b>                  |
| <b>AMOUNT BUDGETED</b>        | <b>\$ 25,000 (FY 2023-24 BUDGET)</b> |
| <b>APPROPRIATION REQUIRED</b> | <b>\$ 0</b>                          |
| <b>LINE ITEM NUMBER</b>       | <b>101-172.00-816.002</b>            |

**BACKGROUND INFORMATION:**

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

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

Four applications were received before the deadline of January 27, 2023: Asbury Park, Camden Court, Knightsbridge Gate, and Oberlin. City staff organized the applications for review by the Beautification Commission and provided the

evaluation criteria. Project need, impact, feasibility, and sustainability were taken into consideration when assessing applications.

Of the four applicants The Commission recommends the requested grant amounts be awarded to the following three (3) neighborhoods:

**1. Ashbury Park (\$5,000)**

The Beautification Commission commented that the Annabelle Hydrangeas proposed may prove problematic for Ashbury Park as they require a great deal of water and can grow to be very large. They suggest that Ashbury Park consider reducing the number planted so that they are 3 to 10 feet apart or to consider choosing a different type of hydrangea or even an ornamental grain or grass to be planted instead.

**2. Camden Court (\$4,306.50)**

The Beautification Commission generally approved this plan but were very concerned to see that the landscaping plan included several burning bushes, an invasive species. They respectfully request that, as a condition of the grant approval, that Camden Court work with their landscaper to select a different, non-invasive shrub to replace the burning bush in their plans, with a preference for a native shrub.

**3. Knightsbridge Gate (\$4,700)**

The Beautification Commission fully endorsed this project, noting the need given the age of the existing sign. The project would both beautify the entrance and improve visibility for those looking for the subdivision.

The fourth application received, for Oberlin, is not recommended for approval this cycle. Both staff and Beautification Commission members were concerned at the lack of a formal landscape plan and also noted that the existing subdivision entrance is both attractive and very, very new. While they appreciate the application they would suggest that, should Oberlin apply again in a future cycle, they should present a more comprehensive plan and wait for the subdivision to be at least 10 years of age.

**RECOMMENDED ACTION:** Approval of the Beautification Commission's recommendation on the Neighborhood Entryway Enhancement Matching Grant Program to award the requested grant amount for the following neighborhoods upon successful completion of the entryway work depicted in the applications: Ashbury Park (\$5,000), Camden Court (\$4,306.50) with the condition that the proposed invasive burning bush is changed for a non-invasive shrub, and Knightsbridge Gate (\$4,700).

| 2022 Entryway Grant Program Applicants |  |                    |                              |                      |  |
|--|--|--------------------|------------------------------|----------------------|--|
| Subdivision                            | Proposal   | Total Project Cost | Requested Grant Contribution | Recommended by Staff | Recommended by Beautification Commission   |
| Camden Court                           | 13 Mile/Whistler Dr Entry - install flower beds (annuals) and low shrubbery  | \$8,613.00         | \$4,306.50                   | Yes                  | Yes, with <b>condition</b> that the proposed invasive burning bush is replaced with a non-invasive, preferably native, shrub |
| Knightsbridge Gate                     | Replace entryway sign for Knightsbridge Gate Association. The existing 2005/2006 sign is untreated cedar wood and starting to deteriorate. The new sign will utilize the existing stone pillars and existing brackets. | \$9,400.00         | \$4,700.00                   | Yes                  | Yes  |
| Oberlin                                | Planting of ornamental hedging, shrubs and installation of mulch at the two Oberlin Entryways  | \$9,948.00         | \$4,974.00                   | No                   | No, due to lack of landscaping plan and the subdivision less than 10 years old   |
| Ashbury Park                           | Installation of flowering shrubs and trees at the two entryways  | \$11,105.00        | \$5,000.00                   | Yes                  | Yes, with recommendation that subdivision consider another Hydrangea type.   |

|                  |             |
|------------------|-------------|
| Total Requested: | \$18,980.50 |
|------------------|-------------|

|                           |                    |
|---------------------------|--------------------|
| <b>Total Recommended:</b> | <b>\$14,006.50</b> |
|---------------------------|--------------------|

## Applicant Information

- a. Homeowner's Association or Property Name: *Asbury Park HomeOwners Association*
- b. Age of the subdivision or neighborhood where the work will be done: *17 Years*
- c. First-time Applicant? **Yes**
- d. Project Leader • *Khurram Abbas*
  - Office Held/Position within organization - *Member at Large*
  - Address • *26508 Mandalay Cir Novi MI 48374*
  - Telephone *(313) 618-7835*
  - E-Mail *khurramabbas@gmail.com*
- *Project Leader 2: Patrick Torossian*
  - Office Held/Position within organization - *President*
  - Address • *26165 Mandalay Cir Novi MI 48374*
  - Telephone: *(248) - 207-9797*
  - E-Mail: *ptorossi@gmail.com*
- *Project Leader 3: Koti Kanneganti*
  - Office Held/Position within organization - *Secretary*
  - Address • *26545 Mandalay Cir Novi MI 48374*
  - Telephone: *(248) 396-7573*
  - E-Mail: *koti.kannegant@gmail.com*
- *Project Leader 4: Scott Stowitts*
  - Office Held/Position within organization - *Vice-President*
  - Address • *26188 Mandalay Cir Novi MI 48374*
  - Telephone: *(248) 234-1255*
  - E-Mail: *sstowitts@oliverhatcher.com*
- *Project Leader 5: Sean Murtha*
  - Office Held/Position within organization - *Treasurer*
  - Address • *26223 Mandalay Cir Novi MI 48374*
  - Telephone: *(248) 912-2600*
  - E-Mail: *seanmurtha@me.com*

## II. Project Information

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

*Beatification of the Asbury Park entrance areas mostly through the addition of landscaping related improvements. The plan consists mostly of beautification through the addition of various flowering trees to add much needed color to existing (mostly green) landscaping, targeting some rather bare spots that presently make the entrance somewhat plain looking and mundane (color wise). This would really spruce up the community's overall look by adding an inviting curb appeal of the entrance locations of the sub.*

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





General Layout of the West Side - West Wall



Right Wall (West Entrance) - Bed where the two Crab Trees will go - Same for all other walls



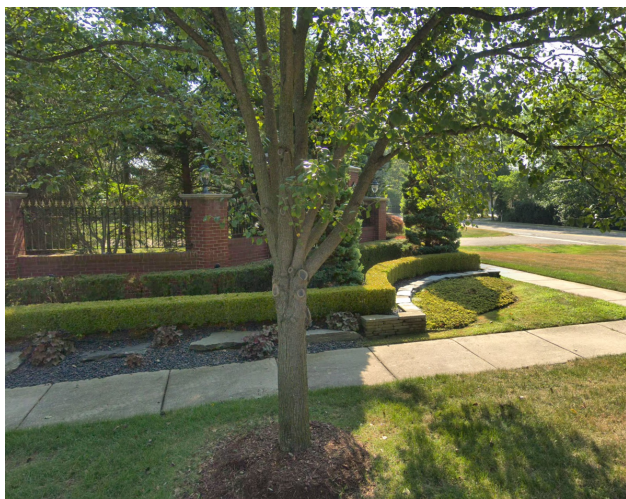
*Night view of the West Entrance, decorative crab trees (the left one) would go right here in front of the column on the left between the Boxwoods.*



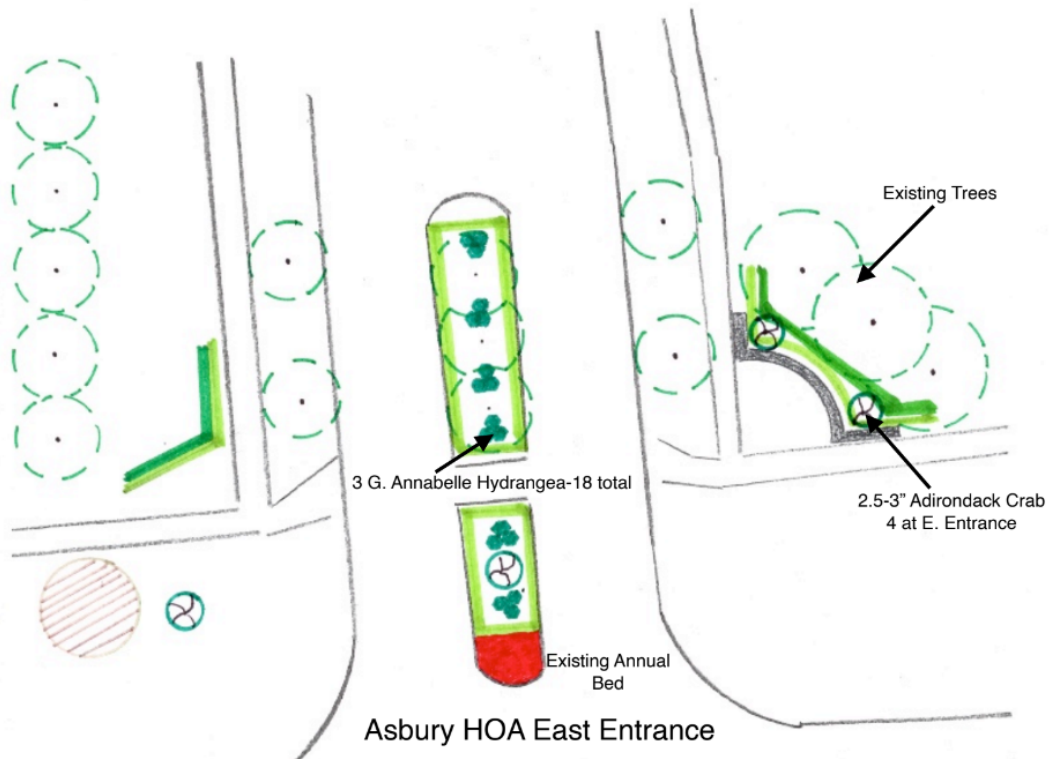
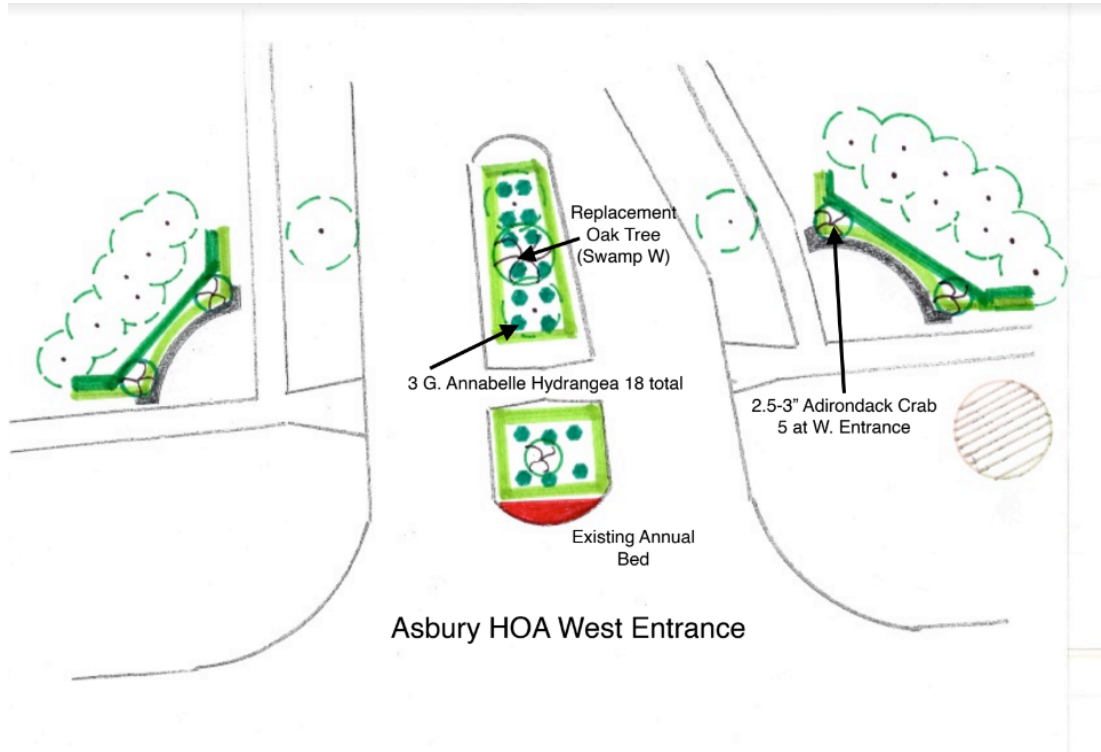




*Center Island West and East Entrance - 18 Hydrangeas on both sides, evenly distributed and laid out. Note these are old pictures taken from google street views as it's snowy right now even though those recent snow pictures are also attached. On the left picture, the middle tree in the back island has been gone for many years, this is where the swamp oak will go to remove the void. On the right, the trees in the island are now quite tall so the hydrangeas with the proposal will be prominent and not hide the trees in center.*

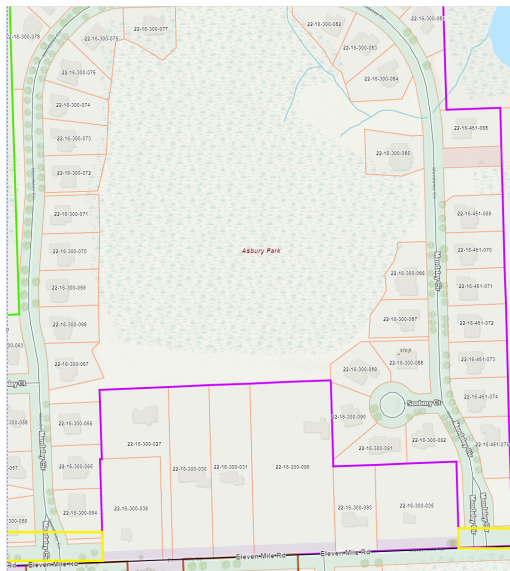


*East Side - East Wall (Old picture from Google Maps street view (new pictures have snow in them but are also attached), the two spiral tees no longer exist creating a void), this is where the 2 crab trees are going (similar to the West Entrance).*



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

*The beautification is for the proposed entrances of the Asbury Park SubDivision which can be seen in the yellow highlighted areas in the map taken from the City of Novi's website. These entrances are facing (and are visible from 11 Mile Road). The entrances are referred to as the West Side and the East Side Entrances and are almost identical to each other in terms of the existing architecture (two brick walls on each side), signage, metal railings, entry way, Lamp Pole etc. Exact locations on where the various items go in the map are in the proposal from the landscaper (Begonia Brothers) which is attached alongside.*



d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section. Describe how the project has taken into consideration any elements that would positively and/or negatively affect the surrounding environment. If there is an impact on property owners or other non-City agencies (e.g., Road Commission for Oakland County), please explain and attach written permission or approval from the necessary entity.

*The Asbury Park Subdivision has entrances that are directly visible from 11 Mile Road (public-right of way). The beautification primarily revolves around adding much needed color through landscaping items which includes the addition of some perennial ornamental shrubs and other flowering trees (everything in compliance with Novi ordinances, regulations as well as state/local laws).*

*We plan on installing Annabelle hydrangeas in the center islands of the sub (front closest to 11 mile), which in its present state really has nothing in there. We plan on putting 3 gallon Annabelle Hydrangeas, 36 in total divided between the East and West Entrance island beds in between the formal hedge of the evergreens. These are long lasting and low maintenance and will give us about 15 years per the landscaper, with very large blooms in the late summer).*

*There's also an area in the West Side's center area where it clearly looks like a very obviously large bare spot which reeks of nothingness where we can add a Swamp White Oak tree to make it look more full and symmetrical.*

*There is an area which is really meant for decorative small trees to be put up next to the monument walls (right behind the boxwoods) where some previous spiral evergreens were planted (removed a few years ago). We plan on clearing up the area, including the large tree stumps behind the Boxwood in front of the monuments where future flowering trees (Adirondack) flowering crab trees can go. This way we have both spring as well as summer/late summer colors, spring thanks to this and summer/late summer with the aforementioned hydrangeas.*

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

- i) Annabelle Hydrangea*
- ii) Adirondack flowering crab tree*
- iii) Swamp White Oak Tree (Quercus bicolor)*

### *III. Funding Information*

#### *a. Estimated Total Project Costs*

*\$11,105*

#### b. Who provided this cost estimate?

*Name Michael (Begonia Brothers), Estimator, Begonia Brothers •  
[michael@begoniabrothers.com](mailto:michael@begoniabrothers.com) Phone number: (888) 889-8282*

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

*\$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 amount of the additional cost.

*\$1,105.*

e. Total amount to be donated through in-kind donations and/or cash assistance. • Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).

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

*Not applicable as the Project will be funded by Association's Operating/Special Assessment costs as well as the City Matching Grant.*

f. Itemized unit and total cost estimates

| <i>Item</i>                                 | <i>#units</i> | <i>Cost/unit</i> | <i>total</i>    |
|---|---------------|------------------|-----------------|
| <i>Tree (adirondack crab tree)</i>          | <i>8</i>      | <i>\$693</i>     | <i>\$5544</i>   |
| <i>Shrub (3 gallon annabelle hydrangea)</i> | <i>36</i>     | <i>\$84</i>      | <i>\$3024</i>   |
| <i>Labor (prep area for crab trees)</i>     |               |                  | <i>\$1650</i>   |
| <i>Tree (swamp white oak)</i>               | <i>1</i>      | <i>\$887</i>     | <i>\$887</i>    |
| <i>Total</i>                                |               |                  | <i>\$11,105</i> |

Attachments Please include:

- The association/property's current budget, in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future (Please remove all account numbers from any bank statements that are submitted as part of the grant application)  
*There is a document called 'Pages from 12. Asbury Park December 2022 Financial Package' as well as the 'Asbury Park SA - Bank Balance Report' showing that we can pay the full amount before reimbursement.*


















- Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance  
*This can be viewed in the attached budgets for prior years under 6xxx item codes.*

- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable)  
*N/A since we are not using any donations from any other entity or company.*

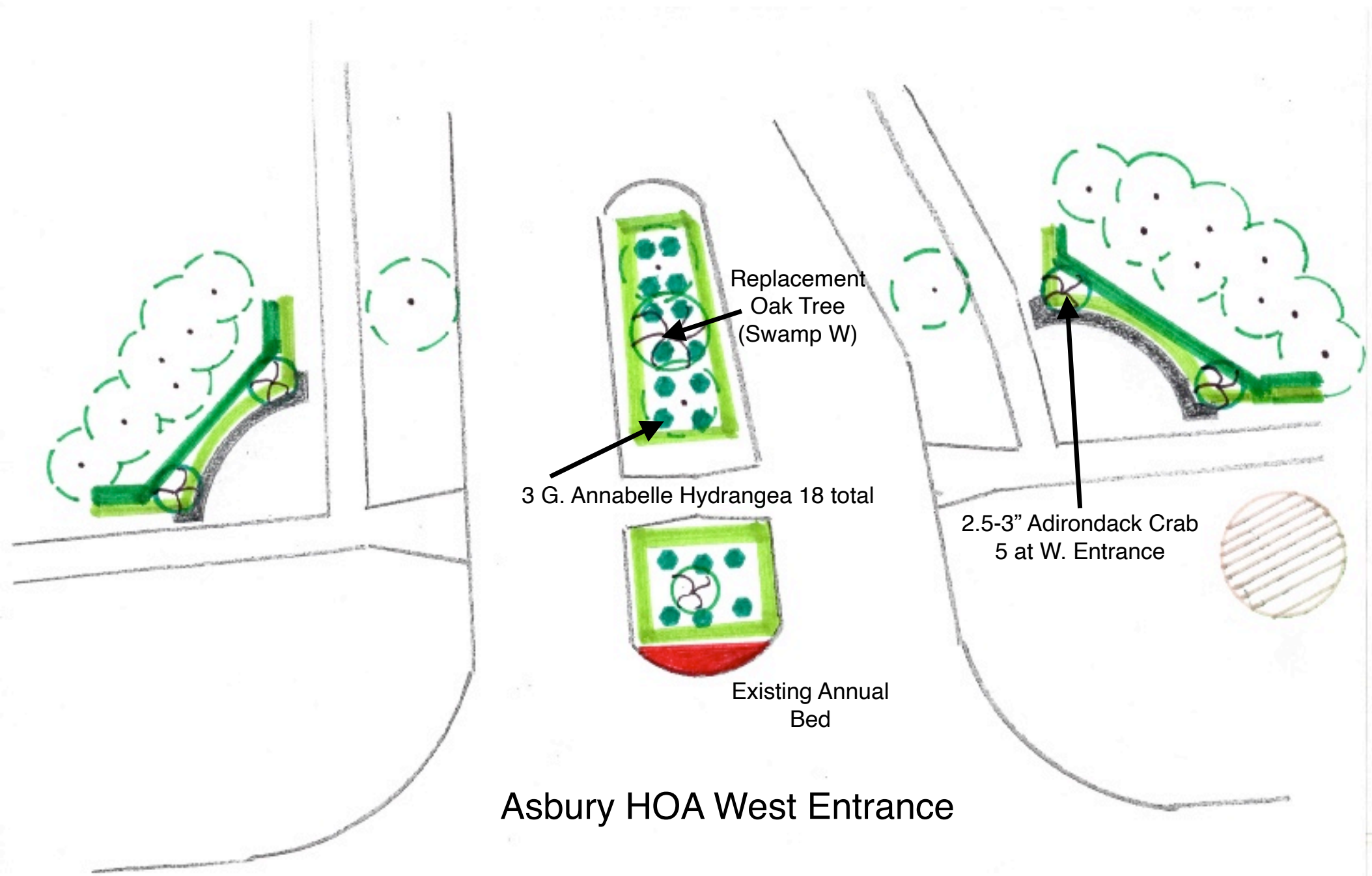
- Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable)  
*N/A this is being done on HOA entrance area property only and does not impact any other non city entity or any resident's property in any way*

- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting  
*The pictures of the sub entrances in general are all attached (it was snowy but hopefully you can also utilize the older pictures in this document). Please note the older pictures (some of them taken from Google Maps Street View have old ornamental spiral trees that are no longer there, were removed many years ago due to them dying).*

- Map with project location identified  
*This is provided both within this document and attachments.*

-  Asbury HOA Entrances
-  Asbury Park - 2021 Income Statement
-  Asbury Park - 2022 and 2023 Budget Summary
-  Asbury Park - 2022 Income Statement
-  Asbury Park - Budget Spread By Department
-  Asbury Park 2021 Budget Mailing
-  Asbury Park SA - Bank Balance Report
-  Asbury Quote from Begonia Brothers
-  East Side - Center Island
-  East Side - East Wall
-  East Side - Full View
-  East Side - West Wall
-  Pages from 12. Asbury Park December 2022 Financial Package
-  West Side - Center Island
-  West Side - East Wall
-  West Side - Full View
-  West Side - West Wall





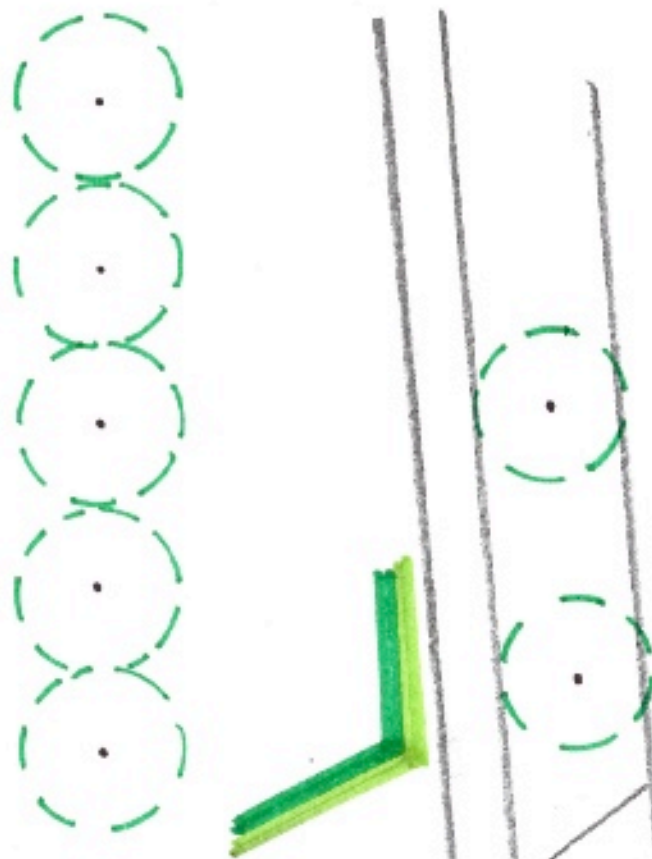
Replacement  
Oak Tree  
(Swamp W)

3 G. Annabelle Hydrangea 18 total

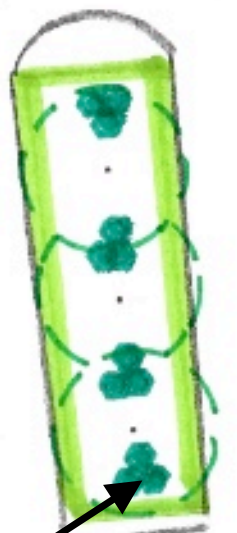
2.5-3" Adirondack Crab  
5 at W. Entrance

Existing Annual  
Bed

### Asbury HOA West Entrance



3 G. Annabelle Hydrangea-18 total



Existing Annual Bed



Existing Trees



2.5-3" Adirondack Crab  
4 at E. Entrance

# Asbury HOA East Entrance



# Begonia Brothers Services LLC

# Proposal and Contract

|          |              |
|----------|--------------|
| Date     | Estimate No. |
| 01/23/23 | 3485109      |

21141 Brickscape Drive  
Northville, MI 48167

**Name/Address**

Asbury Park HOA  
Associa Kramer-Triad Management  
40000 Grand River Ave- suite 100  
Novi, MI 48375  
Attn:

**Phone: 888-889-8282**

**Fax: 866-980-9559**

**Email: info@begoniabrothers.com**

| Item                                      | Description  | Quantity | Cost         | Total              |
|---|--|----------|--------------|--------------------|
| Gen Labor                                 | East and West Entrance Landscape Renovations/Enhancements<br>Removal of existing stumps behind boxwoods where previous large spiral evergreens were planted. 6 total stumps. 4 at West Entrance, 2 at East Entrance. Will require some shrubs to be removed during the stump removal process due to close proximity of surrounding material. |          | 1,650.00     | 1,650.00           |
| Tree                                      | 2.5-3" Adirondack crab trees- double bloom white spring flowers. 4 installed at West behind boxwood hedge where stumps are to be removed, one center island bed. 3 at East Entrance, 2 of those behind the boxwoods similar to West Entrance and one on the west part of East entrance in the common area lawn.                              | 8        | 693.00       | 5,544.00           |
| Tree                                      | West Entrance - Swamp White Oak Center island between two existing oaks. 3" caliper  | 1        | 887.00       | 887.00             |
| shrub                                     | 3 gallon annabelle hydrangea . 36 total. Center Island in between formal hedge of evergreens. Divided up equally between West Entrance center island and East Entrance center island beds.   | 36       | 84.00        | 3,024.00           |
| <b>Please call us with any questions!</b> |  |          | <b>Total</b> | <b>\$11,105.00</b> |

Begonia Brothers warrants the above plants to be disease and pest free at the time of delivery. Begonia Brothers' liability is limited to replacement of diseased and pest infested plants or refund of purchase price at Begonia Brothers option. The warranty described in this paragraph shall be in lieu of any other warranty expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. It is the sole responsibility of the purchaser to maintain any plants after installation. Begonia Brothers is not responsible for watering, weeding, fertilizing or replacing any such material unless previously agreed upon in writing. Payment is due Net 30 with a 2% monthly finance charge on past due invoices.

Client Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Contractor Approval \_\_\_\_\_ Date \_\_\_\_\_

12-31-22  
274576171

ASBURY PARK HOMEOWNERS ASSN INC

|       |                                |          |
|-------|--------------------------------|----------|
| 12-23 | ATGPay Online Pa ATGPay Onl    | 222.00   |
|       | ASBURY PARK                    |          |
|       | ST-H9S4X2R5H2Y1                |          |
| 12-27 | AVIDPAY SERVICE                | 1520.00- |
|       | AVIDPAY                        |          |
|       | 705REF*CK*1000207*221223*Begon |          |
| 12-28 | ATGPay Online Pa ATGPay Onl    | 830.00   |
|       | ASBURY PARK                    |          |
|       | ST-P6O0C3R5G6T5                |          |
| 12-29 | AVIDPAY SERVICE                | 63.89-   |
|       | AVIDPAY                        |          |
|       | 705REF*CK*1000208*221228*DTE E |          |

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

| Date  | Balance  | Date  | Balance  | Date  | Balance  |
|-------|----------|-------|----------|-------|----------|
| 11-30 | 11821.56 | 12-02 | 11396.88 | 12-05 | 11272.58 |
| 12-14 | 11135.58 | 12-16 | 10052.82 | 12-19 | 9608.13  |
| 12-22 | 9386.13  | 12-23 | 10438.13 | 12-27 | 10653.13 |
| 12-28 | 11483.13 | 12-29 | 11419.24 | 12-30 | 11419.69 |

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

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

END OF STATEMENT


  
Tiffany Wallace  
Community Association Manager

## Income Statement Report Asbury Park Operating

December 01, 2021 thru December 31, 2021

|   | Current Period    |               |                   | Year to Date (12 months) |                  |                   | Annual Budget    | Budget Remaining |
|---|-------------------|---------------|-------------------|--------------------------|------------------|-------------------|------------------|------------------|
|   | Actual            | Budget        | Variance          | Actual                   | Budget           | Variance          |                  |                  |
| <b>Income</b>                               |                   |               |                   |                          |                  |                   |                  |                  |
| <b>Assessment Income</b>                    |                   |               |                   |                          |                  |                   |                  |                  |
| 4000 - Association Fees                     | 0.00              | 0.00          | 0.00              | 37,350.00                | 37,350.00        | 0.00              | 37,350.00        | 0.00             |
| <b>Total Assessment Income</b>              | <b>0.00</b>       | <b>0.00</b>   | <b>0.00</b>       | <b>37,350.00</b>         | <b>37,350.00</b> | <b>0.00</b>       | <b>37,350.00</b> | <b>0.00</b>      |
| <b>Other Income</b>                         |                   |               |                   |                          |                  |                   |                  |                  |
| 4810 - Compliance Fines                     | 0.00              | 0.00          | 0.00              | 250.00                   | 0.00             | 250.00            | 0.00             | (250.00)         |
| <b>Total Other Income</b>                   | <b>0.00</b>       | <b>0.00</b>   | <b>0.00</b>       | <b>250.00</b>            | <b>0.00</b>      | <b>250.00</b>     | <b>0.00</b>      | <b>(250.00)</b>  |
| <b>Investment Income</b>                    |                   |               |                   |                          |                  |                   |                  |                  |
| 4900 - Interest Earned - Operating Accounts | 0.53              | 0.00          | 0.53              | 13.85                    | 0.00             | 13.85             | 0.00             | (13.85)          |
| 4904 - Perm Transfer Reserve Contribution   | (2,705.00)        | 0.00          | (2,705.00)        | (2,705.00)               | 0.00             | (2,705.00)        | 0.00             | 2,705.00         |
| <b>Total Investment Income</b>              | <b>(2,704.47)</b> | <b>0.00</b>   | <b>(2,704.47)</b> | <b>(2,691.15)</b>        | <b>0.00</b>      | <b>(2,691.15)</b> | <b>0.00</b>      | <b>2,691.15</b>  |
| <b>Total Operating Income</b>               | <b>(2,704.47)</b> | <b>0.00</b>   | <b>(2,704.47)</b> | <b>34,908.85</b>         | <b>37,350.00</b> | <b>(2,441.15)</b> | <b>37,350.00</b> | <b>2,441.15</b>  |
| <b>Expense</b>                              |                   |               |                   |                          |                  |                   |                  |                  |
| <b>Administrative</b>                       |                   |               |                   |                          |                  |                   |                  |                  |
| 5015 - Bank Charges                         | 180.00            | 0.00          | 180.00            | 180.00                   | 0.00             | 180.00            | 0.00             | (180.00)         |
| 5030 - Coupon Costs                         | 87.30             | 123.75        | (36.45)           | 571.50                   | 123.75           | 447.75            | 123.75           | (447.75)         |
| 5090 - Office Supplies                      | 80.95             | 6.00          | 74.95             | 488.71                   | 70.00            | 418.71            | 70.00            | (418.71)         |
| 5195 - Other Administrative Services        | 0.00              | 54.00         | (54.00)           | 609.50                   | 650.00           | (40.50)           | 650.00           | 40.50            |
| 5210 - Printing/Copying                     | 86.45             | 33.00         | 53.45             | 397.60                   | 400.00           | (2.40)            | 400.00           | 2.40             |
| 5215 - Postage                              | 48.81             | 9.00          | 39.81             | 249.61                   | 110.00           | 139.61            | 110.00           | (139.61)         |
| 7000 - Accounting/Audit                     | 0.00              | 0.00          | 0.00              | 100.00                   | 200.00           | (100.00)          | 200.00           | 100.00           |
| 7020 - Legal                                | 0.00              | 25.00         | (25.00)           | 0.00                     | 300.00           | (300.00)          | 300.00           | 300.00           |
| <b>Total Administrative</b>                 | <b>483.51</b>     | <b>250.75</b> | <b>232.76</b>     | <b>2,596.92</b>          | <b>1,853.75</b>  | <b>743.17</b>     | <b>1,853.75</b>  | <b>(743.17)</b>  |
| <b>Insurance</b>                            |                   |               |                   |                          |                  |                   |                  |                  |
| 5400 - Insurance Premiums                   | 0.00              | 0.00          | 0.00              | 1,092.00                 | 1,106.05         | (14.05)           | 1,106.05         | 14.05            |
| <b>Total Insurance</b>                      | <b>0.00</b>       | <b>0.00</b>   | <b>0.00</b>       | <b>1,092.00</b>          | <b>1,106.05</b>  | <b>(14.05)</b>    | <b>1,106.05</b>  | <b>14.05</b>     |

# Income Statement Report

## Asbury Park

### Operating

December 01, 2021 thru December 31, 2021

|   | Current Period    |                   |                   | Year to Date (12 months) |                  |                   | Annual Budget    | Budget Remaining  |
|---|-------------------|-------------------|-------------------|--------------------------|------------------|-------------------|------------------|-------------------|
|   | Actual            | Budget            | Variance          | Actual                   | Budget           | Variance          |                  |                   |
| <b><u>Expense</u></b>                       |                   |                   |                   |                          |                  |                   |                  |                   |
| <b>Utilities</b>                            |                   |                   |                   |                          |                  |                   |                  |                   |
| 6000 - Electric Service                     | 63.82             | 58.00             | 5.82              | 665.75                   | 700.00           | (34.25)           | 700.00           | 34.25             |
| 6025 - Water Service                        | 1,522.96          | 525.00            | 997.96            | 5,482.56                 | 6,300.00         | (817.44)          | 6,300.00         | 817.44            |
| 6050 - Telephone Service                    | 0.00              | 17.00             | (17.00)           | 35.00                    | 210.00           | (175.00)          | 210.00           | 175.00            |
| <b>Total Utilities</b>                      | <b>1,586.78</b>   | <b>600.00</b>     | <b>986.78</b>     | <b>6,183.31</b>          | <b>7,210.00</b>  | <b>(1,026.69)</b> | <b>7,210.00</b>  | <b>1,026.69</b>   |
| <b>Landscaping</b>                          |                   |                   |                   |                          |                  |                   |                  |                   |
| 6110 - Landscape Repair & Maintenance       | 0.00              | 0.00              | 0.00              | 12,009.00                | 9,756.00         | 2,253.00          | 9,756.00         | (2,253.00)        |
| 6120 - Fertilizer                           | 0.00              | 0.00              | 0.00              | 2,415.00                 | 2,415.00         | 0.00              | 2,415.00         | 0.00              |
| 6140 - Mowing & Edging                      | 924.00            | 0.00              | 924.00            | 6,006.00                 | 6,468.00         | (462.00)          | 6,468.00         | 462.00            |
| 6200 - Irrigation Repair & Maintenance      | 215.00            | 0.00              | 215.00            | 1,490.98                 | 650.00           | 840.98            | 650.00           | (840.98)          |
| <b>Total Landscaping</b>                    | <b>1,139.00</b>   | <b>0.00</b>       | <b>1,139.00</b>   | <b>21,920.98</b>         | <b>19,289.00</b> | <b>2,631.98</b>   | <b>19,289.00</b> | <b>(2,631.98)</b> |
| <b>Repair &amp; Maintenance</b>             |                   |                   |                   |                          |                  |                   |                  |                   |
| 6600 - General Repair & Maintenance         | 0.00              | 36.25             | (36.25)           | 51.38                    | 440.25           | (388.87)          | 440.25           | 388.87            |
| <b>Total Repair &amp; Maintenance</b>       | <b>0.00</b>       | <b>36.25</b>      | <b>(36.25)</b>    | <b>51.38</b>             | <b>440.25</b>    | <b>(388.87)</b>   | <b>440.25</b>    | <b>388.87</b>     |
| <b>Professional Services</b>                |                   |                   |                   |                          |                  |                   |                  |                   |
| 7040 - Management Fees                      | 350.00            | 550.00            | (200.00)          | 4,600.00                 | 6,600.00         | (2,000.00)        | 6,600.00         | 2,000.00          |
| <b>Total Professional Services</b>          | <b>350.00</b>     | <b>550.00</b>     | <b>(200.00)</b>   | <b>4,600.00</b>          | <b>6,600.00</b>  | <b>(2,000.00)</b> | <b>6,600.00</b>  | <b>2,000.00</b>   |
| <b>Other Expenses</b>                       |                   |                   |                   |                          |                  |                   |                  |                   |
| 9105 - Reserve Contribution Expense         | 85.00             | 84.95             | 0.05              | 850.00                   | 850.95           | (0.95)            | 850.95           | 0.95              |
| <b>Total Other Expenses</b>                 | <b>85.00</b>      | <b>84.95</b>      | <b>0.05</b>       | <b>850.00</b>            | <b>850.95</b>    | <b>(0.95)</b>     | <b>850.95</b>    | <b>0.95</b>       |
| <b>Reserve Expenses</b>                     |                   |                   |                   |                          |                  |                   |                  |                   |
| 9104 - Perm Transfer Reserve Contribution E | 0.00              | 0.00              | 0.00              | (8,305.00)               | 0.00             | (8,305.00)        | 0.00             | 8,305.00          |
| <b>Total Reserve Expenses</b>               | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>(8,305.00)</b>        | <b>0.00</b>      | <b>(8,305.00)</b> | <b>0.00</b>      | <b>8,305.00</b>   |
| <b>Total Operating Expense</b>              | <b>3,644.29</b>   | <b>1,521.95</b>   | <b>2,122.34</b>   | <b>28,989.59</b>         | <b>37,350.00</b> | <b>(8,360.41)</b> | <b>37,350.00</b> | <b>8,360.41</b>   |
| <b>Total Operating Income / (Loss)</b>      | <b>(6,348.76)</b> | <b>(1,521.95)</b> | <b>(4,826.81)</b> | <b>5,919.26</b>          | <b>0.00</b>      | <b>5,919.26</b>   | <b>0.00</b>      | <b>(5,919.26)</b> |



# Income Statement Report Asbury Park Reserves

December 01, 2021 thru December 31, 2021

|  | Current Period    |                   |                   | Year to Date (12 months) |               |                   | Annual Budget | Budget Remaining |
|--|-------------------|-------------------|-------------------|--------------------------|---------------|-------------------|---------------|------------------|
|  | Actual            | Budget            | Variance          | Actual                   | Budget        | Variance          |               |                  |
| <b><u>Income</u></b>                         |                   |                   |                   |                          |               |                   |               |                  |
| <b>Investment Income</b>                     |                   |                   |                   |                          |               |                   |               |                  |
| 4904 - Perm Transfer Reserve Contribution    | 0.00              | 0.00              | 0.00              | (8,305.00)               | 0.00          | (8,305.00)        | 0.00          | 8,305.00         |
| 4905 - Reserve Contribution Income           | 85.00             | 84.95             | 0.05              | 850.00                   | 850.95        | (0.95)            | 850.95        | 0.95             |
| 4910 - Interest Earned - Reserve Accounts    | 0.45              | 0.00              | 0.45              | 2.61                     | 0.00          | 2.61              | 0.00          | (2.61)           |
| <b>Total Investment Income</b>               | <b>85.45</b>      | <b>84.95</b>      | <b>0.50</b>       | <b>(7,452.39)</b>        | <b>850.95</b> | <b>(8,303.34)</b> | <b>850.95</b> | <b>8,303.34</b>  |
| <b>Total Reserves Income</b>                 | <b>85.45</b>      | <b>84.95</b>      | <b>0.50</b>       | <b>(7,452.39)</b>        | <b>850.95</b> | <b>(8,303.34)</b> | <b>850.95</b> | <b>8,303.34</b>  |
| <b><u>Expense</u></b>                        |                   |                   |                   |                          |               |                   |               |                  |
| <b>Reserve Expenses</b>                      |                   |                   |                   |                          |               |                   |               |                  |
| 9104 - Perm Transfer Reserve Contribution E  | (2,705.00)        | 0.00              | (2,705.00)        | (2,705.00)               | 0.00          | (2,705.00)        | 0.00          | 2,705.00         |
| <b>Total Reserve Expenses</b>                | <b>(2,705.00)</b> | <b>0.00</b>       | <b>(2,705.00)</b> | <b>(2,705.00)</b>        | <b>0.00</b>   | <b>(2,705.00)</b> | <b>0.00</b>   | <b>2,705.00</b>  |
| <b>Total Reserves Expense</b>                | <b>(2,705.00)</b> | <b>0.00</b>       | <b>(2,705.00)</b> | <b>(2,705.00)</b>        | <b>0.00</b>   | <b>(2,705.00)</b> | <b>0.00</b>   | <b>2,705.00</b>  |
| <b>Total Reserves Income / (Loss)</b>        | <b>2,790.45</b>   | <b>84.95</b>      | <b>2,705.50</b>   | <b>(4,747.39)</b>        | <b>850.95</b> | <b>(5,598.34)</b> | <b>850.95</b> | <b>5,598.34</b>  |
| <b>Total Association Net Income / (Loss)</b> | <b>(3,558.31)</b> | <b>(1,437.00)</b> | <b>(2,121.31)</b> | <b>1,171.87</b>          | <b>850.95</b> | <b>320.92</b>     | <b>850.95</b> | <b>(320.92)</b>  |

**Budget Summary Report**  
**Asbury Park**  
**Dept: 51 - Operating**  
**2023 Budget- Approved - 45 units**

|   | <b>2022<br/>Budget</b> | <b>2023<br/>Budget</b> | <b>2023 Monthly<br/>Budget</b> |
|---|------------------------|------------------------|--------------------------------|
| <b>Assessment Income</b>                    |                        |                        |                                |
| 4000 - Association Fees                     | 37,350.00              | 37,350.00              | 3,112.50                       |
| 4030 - Special Assessments                  | 0.00                   | 0.00                   | 0.00                           |
| 4070 - Maintenance Bill-Backs               | 0.00                   | 0.00                   | 0.00                           |
| <b>Total Assessment Income</b>              | <b>37,350.00</b>       | <b>37,350.00</b>       | <b>3,112.50</b>                |
| <b>Collections Income</b>                   |                        |                        |                                |
| 4705 - NSF Service Fees                     | 0.00                   | 0.00                   | 0.00                           |
| 4710 - Late Fees & Interest                 | 0.00                   | 0.00                   | 0.00                           |
| 4720 - Legal Reimbursements                 | 0.00                   | 0.00                   | 0.00                           |
| <b>Total Collections Income</b>             | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>                    |
| <b>Other Income</b>                         |                        |                        |                                |
| 4810 - Compliance Fines                     | 0.00                   | 0.00                   | 0.00                           |
| <b>Total Other Income</b>                   | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>                    |
| <b>Investment Income</b>                    |                        |                        |                                |
| 4900 - Interest Earned - Operating Accounts | 0.00                   | 0.00                   | 0.00                           |
| <b>Total Investment Income</b>              | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>                    |
| <b>Total Operating Income</b>               | <b>37,350.00</b>       | <b>37,350.00</b>       | <b>3,112.50</b>                |
| <b>Administrative</b>                       |                        |                        |                                |
| 5015 - Bank Charges                         | 0.00                   | 0.00                   | 0.00                           |
| 5025 - Collection Charges                   | 0.00                   | 0.00                   | 0.00                           |
| 5030 - Account Management Fee               | 513.00                 | 513.00                 | 42.75                          |
| 5090 - Office Supplies                      | 375.00                 | 500.00                 | 41.67                          |
| 5195 - Other Administrative Services        | 675.00                 | 575.00                 | 47.92                          |
| 5210 - Printing/Copying                     | 400.00                 | 500.00                 | 41.67                          |
| 5215 - Postage                              | 225.00                 | 300.00                 | 25.00                          |
| 7000 - Accounting/Audit                     | 750.00                 | 750.00                 | 62.50                          |
| 7020 - Legal                                | 300.00                 | 2,000.00               | 166.67                         |
| <b>Total Administrative</b>                 | <b>3,238.00</b>        | <b>5,138.00</b>        | <b>428.18</b>                  |
| <b>Insurance</b>                            |                        |                        |                                |
| 5400 - Insurance Premiums                   | 1,125.00               | 1,500.00               | 125.00                         |
| <b>Total Insurance</b>                      | <b>1,125.00</b>        | <b>1,500.00</b>        | <b>125.00</b>                  |
| <b>Utilities</b>                            |                        |                        |                                |
| 6000 - Electric Service                     | 700.00                 | 750.00                 | 62.50                          |
| 6025 - Water Service                        | 6,300.00               | 6,300.00               | 525.00                         |
| <b>Total Utilities</b>                      | <b>7,000.00</b>        | <b>7,050.00</b>        | <b>587.50</b>                  |
| <b>Landscaping</b>                          |                        |                        |                                |
| 6110 - Landscape Repair & Maintenance       | 9,756.00               | 3,674.00               | 306.17                         |
| 6120 - Fertilizer                           | 3,000.00               | 3,000.00               | 250.00                         |
| 6140 - Mowing & Edging                      | 6,468.00               | 8,234.00               | 686.17                         |
| 6200 - Irrigation Repair & Maintenance      | 650.00                 | 1,000.00               | 83.33                          |
| <b>Total Landscaping</b>                    | <b>19,874.00</b>       | <b>15,908.00</b>       | <b>1,325.67</b>                |
| <b>Repair &amp; Maintenance</b>             |                        |                        |                                |
| 6600 - General Repair & Maintenance         | 440.00                 | 2,060.00               | 171.67                         |
| <b>Total Repair &amp; Maintenance</b>       | <b>440.00</b>          | <b>2,060.00</b>        | <b>171.67</b>                  |



**Budget Summary Report**  
**Asbury Park**  
**Dept: 51 - Operating**  
**2023 Budget- Approved - 45 units**

|  | <b>2022<br/>Budget</b> | <b>2023<br/>Budget</b> | <b>2023 Monthly<br/>Budget</b> |
|--|------------------------|------------------------|--------------------------------|
| <b>Professional Services</b>               |                        |                        |                                |
| 7025 - Legal Services - Collections        | 0.00                   | 0.00                   | 0.00                           |
| 7040 - Management Fees                     | 4,305.00               | 4,326.00               | 360.50                         |
| <b>Total Professional Services</b>         | <b>4,305.00</b>        | <b>4,326.00</b>        | <b>360.50</b>                  |
| <b>Other Expenses</b>                      |                        |                        |                                |
| 9105 - Reserve Contribution Expense        | 1,368.00               | 1,368.00               | 114.00                         |
| <b>Total Other Expenses</b>                | <b>1,368.00</b>        | <b>1,368.00</b>        | <b>114.00</b>                  |
| <b>Total Operating Expense</b>             | <b>37,350.00</b>       | <b>37,350.00</b>       | <b>3,112.52</b>                |
| <b>Total Operating Net Income / (Loss)</b> | <b>0.00</b>            | <b>0.00</b>            | <b>(0.02)</b>                  |

**Budget Summary Report**  
**Asbury Park**  
**Dept: RESERVE - Reserves**  
**2023 Budget- Approved - 45 units**

|  | <u>2022<br/>Budget</u> | <u>2023<br/>Budget</u> | <u>2023 Monthly<br/>Budget</u> |
|--|------------------------|------------------------|--------------------------------|
| <b>Assessment Income</b>                     |                        |                        |                                |
| 4025 - Reserve Assessments                   | 0.00                   | 0.00                   | 0.00                           |
| <b>Total Assessment Income</b>               | <b>0.00</b>            | <b>0.00</b>            | <b>0.00</b>                    |
| <b>Investment Income</b>                     |                        |                        |                                |
| 4905 - Reserve Contribution Income           | 1,368.00               | 1,368.00               | 114.00                         |
| 4910 - Interest Earned - Reserve Accounts    | 0.00                   | 0.00                   | 0.00                           |
| <b>Total Investment Income</b>               | <b>1,368.00</b>        | <b>1,368.00</b>        | <b>114.00</b>                  |
| <b>Total Reserves Income</b>                 | <b>1,368.00</b>        | <b>1,368.00</b>        | <b>114.00</b>                  |
| <b>Total Reserves Net Income / (Loss)</b>    | <b>1,368.00</b>        | <b>1,368.00</b>        | <b>114.00</b>                  |
| <b>Total Association Net Income / (Loss)</b> | <b>1,368.00</b>        | <b>1,368.00</b>        | <b>113.98</b>                  |

*Lisa Schemanske*

**Income Statement Report  
Asbury Park  
Operating**

December 01, 2022 thru December 31, 2022

|   | Current Period |               |                | Year to Date (12 months) |                  |                 | Annual Budget    | Budget Remaining  |
|---|----------------|---------------|----------------|--------------------------|------------------|-----------------|------------------|-------------------|
|   | Actual         | Budget        | Variance       | Actual                   | Budget           | Variance        |                  |                   |
| <b><u>Income</u></b>                        |                |               |                |                          |                  |                 |                  |                   |
| <b>Assessment Income</b>                    |                |               |                |                          |                  |                 |                  |                   |
| 4000 - Association Fees                     | 0.00           | 0.00          | 0.00           | 36,520.00                | 37,350.00        | (830.00)        | 37,350.00        | 830.00            |
| <b>Total Assessment Income</b>              | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>    | <b>36,520.00</b>         | <b>37,350.00</b> | <b>(830.00)</b> | <b>37,350.00</b> | <b>830.00</b>     |
| <b>Collections Income</b>                   |                |               |                |                          |                  |                 |                  |                   |
| 4705 - NSF Service Fees                     | 0.00           | 0.00          | 0.00           | 30.00                    | 0.00             | 30.00           | 0.00             | (30.00)           |
| 4710 - Late Fees & Interest                 | 50.00          | 0.00          | 50.00          | 1,050.00                 | 0.00             | 1,050.00        | 0.00             | (1,050.00)        |
| 4720 - Legal Reimbursements                 | 0.00           | 0.00          | 0.00           | 1,168.00                 | 0.00             | 1,168.00        | 0.00             | (1,168.00)        |
| <b>Total Collections Income</b>             | <b>50.00</b>   | <b>0.00</b>   | <b>50.00</b>   | <b>2,248.00</b>          | <b>0.00</b>      | <b>2,248.00</b> | <b>0.00</b>      | <b>(2,248.00)</b> |
| <b>Other Income</b>                         |                |               |                |                          |                  |                 |                  |                   |
| 4810 - Compliance Fines                     | (25.00)        | 0.00          | (25.00)        | 1,225.00                 | 0.00             | 1,225.00        | 0.00             | (1,225.00)        |
| <b>Total Other Income</b>                   | <b>(25.00)</b> | <b>0.00</b>   | <b>(25.00)</b> | <b>1,225.00</b>          | <b>0.00</b>      | <b>1,225.00</b> | <b>0.00</b>      | <b>(1,225.00)</b> |
| <b>Investment Income</b>                    |                |               |                |                          |                  |                 |                  |                   |
| 4900 - Interest Earned - Operating Accounts | 0.45           | 0.00          | 0.45           | 13.95                    | 0.00             | 13.95           | 0.00             | (13.95)           |
| <b>Total Investment Income</b>              | <b>0.45</b>    | <b>0.00</b>   | <b>0.45</b>    | <b>13.95</b>             | <b>0.00</b>      | <b>13.95</b>    | <b>0.00</b>      | <b>(13.95)</b>    |
| <b>Total Operating Income</b>               | <b>25.45</b>   | <b>0.00</b>   | <b>25.45</b>   | <b>40,006.95</b>         | <b>37,350.00</b> | <b>2,656.95</b> | <b>37,350.00</b> | <b>(2,656.95)</b> |
| <b><u>Expense</u></b>                       |                |               |                |                          |                  |                 |                  |                   |
| <b>Administrative</b>                       |                |               |                |                          |                  |                 |                  |                   |
| 5015 - Bank Charges                         | 0.00           | 0.00          | 0.00           | 10.00                    | 0.00             | 10.00           | 0.00             | (10.00)           |
| 5030 - Account Management Fee               | 126.00         | 43.00         | 83.00          | 168.75                   | 513.00           | (344.25)        | 513.00           | 344.25            |
| 5090 - Office Supplies                      | 77.39          | 31.00         | 46.39          | 483.87                   | 375.00           | 108.87          | 375.00           | (108.87)          |
| 5195 - Other Administrative Services        | 75.00          | 56.00         | 19.00          | 882.50                   | 675.00           | 207.50          | 675.00           | (207.50)          |
| 5210 - Printing/Copying                     | 203.30         | 33.00         | 170.30         | 1,447.15                 | 400.00           | 1,047.15        | 400.00           | (1,047.15)        |
| 5215 - Postage                              | 120.84         | 19.00         | 101.84         | 475.42                   | 225.00           | 250.42          | 225.00           | (250.42)          |
| 7000 - Accounting/Audit                     | 0.00           | 0.00          | 0.00           | 220.00                   | 750.00           | (530.00)        | 750.00           | 530.00            |
| 7020 - Legal                                | 0.00           | 25.00         | (25.00)        | 1,959.65                 | 300.00           | 1,659.65        | 300.00           | (1,659.65)        |
| <b>Total Administrative</b>                 | <b>602.53</b>  | <b>207.00</b> | <b>395.53</b>  | <b>5,647.34</b>          | <b>3,238.00</b>  | <b>2,409.34</b> | <b>3,238.00</b>  | <b>(2,409.34)</b> |

# Income Statement Report

## Asbury Park

### Operating

December 01, 2022 thru December 31, 2022

|  | Current Period    |                   |                   | Year to Date (12 months) |                  |                   | Annual Budget    | Budget Remaining  |
|--|-------------------|-------------------|-------------------|--------------------------|------------------|-------------------|------------------|-------------------|
|  | Actual            | Budget            | Variance          | Actual                   | Budget           | Variance          |                  |                   |
| <b>Expense</b>                         |                   |                   |                   |                          |                  |                   |                  |                   |
| <b>Insurance</b>                       |                   |                   |                   |                          |                  |                   |                  |                   |
| 5400 - Insurance Premiums              | 0.00              | 0.00              | 0.00              | 1,102.00                 | 1,125.00         | (23.00)           | 1,125.00         | 23.00             |
| <b>Total Insurance</b>                 | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>1,102.00</b>          | <b>1,125.00</b>  | <b>(23.00)</b>    | <b>1,125.00</b>  | <b>23.00</b>      |
| <b>Utilities</b>                       |                   |                   |                   |                          |                  |                   |                  |                   |
| 6000 - Electric Service                | 128.07            | 58.00             | 70.07             | 786.43                   | 700.00           | 86.43             | 700.00           | (86.43)           |
| 6025 - Water Service                   | 2,357.45          | 525.00            | 1,832.45          | 5,684.69                 | 6,300.00         | (615.31)          | 6,300.00         | 615.31            |
| <b>Total Utilities</b>                 | <b>2,485.52</b>   | <b>583.00</b>     | <b>1,902.52</b>   | <b>6,471.12</b>          | <b>7,000.00</b>  | <b>(528.88)</b>   | <b>7,000.00</b>  | <b>528.88</b>     |
| <b>Landscaping</b>                     |                   |                   |                   |                          |                  |                   |                  |                   |
| 6110 - Landscape Repair & Maintenance  | 150.00            | 0.00              | 150.00            | 9,863.00                 | 9,756.00         | 107.00            | 9,756.00         | (107.00)          |
| 6120 - Fertilizer                      | 0.00              | 0.00              | 0.00              | 1,396.00                 | 3,000.00         | (1,604.00)        | 3,000.00         | 1,604.00          |
| 6140 - Mowing & Edging                 | 2,915.00          | 0.00              | 2,915.00          | 8,223.00                 | 6,468.00         | 1,755.00          | 6,468.00         | (1,755.00)        |
| 6200 - Irrigation Repair & Maintenance | 215.00            | 0.00              | 215.00            | 2,422.98                 | 650.00           | 1,772.98          | 650.00           | (1,772.98)        |
| <b>Total Landscaping</b>               | <b>3,280.00</b>   | <b>0.00</b>       | <b>3,280.00</b>   | <b>21,904.98</b>         | <b>19,874.00</b> | <b>2,030.98</b>   | <b>19,874.00</b> | <b>(2,030.98)</b> |
| <b>Repair &amp; Maintenance</b>        |                   |                   |                   |                          |                  |                   |                  |                   |
| 6600 - General Repair & Maintenance    | 0.00              | 37.00             | (37.00)           | 3,436.09                 | 440.00           | 2,996.09          | 440.00           | (2,996.09)        |
| <b>Total Repair &amp; Maintenance</b>  | <b>0.00</b>       | <b>37.00</b>      | <b>(37.00)</b>    | <b>3,436.09</b>          | <b>440.00</b>    | <b>2,996.09</b>   | <b>440.00</b>    | <b>(2,996.09)</b> |
| <b>Professional Services</b>           |                   |                   |                   |                          |                  |                   |                  |                   |
| 7040 - Management Fees                 | 360.50            | 359.00            | 1.50              | 4,326.00                 | 4,305.00         | 21.00             | 4,305.00         | (21.00)           |
| <b>Total Professional Services</b>     | <b>360.50</b>     | <b>359.00</b>     | <b>1.50</b>       | <b>4,326.00</b>          | <b>4,305.00</b>  | <b>21.00</b>      | <b>4,305.00</b>  | <b>(21.00)</b>    |
| <b>Other Expenses</b>                  |                   |                   |                   |                          |                  |                   |                  |                   |
| 9105 - Reserve Contribution Expense    | 137.00            | 137.00            | 0.00              | 1,370.00                 | 1,368.00         | 2.00              | 1,368.00         | (2.00)            |
| <b>Total Other Expenses</b>            | <b>137.00</b>     | <b>137.00</b>     | <b>0.00</b>       | <b>1,370.00</b>          | <b>1,368.00</b>  | <b>2.00</b>       | <b>1,368.00</b>  | <b>(2.00)</b>     |
| <b>Total Operating Expense</b>         | <b>6,865.55</b>   | <b>1,323.00</b>   | <b>5,542.55</b>   | <b>44,257.53</b>         | <b>37,350.00</b> | <b>6,907.53</b>   | <b>37,350.00</b> | <b>(6,907.53)</b> |
| <b>Total Operating Income / (Loss)</b> | <b>(6,840.10)</b> | <b>(1,323.00)</b> | <b>(5,517.10)</b> | <b>(4,250.58)</b>        | <b>0.00</b>      | <b>(4,250.58)</b> | <b>0.00</b>      | <b>4,250.58</b>   |

# Income Statement Report Asbury Park Reserves

December 01, 2022 thru December 31, 2022

|  | Current Period    |                   |                   | Year to Date (12 months) |                 |                   | Annual Budget   | Budget Remaining |
|--|-------------------|-------------------|-------------------|--------------------------|-----------------|-------------------|-----------------|------------------|
|  | Actual            | Budget            | Variance          | Actual                   | Budget          | Variance          |                 |                  |
| <b><u>Income</u></b>                         |                   |                   |                   |                          |                 |                   |                 |                  |
| <b>Investment Income</b>                     |                   |                   |                   |                          |                 |                   |                 |                  |
| 4905 - Reserve Contribution Income           | 137.00            | 137.00            | 0.00              | 1,370.00                 | 1,368.00        | 2.00              | 1,368.00        | (2.00)           |
| 4910 - Interest Earned - Reserve Accounts    | 1.24              | 0.00              | 1.24              | 9.54                     | 0.00            | 9.54              | 0.00            | (9.54)           |
| <b>Total Investment Income</b>               | <b>138.24</b>     | <b>137.00</b>     | <b>1.24</b>       | <b>1,379.54</b>          | <b>1,368.00</b> | <b>11.54</b>      | <b>1,368.00</b> | <b>(11.54)</b>   |
| <b>Total Reserves Income</b>                 | <b>138.24</b>     | <b>137.00</b>     | <b>1.24</b>       | <b>1,379.54</b>          | <b>1,368.00</b> | <b>11.54</b>      | <b>1,368.00</b> | <b>(11.54)</b>   |
| <b>Total Reserves Income / (Loss)</b>        | <b>138.24</b>     | <b>137.00</b>     | <b>1.24</b>       | <b>1,379.54</b>          | <b>1,368.00</b> | <b>11.54</b>      | <b>1,368.00</b> | <b>(11.54)</b>   |
| <br>   |                   |                   |                   |                          |                 |                   |                 |                  |
| <b>Total Association Net Income / (Loss)</b> | <b>(6,701.86)</b> | <b>(1,186.00)</b> | <b>(5,515.86)</b> | <b>(2,871.04)</b>        | <b>1,368.00</b> | <b>(4,239.04)</b> | <b>1,368.00</b> | <b>4,239.04</b>  |

## Spread Report Asbury Park Operating 2023 Budget- Approved

| Description                             | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   | Total  |
|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| <b>Assessment Income</b>                |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 4000 -- Association Fees                | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 37,350 |
| Total Assessment Income                 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 37,350 |
| Total Operating Income                  | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 3,113 | 3,112 | 37,350 |
| <b>Administrative</b>                   |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 5030 -- Account Management Fee          | 43    | 43    | 42    | 43    | 43    | 43    | 42    | 43    | 43    | 43    | 42    | 43    | 513    |
| 5090 -- Office Supplies                 | 42    | 41    | 42    | 42    | 41    | 42    | 42    | 41    | 42    | 42    | 41    | 42    | 500    |
| 5195 -- Other Administrative Services   | 48    | 48    | 48    | 48    | 48    | 48    | 47    | 48    | 48    | 48    | 48    | 48    | 575    |
| 5210 -- Printing/Copying                | 42    | 41    | 42    | 42    | 41    | 42    | 42    | 41    | 42    | 42    | 41    | 42    | 500    |
| 5215 -- Postage                         | 25    | 25    | 25    | 25    | 25    | 25    | 25    | 25    | 25    | 25    | 25    | 25    | 300    |
| 7000 -- Accounting/Audit                | 63    | 62    | 63    | 62    | 63    | 62    | 63    | 62    | 63    | 62    | 63    | 62    | 750    |
| 7020 -- Legal                           | 167   | 166   | 167   | 167   | 166   | 167   | 167   | 166   | 167   | 167   | 166   | 167   | 2,000  |
| Total Administrative                    | 430   | 426   | 429   | 429   | 427   | 429   | 428   | 426   | 430   | 429   | 426   | 429   | 5,138  |
| <b>Insurance</b>                        |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 5400 -- Insurance Premiums              | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 1,500  |
| Total Insurance                         | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 125   | 1,500  |
| <b>Utilities</b>                        |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 6000 -- Electric Service                | 63    | 62    | 63    | 62    | 63    | 62    | 63    | 62    | 63    | 62    | 63    | 62    | 750    |
| 6025 -- Water Service                   | 525   | 525   | 525   | 525   | 525   | 525   | 525   | 525   | 525   | 525   | 525   | 525   | 6,300  |
| Total Utilities                         | 588   | 587   | 588   | 587   | 588   | 587   | 588   | 587   | 588   | 587   | 588   | 587   | 7,050  |
| <b>Landscaping</b>                      |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 6110 -- Landscape Repair & Maintenance  | 306   | 306   | 307   | 306   | 306   | 306   | 306   | 306   | 307   | 306   | 306   | 306   | 3,674  |
| 6120 -- Fertilizer                      | 250   | 250   | 250   | 250   | 250   | 250   | 250   | 250   | 250   | 250   | 250   | 250   | 3,000  |
| 6140 -- Mowing & Edging                 | 686   | 686   | 687   | 686   | 686   | 686   | 686   | 686   | 687   | 686   | 686   | 686   | 8,234  |
| 6200 -- Irrigation Repair & Maintenance | 83    | 84    | 83    | 83    | 84    | 83    | 83    | 84    | 83    | 83    | 84    | 83    | 1,000  |
| Total Landscaping                       | 1,325 | 1,326 | 1,327 | 1,325 | 1,326 | 1,325 | 1,325 | 1,326 | 1,327 | 1,325 | 1,326 | 1,325 | 15,908 |
| <b>Repair &amp; Maintenance</b>         |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 6600 -- General Repair & Maintenance    | 172   | 171   | 172   | 172   | 171   | 172   | 172   | 171   | 172   | 172   | 171   | 172   | 2,060  |
| Total Repair & Maintenance              | 172   | 171   | 172   | 172   | 171   | 172   | 172   | 171   | 172   | 172   | 171   | 172   | 2,060  |

**Spread Report**  
**Asbury Park**  
**Operating**  
**2023 Budget- Approved**

| Description                          | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   | Oct   | Nov   | Dec   | Total  |
|--------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| <b>Professional Services</b>         |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 7040 -- Management Fees              | 361   | 360   | 361   | 360   | 361   | 360   | 361   | 360   | 361   | 360   | 361   | 360   | 4,326  |
| Total Professional Services          | 361   | 360   | 361   | 360   | 361   | 360   | 361   | 360   | 361   | 360   | 361   | 360   | 4,326  |
| <b>Other Expenses</b>                |       |       |       |       |       |       |       |       |       |       |       |       |        |
| 9105 -- Reserve Contribution Expense | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 1,368  |
| Total Other Expenses                 | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 114   | 1,368  |
| Total Operating Expense              | 3,115 | 3,109 | 3,116 | 3,112 | 3,112 | 3,112 | 3,113 | 3,109 | 3,117 | 3,112 | 3,111 | 3,112 | 37,350 |
| Total Operating Net Income / (Loss)  | (2)   | 3     | (3)   | 0     | 1     | 0     | 0     | 3     | (4)   | 0     | 2     | 0     | 0      |

**Spread Report**  
**Asbury Park**  
**Reserves**  
**2023 Budget- Approved**

| Description                         | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| <b>Investment Income</b>            |     |     |     |     |     |     |     |     |     |     |     |     |       |
| 4905 -- Reserve Contribution Income | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 1,368 |
| Total Investment Income             | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 1,368 |
| Total Reserves Income               | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 1,368 |
| Total Reserves Net Income / (Loss)  | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 114 | 1,368 |
| Total Association                   | 112 | 117 | 111 | 114 | 115 | 114 | 114 | 117 | 110 | 114 | 116 | 114 | 1,368 |





Associa®  
**Kramer-Triad Management Group, L.L.C.**

Ann Arbor • Novi • Troy

---

December 28, 2020

Asbury Park Homeowner's Association

**RE: 2021 Budget & Payment Coupon.**

Dear Co-owner,

The Board has approved the 2021 operating budget, which is enclosed for your review. This budget is the result of hours of analysis and discussion to keep it as reasonable as possible and meets our obligation to maintain and improve our Community. As a result of this analysis, the Board has decided that the Association fee will remain the same in 2021 as it was in 2020.

If you are currently utilizing automatic withdrawal, you will not receive a statement; no further action is required of you as the new fee will continue to be withdrawn automatically. If you wish to sign up for automatic withdrawal from your checking or savings account, the Authorization Form for Consumer Withdrawal is enclosed for your use. Also, please check the statement for the correct address and fee information. If you find any errors, please contact the customer service department at (866) 788-5130. There are also other payment options available to you at this time. Payments can be made by credit card on [www.TownSq.io](http://www.TownSq.io) by selecting pay online. NOTE: Convenience fees apply for this option.

**Please note - The late charge continues to be \$25.00 for payments not received by the 11<sup>th</sup> of the month. Please allow 7 – 10 days for processing if you continue to mail your payments.** In addition, as in the past, the late charge will be charged on any unpaid balance. Payments received are first applied to collection fees (including attorney fees), then to fines and late fees, and finally to the balance.

If you have any questions about the 2021 Budget, please contact Customer Service at (866) 788-5130 or email at [customerservice@kramertriad.com](mailto:customerservice@kramertriad.com).

Sincerely,

Board of Directors  
Asbury Park Homeowner's Association  
Tiffany Wallace, Community Director

**Budget Summary Report**  
**Asbury Park**  
**Dept: 51 - Operating**  
**2021 Budget Approved**

|   | <b>2021 Budget</b> |
|---|--------------------|
| <b>Accounts Payable</b>                     |                    |
| 2060 - Insurance Payable                    | 0.00               |
| <b>Total Accounts Payable</b>               | <b>0.00</b>        |
| <b>Total Operating Liabilities</b>          | <b>0.00</b>        |
| <b>Assessment Income</b>                    |                    |
| 4000 - Association Fees                     | 37,350.00          |
| 4070 - Maintenance Bill-Backs               | 0.00               |
| <b>Total Assessment Income</b>              | <b>37,350.00</b>   |
| <b>Collections Income</b>                   |                    |
| 4705 - NSF Service Fees                     | 0.00               |
| 4710 - Late Fees & Interest                 | 0.00               |
| 4720 - Legal Reimbursements                 | 0.00               |
| <b>Total Collections Income</b>             | <b>0.00</b>        |
| <b>Other Income</b>                         |                    |
| 4810 - Compliance Fines                     | 0.00               |
| <b>Total Other Income</b>                   | <b>0.00</b>        |
| <b>Investment Income</b>                    |                    |
| 4900 - Interest Earned - Operating Accounts | 0.00               |
| 4905 - Reserve Contribution Income          | 0.00               |
| <b>Total Investment Income</b>              | <b>0.00</b>        |
| <b>Total Operating Income</b>               | <b>37,350.00</b>   |
| <b>Administrative</b>                       |                    |
| 5015 - Bank Charges                         | 0.00               |
| 5025 - Collection Charges                   | 0.00               |
| 5030 - Coupon Costs                         | 123.75             |
| 5090 - Office Supplies                      | 70.00              |
| 5115 - Web Site Maintenance                 | 0.00               |
| 5195 - Other Administrative Services        | 650.00             |
| 5210 - Printing/Copying                     | 400.00             |
| 5215 - Postage                              | 110.00             |
| 7000 - Accounting/Audit                     | 200.00             |
| 7020 - Legal                                | 300.00             |
| <b>Total Administrative</b>                 | <b>1,853.75</b>    |
| <b>Communications</b>                       |                    |
| 5200 - Community Events                     | 0.00               |
| <b>Total Communications</b>                 | <b>0.00</b>        |
| <b>Payroll &amp; Benefits</b>               |                    |
| 5304 - Maintenance Salaries                 | 0.00               |
| <b>Total Payroll &amp; Benefits</b>         | <b>0.00</b>        |
| <b>Insurance</b>                            |                    |
| 5400 - Insurance Premiums                   | 1,106.05           |
| <b>Total Insurance</b>                      | <b>1,106.05</b>    |
| <b>Utilities</b>                            |                    |
| 6000 - Electric Service                     | 700.00             |

**Budget Summary Report**  
**Asbury Park**  
**Dept: 51 - Operating**  
**2021 Budget Approved**

|  | <b>2021 Budget</b> |
|--|--------------------|
| <b>Utilities</b>                             |                    |
| 6025 - Water Service                         | 6,300.00           |
| 6050 - Telephone Service                     | 210.00             |
| <b>Total Utilities</b>                       | <b>7,210.00</b>    |
| <b>Landscaping</b>                           |                    |
| 6110 - Landscape Repair & Maintenance        | 9,756.00           |
| 6120 - Fertilizer                            | 2,415.00           |
| 6140 - Mowing & Edging                       | 6,468.00           |
| 6199 - Landscape Other                       | 0.00               |
| 6200 - Irrigation Repair & Maintenance       | 650.00             |
| <b>Total Landscaping</b>                     | <b>19,289.00</b>   |
| <b>Repair &amp; Maintenance</b>              |                    |
| 6600 - General Repair & Maintenance          | 440.25             |
| <b>Total Repair &amp; Maintenance</b>        | <b>440.25</b>      |
| <b>Professional Services</b>                 |                    |
| 7025 - Legal Services - Collections          | 0.00               |
| 7040 - Management Fees                       | 6,600.00           |
| 7095 - Other Professional Services           | 0.00               |
| <b>Total Professional Services</b>           | <b>6,600.00</b>    |
| <b>F&amp;B Supplies &amp; Expenses</b>       |                    |
| 7215 - Computer Services Cost F&B            | 0.00               |
| <b>Total F&amp;B Supplies &amp; Expenses</b> | <b>0.00</b>        |
| <b>Other Expenses</b>                        |                    |
| 9105 - Reserve Contribution Expense          | 850.95             |
| <b>Total Other Expenses</b>                  | <b>850.95</b>      |
| <b>Total Operating Expense</b>               | <b>37,350.00</b>   |
| <b>Total Operating Net Income / (Loss)</b>   | <b>(0.00)</b>      |

**Bank Balance Report**  
**As Of: Thu Jan 26, 2023**

| <b>Association</b> | <b>Bank Name</b>            | <b>Bank Account No</b> | <b>Balance</b> | <b>Rec Date</b> |
|--------------------|-----------------------------|------------------------|----------------|-----------------|
| Asbury Park SA     | CIT Bank Special Assessment | 50709054               | 5,556.00       |                 |



Mandal

























11 Mile Rd  
Mandalay Cir



**Camden Court Condominium Association**  
c/o MeadowManagement Inc., Agent  
27780 Novi Road, Suite 110 Novi, MI 48377  
248-348-5400 Fax 248-348-5960  
Website: camdencourtnovi.com

**January 20, 2023**

Beautification Commission and the Novi City Counsel  
45175 West 10 Mile Road  
Novi, MI 48375-3006

**Dear Commission and Counsel,**

We, the Camden Court Condominium Association (CC), are submitting our application for the Novi Neighborhood Entryway Enhancement Matching Grant Program with this letter.

We have been planning for the changes that we know are necessary to the 13 Mile Road entrance to our community. We have carefully set aside the funds that will be provided exclusively for this project. The Grant matching funds will help us by freeing up some of our reserves for future improvements.

We are a strong community of caring residents of diverse backgrounds and ages. We take great pride in the upkeep and safety of Camden Court. We budget for replanting by our landscaping company Begonia Brothers and community volunteers that plant the flower beds along 13 Mile Road and Novi Road.

We are very concerned with how we spend our community's funds and have been able to keep our dues at an affordable level. This Grant will go a long way in helping our community.

The Camden Court Board of Directors:  
Frank Ellias, President  
Bill Bear, Vice President, Treasurer & Secretary  
Mike Smith, Member-at-Large  
Patrick Hornung, Member-at-Large

## NOVI NEIGHBORHOOD ENTRYWAY ENHANCEMENT MATCHING GRANT PROGRAM

### I) Applicant Information:

Applicant: Camden Court Condominium Association

Age of Community: 22+ years

First-time Applicant: NO (\$5,000.00 Grant Received in 2017)

Project Leader: Franklin (Frank) J. Ellias, Association President

Address: 29353 Whistler Drive, Novi, MI 48377-2725

Home Telephone: 248-960-0960

Cell Phone: 248-761-2221

Email: [fjellias@sbcglobal.net](mailto:fjellias@sbcglobal.net)

### II) Project Information:

#### A) Description:

The purpose of this project is to beautify a 13 Mile Road entrance to the Camden Court neighborhood. The work will primarily be done at the 13 Mile Road and Whistler Drive entrance. At this entrance, in 2022 we had removed 5 large diseased pine trees on the South side of the 13 Mile Road sidewalk. By removing these pine trees it exposed our first home (Lot #1) to street visibility and street noise. We will be contracting with Begonia Brothers Landscaping to place flower beds with low shrubbery and annual flowers. The west flower bed will be combined with multiple trees to replace the missing pines. The project site plan is in the attached landscape drawings. A Begonia Brothers professional landscaper drafted our plans with an eye toward beautifying the area and conserving the environment. Overall, the people who drive and walk along 13 Mile Road will enjoy the beautiful flowers and interesting plants. Also, the improvements will better reflect the beauty of the homes within Camden Court.

#### B) Location of proposed project:

13 Mile Road and Whistler Drive (see attached maps).

### C) Grant election Criteria & Evaluation Process:

This project meets all the criteria listed for this grant.

#### a. Project Need & Impact:

Ground was broken in Camden Court over 22 years ago and the community has been growing and thriving ever since! This project will update the existing entrance to the neighborhood along 13 Mile Road and Whistler Drive. We will be enhancing the look of that entrance area with something that better reflects the forward-thinking attitude of the City of Novi. The current entrance area looks barren and we want to make it look appealing. This project will not only impact the residents of the 56 homes in Camden Court but will be seen by many others since we are situated just East of the City parks on Walled Lake and is traveled daily by people on foot, car and bicycles. Our neighborhood is visible to so many people, including a large majority who are not from Novi itself. Our proposed project will create a landscape that will wear better against the elements while still bringing a sense of warmth and welcome to our neighborhood.

#### b. Project Feasibility:

Camden Court's Board of Directors has been working on this project for more than two years. We have invested much time into conceptualizing this project. We have been preparing for the project in our annual budgets for two cycles now. The Board realizes our horticultural and design shortcomings and has hired Begonia Brothers Landscaping Company to assist us.

#### c. Consideration of the environment:

This project does have a positive impact on property owners and does not have any negative impact to any City agency. The site of the project is on Camden Court's common area. This project will not bring any negative effects to the environment, but there will have many positive ones. As outlined above, this project will only serve to enhance the surrounding area, modernize our neighborhood's overall curb appeal and help restrict soil erosion.

**D) All plantings (see attached site plan):**

- a) Site preparation
- b) Upright Yew (6)
- c) Dense Yew (5)
- d) Burning Bush (10)
- e) Birds Nest Spruce (3)
- f) Gold Mound Spirea (6)
- g) Feather Reed Grass (10)
- h) Flats of annual flowers (12)
- i) Red Sunset Maple tree (2)
- j) Honey Locust tree (1)
- k) Mulch – Brown (8 yards)

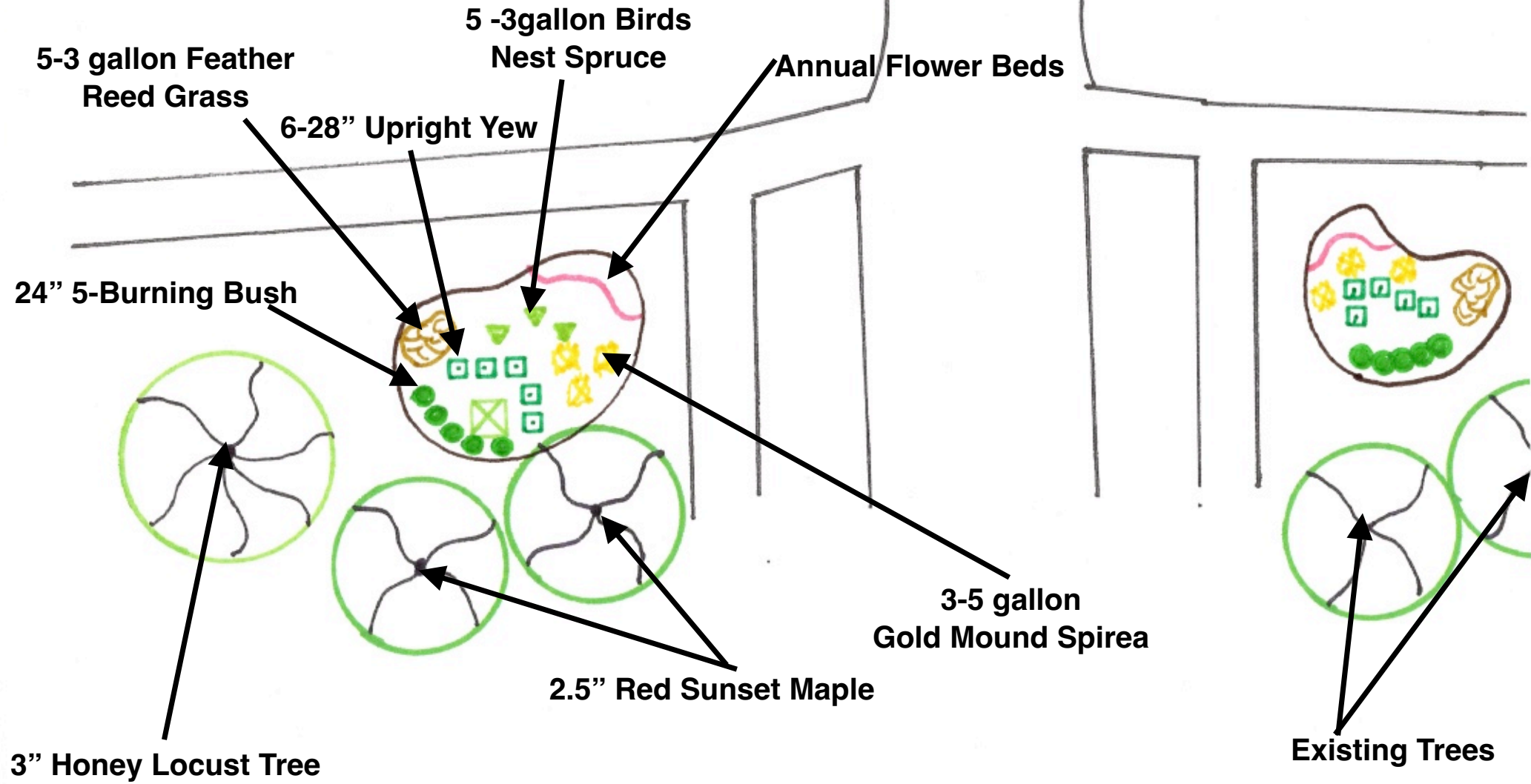
**III) Funding Information:**

- a) Estimated Total Project Cost: \$8,613.00
  - b) Total City Funds Requested: \$4,306.50
  - c) Camden Court Project Cost: \$4,306.50
- Total In-Kind Donated and/or Cash: NONE

Please be aware that Camden Court's Board of Directors is very dedicated to this project. We have always been fiscally conservative, balancing our budget with minimal expense to our homeowners. We expect to complete this project without any threat of having to levy a special assessment. We have used our budget wisely and honorably, as you can see by touring our neighborhood -- we have extremely high standards for the appearance of the homes in our neighborhood. The Board conducts a number of "walk-arounds" from early spring to late fall to make sure there are minimal weeds, rotted boards or fading paint. This commitment to excellence is mirrored in our common areas.



# Camden 13 Mile Whistler Entrance





# Proposal and Contract

**Begonia Brothers Services LLC**

|          |              |
|----------|--------------|
| Date     | Estimate No. |
| 12/03/21 | 299325415    |

21141 Brickscape Drive  
Northville, MI 48167

**Name/Address**

Camden Court  
c/o Meadow Management

**Phone: 888-889-8282**

**Fax: 866-980-9559**

**Email: info@begoniabrothers.com**

| Item                                      | Description  | Quantity | Cost         | Total             |
|---|--|----------|--------------|-------------------|
| Gen Labor                                 | 13 Mile/Whistler Entrance. Add 2 landscape beds one on each side. Beds will be INSIDE the public walkway. 2nd area proposed would be on West Side only adding 3 trees behind new landscape bed | 11       | 55.00        | 605.00            |
| Soil                                      | Sod Removal to create new landscape beds, disposal   | 4        | 85.00        | 340.00            |
| Mulch                                     | Planting Mix for new beds  | 8        | 65.00        | 520.00            |
| shrub                                     | 8 yards of brown dyed mulch  | 6        | 174.00       | 1,044.00          |
| shrub                                     | 6- 28" Upright Yews- West Side   | 5        | 154.00       | 770.00            |
| shrub                                     | 5-24" dense yews- East Side  | 10       | 82.00        | 820.00            |
| shrub                                     | 10-24" Burning Bush  | 3        | 97.00        | 291.00            |
| shrub                                     | 3- 5 gallon birds nest spruce  | 6        | 110.00       | 660.00            |
| perennial                                 | 6-5 gallon gold mound spirea   | 10       | 63.00        | 630.00            |
| Flower Flat                               | 10- 3 gallon Feather Reed Grass  | 12       | 30.00        | 360.00            |
|   | 12 flats for two annual beds , one in each new landscape bed near corners  |          | 0.00         | 0.00              |
| Tree                                      | Area # 2- 3 new trees on West Entrance Side behind newly created landscape bed   | 2        | 793.00       | 1,586.00          |
| Tree                                      | 2-3" - Red Sunset Maples   | 1        | 987.00       | 987.00            |
|   | 3"- Honeylocust  |          |              |                   |
| <b>Please call us with any questions!</b> |  |          | <b>Total</b> | <b>\$8,613.00</b> |

Begonia Brothers warrants the above plants to be disease and pest free at the time of delivery. Begonia Brothers' liability is limited to replacement of diseased and pest infested plants or refund of purchase price at Begonia Brothers option. The warranty described in this paragraph shall be in lieu of any other warranty expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. It is the sole responsibility of the purchaser to maintain any plants after installation. Begonia Brothers is not responsible for watering, weeding, fertilizing or replacing any such material unless previously agreed upon in writing. Payment is due Net 30 with a 2% monthly finance charge on past due invoices.

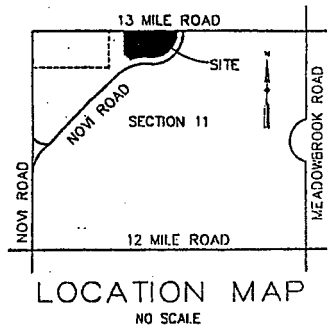
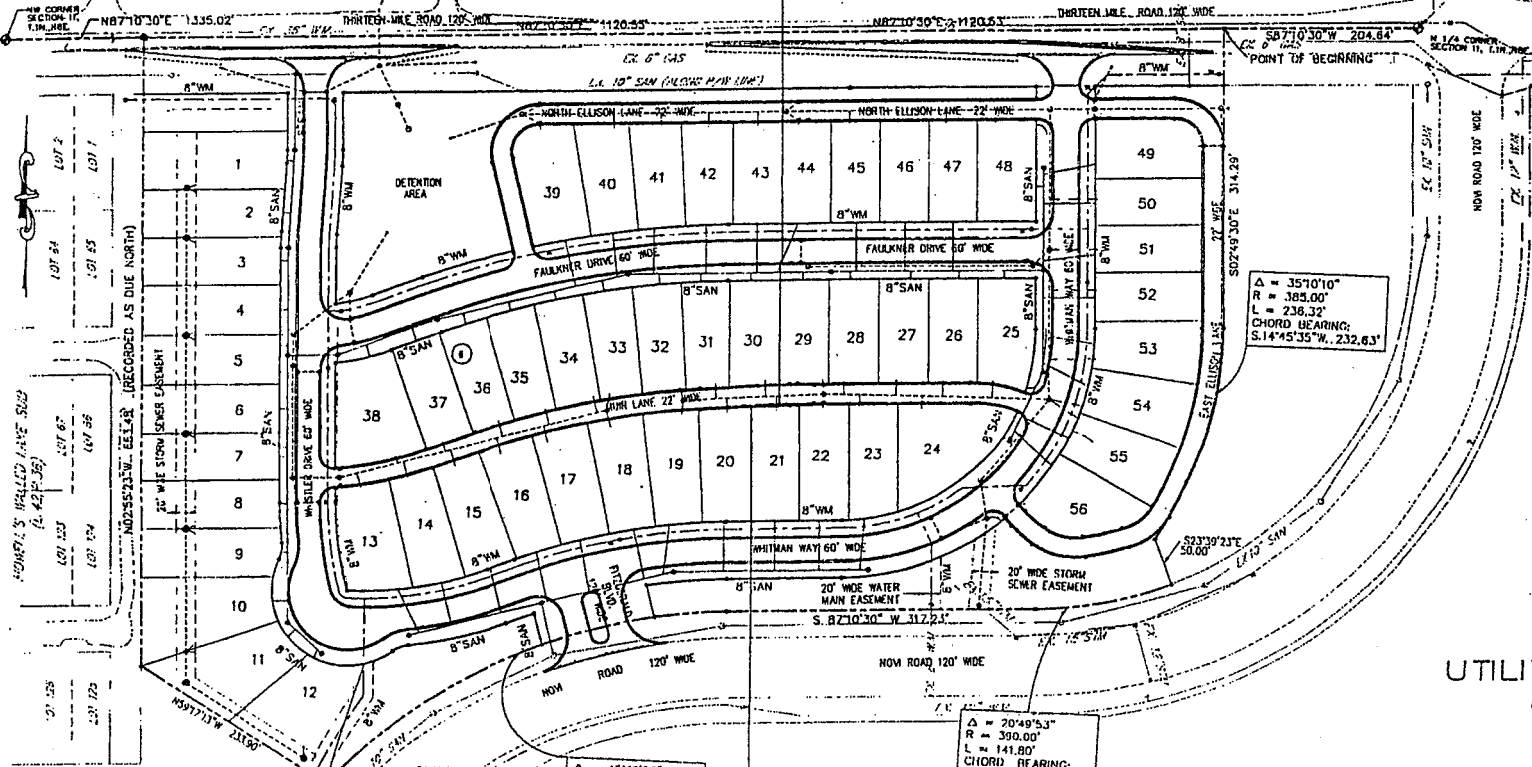
Client Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Contractor Approval \_\_\_\_\_ Date \_\_\_\_\_

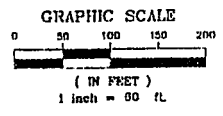
STANBEE SPURRY, SUE (L.S.P. 40)  
 LOT 49  
 LOT 74  
 LOT 48  
 LOT 73

MATCHLINE  
 SHEET 8  
 MATCHLINE  
 SHEET 7

LAKEMAN HILLS NO. 1 (L.S.P. 19)  
 LOT 3  
 LOT 4  
 LOT 5  
 LOT 2  
 LOT 1



UTILITY PLAN COMPOSITE  
 CAMDEN COURT



**LEGEND**

|  |                        |
|--|------------------------|
|  | GENERAL COMMON ELEMENT |
|  | CONDO. SUB. BOUNDARY   |
|  | CONC. MONUMENT         |
|  | CONC. MONUMENT         |

**NOTES:**

ALL UNITS TO BE SERVICED WITH SANITARY SEWER AND WATER BY THE CITY OF NOW.

ALL UNITS TO BE SERVICED WITH GAS BY CONSUMERS ENERGY COMPANY.

ALL UNITS TO BE SERVICED WITH ELECTRIC BY DTE.

ALL UNITS TO BE SERVICED WITH TELEPHONE BY AMERITECH.

GAS, ELECTRIC, AND TELEPHONE LINES ARE NOT SHOWN ON THIS DRAWING.

GAS, ELECTRIC, AND TELEPHONE LINES WILL BE SHOWN ON AS-BUILT PLANS.

EXISTING UTILITIES, AS SHOWN, INDICATE APPROX. LOCATIONS OF EACH UNIT'S UNIT, AS DISCLOSED BY THE RECORDS OF THE VARIOUS COMPANIES AND NO GUARANTEE IS GIVEN AS TO THE COMPLETENESS OR ACCURACY THEREOF.

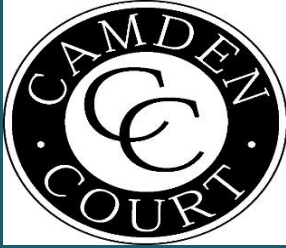
UTILITY MAINS TO SERVICE ALL UNITS MUST BE BUILT. INDIVIDUAL UNIT LEADS NEED NOT BE BUILT.

*Edward P. O'Rourke*  
 EDWARD P. O'ROURKE  
 PROFESSIONAL SURVEYOR  
 REGISTRATION NO. 16937  
 SPALDING DEDECKER ASSOCIATES, INC.  
 905 SOUTH BLVD. EAST  
 ROCHESTER HILLS, MICHIGAN 48307  
 PHONE: (248) 844-5400



Engineering & Surveying Excellence  
 Since 1954

PROPOSED 12-09-1999



## 2023 Annual Budget Summary

**56 Units**  
**\$160 per unit per month (\$1920.00 Annual)**

| Income | Amount |
|--------|--------|
|--------|--------|

|                           |               |
|---------------------------|---------------|
| Regular Assessment Income | \$ 107,520.00 |
|---------------------------|---------------|

|                     |                      |
|---------------------|----------------------|
| <b>TOTAL Income</b> | <b>\$ 107,520.00</b> |
|---------------------|----------------------|

| Expense | Amount |
|---------|--------|
|---------|--------|

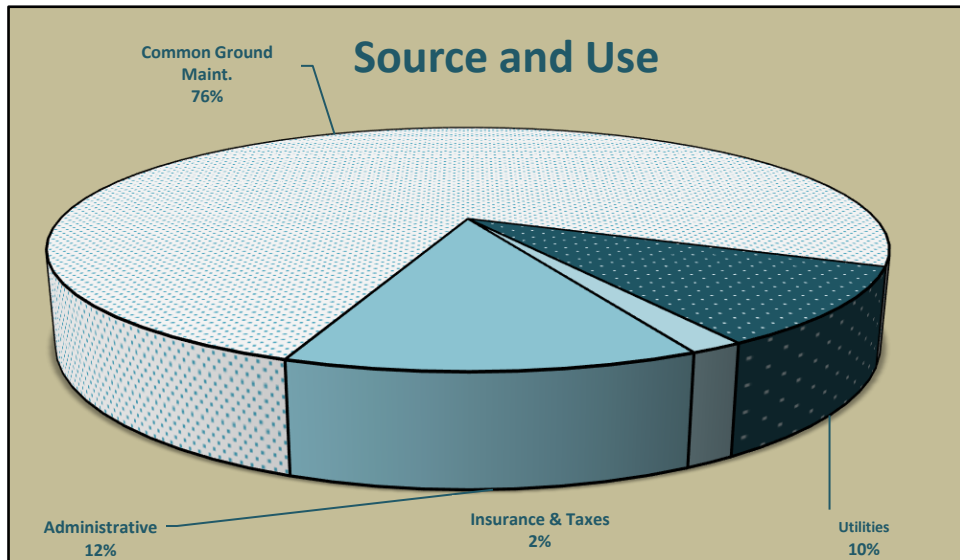
|                      |              |
|----------------------|--------------|
| Administrative       | \$ 13,535.00 |
| Landscape & Grounds  | \$ 81,337.00 |
| Insurance & Taxes    | \$ 1,800.00  |
| Utilities/ Operating | \$ 10,848.00 |

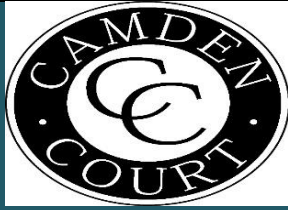
|                      |                      |
|----------------------|----------------------|
| <b>TOTAL Expense</b> | <b>\$ 107,520.00</b> |
|----------------------|----------------------|

| Reserves | Amount |
|----------|--------|
|----------|--------|

|  |             |
|--|-------------|
| Contribution to Reserves (Minimum 10% Assessment Income) | \$ -        |
| <b>TOTAL Contribution to Reserves</b>                    | <b>\$ -</b> |

|                             |             |
|-----------------------------|-------------|
| <b>NET OPERATING INCOME</b> | <b>\$ -</b> |
|-----------------------------|-------------|





## 2023 Annual Budget Detail

56 Unit Total

\$160 per unit per month (\$1920.00 Annual)

| <b>Income</b>                               | <b>Amount</b>        |
|---|----------------------|
| <b><u>Dues &amp; Assessment Revenue</u></b> |                      |
| Association Dues                            | \$ 107,520.00        |
| Transfer from Reserves                      | \$ -                 |
| <b>TOTAL Assessment Revenue</b>             | <b>\$ 107,520.00</b> |
| <b>TOTAL Income</b>                         | <b>\$ 107,520.00</b> |

| <b>Expenses</b>                               | <b>Amount</b>        |
|---|----------------------|
| <b><u>Administrative</u></b>                  |                      |
| Accounting/Audit                              | \$ 900.00            |
| Legal   | \$ 500.00            |
| Fees & Permits                                | \$ 20.00             |
| Management                                    | \$ 11,100.00         |
| Copy & Printing                               | \$ 500.00            |
| Social  | \$ 250.00            |
| Website                                       | \$ 265.00            |
| <b>TOTAL Administrative</b>                   | <b>\$ 13,535.00</b>  |
| <b><u>Landscape &amp; Grounds</u></b>         |                      |
| Fertilization - Lawn                          | \$ 9,100.00          |
| Fertilization - Trees                         | \$ 2,080.00          |
| Vegetation Control                            | \$ 3,990.00          |
| Irrigation Repairs/Service                    | \$ 3,000.00          |
| Sidewalk Maintenance                          | \$ 1,000.00          |
| Flowers                                       | \$ 1,267.00          |
| Tree Maintenance                              | \$ 4,000.00          |
| Snow Removal - Walks                          | \$ 17,000.00         |
| Lawn Contract                                 | \$ 36,400.00         |
| Pond Maintenance                              | \$ 500.00            |
| Common Area Maintenance                       | \$ 3,000.00          |
| <b>TOTAL Common Grounds &amp; Maintenance</b> | <b>\$ 81,337.00</b>  |
| <b><u>Insurance</u></b>                       |                      |
| Property & Liability Insurance includes D & O | \$ 1,800.00          |
| <b>TOTAL Insurance</b>                        | <b>\$ 1,800.00</b>   |
| <b><u>Utilities/ Operating</u></b>            |                      |
| Water   | \$ 10,098.00         |
| Electricity                                   | \$ 750.00            |
| <b>TOTAL Utilities/ Operating</b>             | <b>\$ 10,848.00</b>  |
| <b>TOTAL Expense</b>                          | <b>\$ 107,520.00</b> |

**Excess Revenue / Expense** \$ -



**Camden Court Condominium**

Balance Sheet  
As of 12/31/22

ASSETS

|                     |           |              |
|---------------------|-----------|--------------|
| CIT Bank Checking   | \$ 615.75 |              |
| CIT Bank MM Reserve | 26,567.54 |              |
|                     | <hr/>     |              |
| TOTAL ASSETS        |           | \$ 27,183.29 |
|                     |           | =====        |

LIABILITIES & EQUITY

|                                |              |              |
|--------------------------------|--------------|--------------|
| CURRENT LIABILITIES:           |              |              |
| Accounts Payable               | \$ 1,042.49  |              |
| Prepaid Assessments            | 255.00       |              |
|                                | <hr/>        |              |
| Subtotal Current Liab.         |              | \$ 1,297.49  |
| RESERVES:                      |              |              |
| Reserve MM                     | \$ 26,567.54 |              |
|                                | <hr/>        |              |
| Subtotal Reserves              |              | \$ 26,567.54 |
| EQUITY:                        |              |              |
| Retained Earnings              | \$ 3,498.04  |              |
| Current Year Net Income/(Loss) | (4,179.78)   |              |
|                                | <hr/>        |              |
| Subtotal Equity                |              | \$ (681.74)  |
| TOTAL LIABILITIES & EQUITY     |              | \$ 27,183.29 |
|                                |              | =====        |

# Camden Court Condominium

Income/Expense Statement  
 Period: 12/01/22 to 12/31/22

| Account                        | Description           | Actual     | Current Period<br>Budget | Variance   | Actual      | Year-To-Date<br>Budget | Variance    | Yearly<br>Budget |
|--------------------------------|-----------------------|------------|--------------------------|------------|-------------|------------------------|-------------|------------------|
| Insurance+Taxes                |                       |            |                          |            |             |                        |             |                  |
| 05610                          | Property Insurance    | .00        | 141.63                   | 141.63     | 1,764.00    | 1,700.00               | (64.00)     | 1,700.00         |
|                                | Insurance+Taxes       | .00        | 141.63                   | 141.63     | 1,764.00    | 1,700.00               | (64.00)     | 1,700.00         |
| Reserves                       |                       |            |                          |            |             |                        |             |                  |
| 05750                          | Transfer from Savings | .00        | .00                      | .00        | (42,671.00) | .00                    | 42,671.00   | .00              |
| 05910                          | Reserve Expense       | .00        | 708.37                   | 708.37     | 42,671.00   | 8,500.00               | (34,171.00) | 8,500.00         |
|                                | Reserves              | .00        | 708.37                   | 708.37     | .00         | 8,500.00               | 8,500.00    | 8,500.00         |
| TOTAL EXPENSES                 |                       | 18,329.04  | 9,545.35                 | (8,783.69) | 111,517.38  | 114,542.00             | 3,024.62    | 114,542.00       |
| Current Year Net Income/(loss) |                       | (9,848.60) | (.22)                    | (9,848.38) | (4,179.78)  | .00                    | (4,179.78)  | .00              |
|                                |                       | =====      |                          |            |             |                        |             |                  |

# Camden Court Condominium

Income/Expense Statement  
Period: 12/01/22 to 12/31/22

| Account                  | Description              | Current Period   |                 |                    | Year-To-Date      |                   |                   | Yearly Budget     |
|--------------------------|--------------------------|------------------|-----------------|--------------------|-------------------|-------------------|-------------------|-------------------|
|                          |                          | Actual           | Budget          | Variance           | Actual            | Budget            | Variance          |                   |
| <b>INCOME:</b>           |                          |                  |                 |                    |                   |                   |                   |                   |
| 04100                    | Association Fees         | 8,480.00         | 8,960.00        | (480.00)           | 106,880.00        | 107,520.00        | (640.00)          | 107,520.00        |
| 04200                    | Late & NSF Fees          | .00              | .00             | .00                | 25.00             | .00               | 25.00             | .00               |
| 04300                    | Violation Fees           | .00              | .00             | .00                | 250.00            | .00               | 250.00            | .00               |
| 04400                    | Miscellaneous Income     | .00              | .00             | .00                | 175.00            | .00               | 175.00            | .00               |
| 04500                    | Interest                 | .44              | .00             | .44                | 7.60              | .00               | 7.60              | .00               |
| 04800                    | Reserve Funds            | .00              | 585.13          | (585.13)           | .00               | 7,022.00          | (7,022.00)        | 7,022.00          |
|                          | <b>Subtotal Income</b>   | <b>8,480.44</b>  | <b>9,545.13</b> | <b>(1,064.69)</b>  | <b>107,337.60</b> | <b>114,542.00</b> | <b>(7,204.40)</b> | <b>114,542.00</b> |
| <b>EXPENSES</b>          |                          |                  |                 |                    |                   |                   |                   |                   |
| <b>Administrative</b>    |                          |                  |                 |                    |                   |                   |                   |                   |
| 05100                    | CPA Financials+Taxes     | .00              | 75.00           | 75.00              | 900.00            | 900.00            | .00               | 900.00            |
| 05120                    | Legal:Collection/Opinion | .00              | 41.63           | 41.63              | 720.00            | 500.00            | (220.00)          | 500.00            |
| 05130                    | Permits+Licenses         | .00              | 1.63            | 1.63               | 20.00             | 20.00             | .00               | 20.00             |
| 05140                    | Management Fee           | 1,133.33         | 1,133.37        | .04                | 13,600.00         | 13,600.00         | .00               | 13,600.00         |
| 05190                    | Social Event             | .00              | 20.87           | 20.87              | 150.16            | 250.00            | 99.84             | 250.00            |
| 05200                    | Copy/Print/Misc          | 220.00           | 20.87           | (199.13)           | 1,332.81          | 250.00            | (1,082.81)        | 250.00            |
| 05210                    | Website                  | .00              | 22.12           | 22.12              | 265.00            | 265.00            | .00               | 265.00            |
|                          | <b>Administrative</b>    | <b>1,353.33</b>  | <b>1,315.49</b> | <b>(37.84)</b>     | <b>16,987.97</b>  | <b>15,785.00</b>  | <b>(1,202.97)</b> | <b>15,785.00</b>  |
| <b>Utilities</b>         |                          |                  |                 |                    |                   |                   |                   |                   |
| 05310                    | Electricity              | 73.39            | 60.00           | (13.39)            | 685.41            | 720.00            | 34.59             | 720.00            |
| 05320                    | Water & Sewer            | .00              | 833.37          | 833.37             | 6,946.00          | 10,000.00         | 3,054.00          | 10,000.00         |
|                          | <b>Utilities</b>         | <b>73.39</b>     | <b>893.37</b>   | <b>819.98</b>      | <b>7,631.41</b>   | <b>10,720.00</b>  | <b>3,088.59</b>   | <b>10,720.00</b>  |
| <b>Landscape+Grounds</b> |                          |                  |                 |                    |                   |                   |                   |                   |
| 05410                    | Lawn Fertilizing         | .00              | 758.37          | 758.37             | 9,081.03          | 9,100.00          | 18.97             | 9,100.00          |
| 05420                    | Tree+Shrub Fertilize     | .00              | 173.37          | 173.37             | 1,614.54          | 2,080.00          | 465.46            | 2,080.00          |
| 05430                    | Vegetation Control       | .00              | 332.50          | 332.50             | 2,992.17          | 3,990.00          | 997.83            | 3,990.00          |
| 05440                    | Irrigation Maint+Repair  | 1,080.00         | 166.63          | (913.37)           | 3,787.19          | 2,000.00          | (1,787.19)        | 2,000.00          |
| 05450                    | Common Area Maintenance  | 2,572.32         | 250.00          | (2,322.32)         | 4,325.07          | 3,000.00          | (1,325.07)        | 3,000.00          |
| 05460                    | Lawn Contract            | 4,550.00         | 3,033.37        | (1,516.63)         | 36,400.00         | 36,400.00         | .00               | 36,400.00         |
| 05470                    | Sidewalks Maintenance    | .00              | 125.00          | 125.00             | .00               | 1,500.00          | 1,500.00          | 1,500.00          |
| 05480                    | Flowers                  | .00              | 105.62          | 105.62             | 1,267.00          | 1,267.00          | .00               | 1,267.00          |
| 05520                    | Tree Maintenance         | .00              | 83.37           | 83.37              | 4,217.00          | 1,000.00          | (3,217.00)        | 1,000.00          |
| 05530                    | Snow Removal-Sidewalks   | 8,700.00         | 1,416.63        | (7,283.37)         | 21,450.00         | 17,000.00         | (4,450.00)        | 17,000.00         |
| 05540                    | Pond Maintenance         | .00              | 41.63           | 41.63              | .00               | 500.00            | 500.00            | 500.00            |
|                          | <b>Landscape+Grounds</b> | <b>16,902.32</b> | <b>6,486.49</b> | <b>(10,415.83)</b> | <b>85,134.00</b>  | <b>77,837.00</b>  | <b>(7,297.00)</b> | <b>77,837.00</b>  |



# Neighborhood Entryway Enhancement Matching Grant Application

## Knightsbridge Gate Association

- I. Applicant Information
  - a. Association Name: Knightsbridge Gate Association
  - b. Age of the subdivision or neighborhood where the work will be done: Association started construction in 2005.
  - c. First-time Applicant? Yes. If not, please list the date of last application submission: Not Applicable
  - d. Project Leader
    - Elliott Patton, Vendor Manager
    - LandArc, Inc., 340 E Big Beaver Rd., Ste 560, Troy, MI 48034
    - Mobile: 248-840-2552 Email: epatton@landarc.com
    - LandArc is the disclosed agent for Knightsbridge Gate Association

- II. Project Information
  - a. Provide a clear, detailed description of the project's purpose, plan, and design, including the existing conditions, specific need, and public benefit.: Project is to remove and replace entryway sign for Knightsbridge Gate Association. The existing sign installed in 2005-2006 is on untreated cedar wood and is starting to deteriorate with age. The new sign will utilize the existing stone pillars and existing brackets to create less waste and use existing landscaping. The new sign would provide easier to read identification of the community from the right of way.
  - b. See attached maps, photos, renderings.
  - c. Location: Knightsbridge Blvd. and Napier Rd., Novi, Michigan. Section 18, Development number 161. See attached map.
  - d. Explain how the project meets the review criteria listed in the Grant Selection Criteria & Evaluation Process section.

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

After careful review of the grant application program documents, it's been determined there is no impact to municipal or county agencies. The landscaping will remain the same. With such minimal changes there are no anticipated impacts to the surrounding environment. The sign design selected is in accordance with Code of Ordinances, Section 28-5.

The only impact identified is during removal and installation of said sign, vehicle traffic will need to utilize second entrance to association, off Twelve Mile Road as Knightsbridge Way will be closed during time of removal and installation only. This is anticipated to be less than one day of work.

The new sign will provide greater visibility from the right of way

III. Funding Information

a. Estimated Total Project Costs: \$9,400.00

b. Estimates and work proposed by:

- Signs & More, 1371 Souter Drive, Troy, MI 48083, 248-852-0683, signsandmore@gmail.com

5

c. Total amount of funds requested (50% project costs up to \$5,000 maximum): \$4,700.00

- Total estimated cost is \$9,400.

d. If the project cost is projected to exceed the 1:1 match from the City (e.g., if the project cost projection is \$12,000, the City's maximum contribution is \$5,000, matched by \$5,000 from the organization with an additional \$2,000 from the organization), please provide the amount of the additional cost.: Not applicable

e. Total amount to be donated through in-kind donations and/or cash assistance: Not applicable.

f. Itemized unit and total cost estimates

| ITEM                      | #UNITS | COST/UNIT | TOTAL   |
|---------------------------|--------|-----------|---------|
| Sign                      | 1      | \$7,700   | \$7,700 |
| Install/Removal/Labor     | 1      | \$1,500   | \$1,500 |
| Permits (City and County) | 2      | \$100     | \$200   |
|                           |        |           |         |
| Total                     |        |           | \$9,400 |
|                           |        |           |         |

IV. Attachments

Included:

- 2023 association budget
- Balance sheet as of 12/31/22
- Sign designs with before and after pictures
- Sign Estimate
- Maps with project location identified

**KNIGHTSBRIDGE GATE ASSOCIATION**  
**2023 APPROVED BUDGET**  
**FOR PERIOD COVERING JANUARY 1, 2023 - DECEMBER 31, 2023**

|      |   | 2023 Approved<br>Budget | Avg Unit/Month  |
|------|---|-------------------------|-----------------|
|      | <b>Income</b>                           |                         |                 |
| 4000 | Association Fee (348 Units)             | \$ 292,603              | \$ 70.07        |
| 4225 | Key Fees                                | \$ 200                  | \$ 0.05         |
| 4710 | Late Fees & Interest                    | \$ (1,500)              | \$ (0.36)       |
| 4810 | Compliance Fines                        | \$ 250                  | \$ 0.06         |
| 4900 | Interest Earned - Operating Accounts    | \$ 90                   | \$ 0.02         |
|      | <b>Total Operating Income</b>           | <b>\$ 291,643</b>       | <b>\$ 69.84</b> |
|      | <b>Expense</b>                          |                         |                 |
|      | <u>Administrative</u>                   |                         |                 |
| 5010 | Bad Debt                                | \$ 500                  | \$ 0.12         |
| 5015 | Bank Charge                             | \$ 20                   | \$ 0.00         |
| 5090 | Office Supplies                         | \$ 4,000                | \$ 0.96         |
| 5195 | Other Administrative Services           | \$ 250                  | \$ 0.06         |
| 5198 | Contingency                             | \$ 5,000                | \$ 1.20         |
| 5200 | Community Events                        | \$ 2,500                | \$ 0.60         |
|      | <b>Sub-total</b>                        | <b>\$ 12,270</b>        | <b>\$ 2.94</b>  |
|      | <u>Insurance</u>                        |                         |                 |
| 5400 | Insurance Premiums                      | \$ 7,144                | \$ 1.71         |
|      | <b>Sub-total</b>                        | <b>\$ 7,144</b>         | <b>\$ 1.71</b>  |
|      | <u>Utilities</u>                        |                         |                 |
| 6000 | Electric Service                        | \$ 8,000                | \$ 1.92         |
| 6005 | Gas Service                             | \$ 1,000                | \$ 0.24         |
| 6025 | Water Service                           | \$ 9,600                | \$ 2.30         |
| 6050 | Telephone Service                       | \$ 3,300                | \$ 0.79         |
|      | <b>Sub-total</b>                        | <b>\$ 21,900</b>        | <b>\$ 5.24</b>  |
|      | <u>Landscaping</u>                      |                         |                 |
| 6110 | General Grounds Maintenance             | \$ 11,000               | \$ 2.63         |
|      | <b>Sub-total</b>                        | <b>\$ 11,000</b>        | <b>\$ 2.63</b>  |
|      | <u>Operations</u>                       |                         |                 |
| 6300 | Permits & Licenses                      | \$ 20                   | \$ 0.005        |
|      | <b>Sub-total</b>                        | <b>\$ 20</b>            | <b>\$ 0.00</b>  |
|      | <u>Contracted Services</u>              |                         |                 |
| 6100 | Grounds & Landscaping - Contract        | \$ 21,302               | \$ 5.10         |
| 6200 | Irrigation Repair & Maintenance         | \$ 2,000                | \$ 0.48         |
| 6434 | Pest Control                            | \$ 300                  | \$ 0.07         |
| 6438 | Pool Management                         | \$ 12,000               | \$ 2.87         |
| 6442 | Snow Removal Services                   | \$ 24,000               | \$ 5.75         |
|      | <b>Sub-total</b>                        | <b>\$ 59,602</b>        | <b>\$ 14.27</b> |
|      | <u>Repair &amp; Maintenance</u>         |                         |                 |
| 6515 | Building Repair & Maintenance           | \$ 800                  | \$ 0.19         |
| 6585 | Fountain/Pond/Lake Repair & Maintenance | \$ 6,000                | \$ 1.44         |
| 6700 | Pool Supplies/Repair & Maintenance      | \$ 5,000                | \$ 1.20         |
| 6745 | Signage Repair & Maintenance            | \$ 5,000                | \$ 1.20         |
| 6760 | Street Repair & Maintenance (Sidewalk)  | \$ 2,500                | \$ 0.60         |
|      | <b>Sub-total</b>                        | <b>\$ 19,300</b>        | <b>\$ 4.62</b>  |
|      | <u>Professional Services</u>            |                         |                 |
| 7000 | Audit & Tax Services                    | \$ 2,250                | \$ 0.54         |
| 7020 | Legal Services                          | \$ 500                  | \$ 0.12         |
| 7040 | Management Fees                         | \$ 32,907               | \$ 7.88         |
|      | <b>Sub-total</b>                        | <b>\$ 35,657</b>        | <b>\$ 8.54</b>  |
|      | <b>Total Operating Expense</b>          | <b>\$ 166,893</b>       | <b>\$ 39.96</b> |
|      | <u>Other Expenses</u>                   |                         |                 |
| 9105 | Reserve Contribution Expense            | \$ 124,750              | \$ 29.87        |
|      | <b>Sub-total</b>                        | <b>\$ 124,750</b>       | <b>\$ 29.87</b> |
|      | <b>Total Operating Expense</b>          | <b>\$ 291,643</b>       | <b>\$ 69.84</b> |
|      | <b>Total Operating Income / (Loss)</b>  | <b>\$ -</b>             | <b>\$ -</b>     |
|      | <b>QUARTERLY ASSOCIATION FEES</b>       | <b>\$ 210</b>           |                 |

# Balance Sheet Report

## Knightsbridge Gate Association

As of November 30, 2022

|   | <u>Balance<br/>Nov 30, 2022</u> | <u>Balance<br/>Oct 31, 2022</u> | <u>Change</u>       |
|---|---------------------------------|---------------------------------|---------------------|
| <b><u>Assets</u></b>                      |                                 |                                 |                     |
| <b>Assets</b>                             |                                 |                                 |                     |
| 1000 - CIT OPER #4215                     | 192,168.52                      | 200,464.15                      | (8,295.63)          |
| 1500 - Residential Assessments Receivable | 13,201.09                       | 16,642.34                       | (3,441.25)          |
| 1600 - Prepaid Insurance                  | 3,994.41                        | 4,565.02                        | (570.61)            |
| 1640 - Other Prepaid Expenses             | 8,895.83                        | 0.00                            | 8,895.83            |
| 1651 - AR - Due to Operating from Reserve | 0.00                            | 184,420.50                      | (184,420.50)        |
| <b>Total Assets</b>                       | <b>218,259.85</b>               | <b>406,092.01</b>               | <b>(187,832.16)</b> |
| <b>Reserve Funds</b>                      |                                 |                                 |                     |
| 1300 - CIT RES #3336                      | 14,528.91                       | 107,136.60                      | (92,607.69)         |
| 1301 - CIT Entrance Lighting Res #3620    | 13,104.96                       | 13,101.73                       | 3.23                |
| 1302 - CIT Road Escrow Res #4399          | 15,577.05                       | 15,576.41                       | 0.64                |
| 1350 - First Citizens CD #2209 11/03/22   | 0.00                            | 83,333.33                       | (83,333.33)         |
| 1351 - First Citizens CD #2217 05/04/23   | 83,333.34                       | 83,333.34                       | 0.00                |
| 1352 - First Citizens CD #2195 08/04/23   | 83,333.33                       | 83,333.33                       | 0.00                |
| <b>Total Reserve Funds</b>                | <b>209,877.59</b>               | <b>385,814.74</b>               | <b>(175,937.15)</b> |
| <b>Total Assets</b>                       | <b>428,137.44</b>               | <b>791,906.75</b>               | <b>(363,769.31)</b> |
| <b><u>Liabilities</u></b>                 |                                 |                                 |                     |
| <b>Accounts Payable</b>                   |                                 |                                 |                     |
| 2000 - Accounts Payable                   | 13,998.02                       | 187,212.40                      | (173,214.38)        |
| 2036 - AP - Due from Reserve to Operating | 0.00                            | 184,420.50                      | (184,420.50)        |
| <b>Total Accounts Payable</b>             | <b>13,998.02</b>                | <b>371,632.90</b>               | <b>(357,634.88)</b> |
| <b>Accrued Expenses</b>                   |                                 |                                 |                     |
| 2395 - Other Accrued Expenses             | 18,799.86                       | 16,114.26                       | 2,685.60            |
| <b>Total Accrued Expenses</b>             | <b>18,799.86</b>                | <b>16,114.26</b>                | <b>2,685.60</b>     |

## Balance Sheet Report

### Knightsbridge Gate Association

As of November 30, 2022

|  | <b>Balance<br/>Nov 30, 2022</b> | <b>Balance<br/>Oct 31, 2022</b> | <b>Change</b>          |
|--|---------------------------------|---------------------------------|------------------------|
| <b><u>Liabilities</u></b>                |                                 |                                 |                        |
| <b>Prepaid Assessments</b>               |                                 |                                 |                        |
| 2550 - Prepaid Assessments               | 11,459.60                       | 8,344.60                        | 3,115.00               |
| <b>Total Prepaid Assessments</b>         | <b>11,459.60</b>                | <b>8,344.60</b>                 | <b>3,115.00</b>        |
| <b>Total Liabilities</b>                 | <b>44,257.48</b>                | <b>396,091.76</b>               | <b>(351,834.28)</b>    |
| <b><u>Owners' Equity</u></b>             |                                 |                                 |                        |
| <b>Owners Equity - Prior Years</b>       |                                 |                                 |                        |
| 3000 - Owners Equity - Prior Years       | 405,492.20                      | 405,492.20                      | 0.00                   |
| <b>Total Owners Equity - Prior Years</b> | <b>405,492.20</b>               | <b>405,492.20</b>               | <b>0.00</b>            |
| <b>Total Owners' Equity</b>              | <b>405,492.20</b>               | <b>405,492.20</b>               | <b>0.00</b>            |
| <br><b>Net Income / (Loss)</b>           | <br><b>(21,612.24)</b>          | <br><b>(9,677.21)</b>           | <br><b>(11,935.03)</b> |
| <b>Total Liabilities and Equity</b>      | <b>428,137.44</b>               | <b>791,906.75</b>               | <b>(363,769.31)</b>    |



Signs & More
1371 Souter Drive
Troy, MI 48083
Ph: (248) 852-0683
FAX: (248) 852-0804
Email: signsandmore@gmail.com
Web: http://signsandmoremi.com

Table with 2 columns: Information (Created Date, Salesperson, Email, Office Phone, Office Fax, Entered by) and Prepared For (LandArc, Inc., Elliott Patton, Office Phone, Email, Address).

Description: Knightsbridge Gate - Subdivision Entry Sign - OPTION B

Table with 5 columns: Item #, Product, Description, Quantity, Price, Unit Price, Subtotal. Item 1: Product: Miscellaneous, Description: OPTION B, Quantity: 1, Price: \$7,700.00, Unit Price: \$7,700.00, Subtotal: \$7,700.00.

Table with 5 columns: Item #, Product, Description, Quantity, Price, Unit Price, Subtotal. Item 2: Product: Installation/Removal/Labor/Service, Description: Installation/Removal/Labor/Service, Quantity: 1, Price: \$1,500.00, Unit Price: \$1,500.00, Subtotal: \$1,500.00.

Table with 5 columns: Item #, Product, Description, Quantity, Price, Unit Price, Subtotal. Item 3: Product: SMS - Permits, Description: Permits and acquisition fees additional as required by city. Price will be updated on the invoice when cost from city are received. Quantity: 1, Price: \$0.00, Unit Price: \$0.00, Subtotal: \$0.00.

Summary table with 2 columns: Category (Estimate Total, Subtotal, Taxes, Total, Deposit Required) and Amount (\$9,200.00, \$9,200.00, \$462.00, \$9,662.00, \$4,831.00).

Payment Terms: 50% deposit at time of order. Balance due upon completion of job.

Client Reply Request

Form with checkboxes: Estimate Accepted "As Is". Please proceed with Order. Changes required, please contact me. Other: \_\_\_\_\_ SIGN: \_\_\_\_\_ Date: / /



# KNIGHTSBRIDGE GATE

51360 Knightsbridge Blvd, Novi, MI 48374

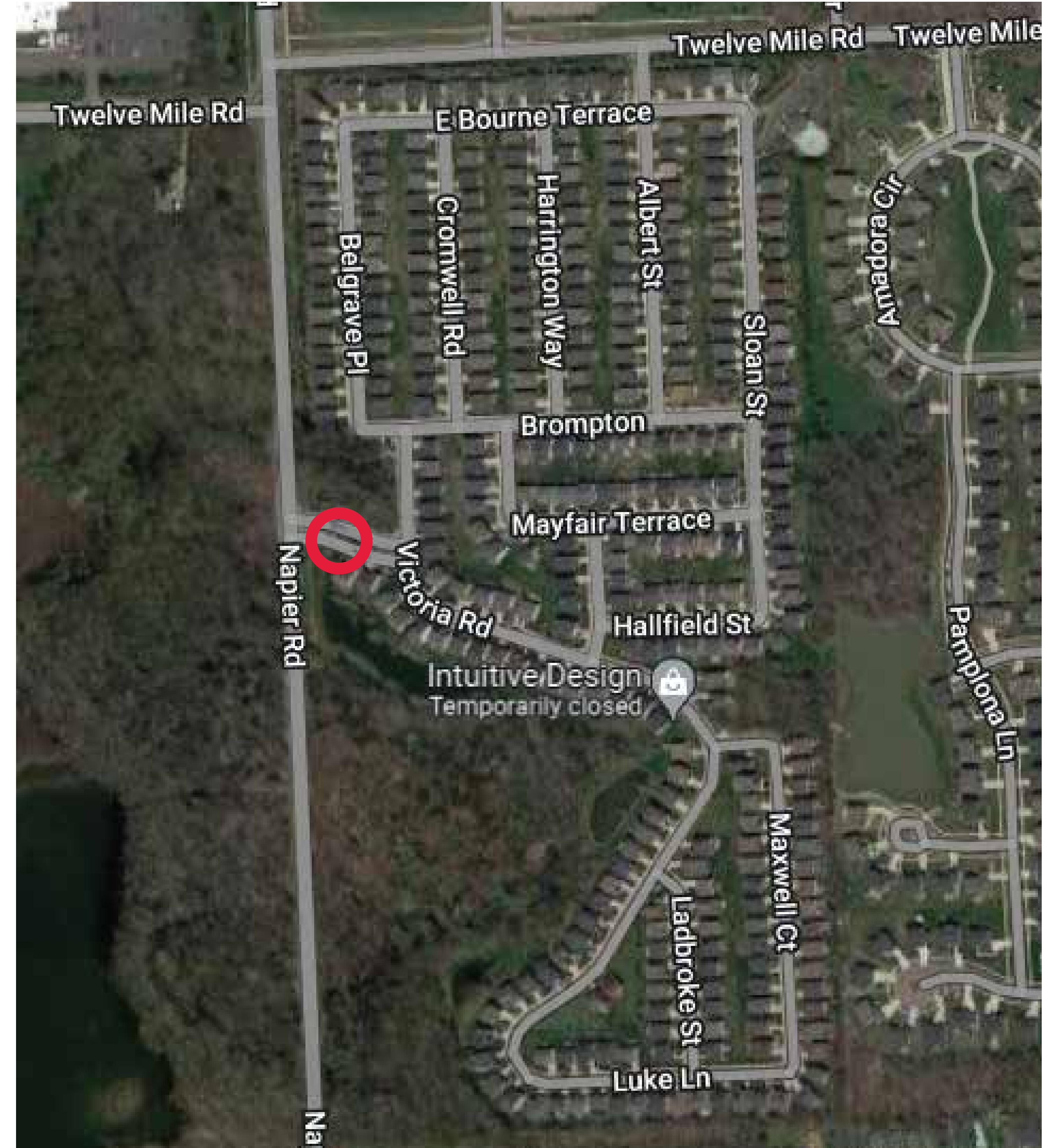
- 35" X 98.5" DOUBLE SIDED HDU BOX SIGN
- BLACK FACE WITH GOLD LETTERING
- TO FIT OVER EXISTING BRACKETS
- ATTACHED TO STRUCTURE WITH WELDED ALUMINUM FRAME

Knightsbridge is a highly desirable community that has a dramatic entranceway, park setting areas, clubhouse and community pool. These homes are valued between \$500 and \$600K.

Before:



After:



98.5"



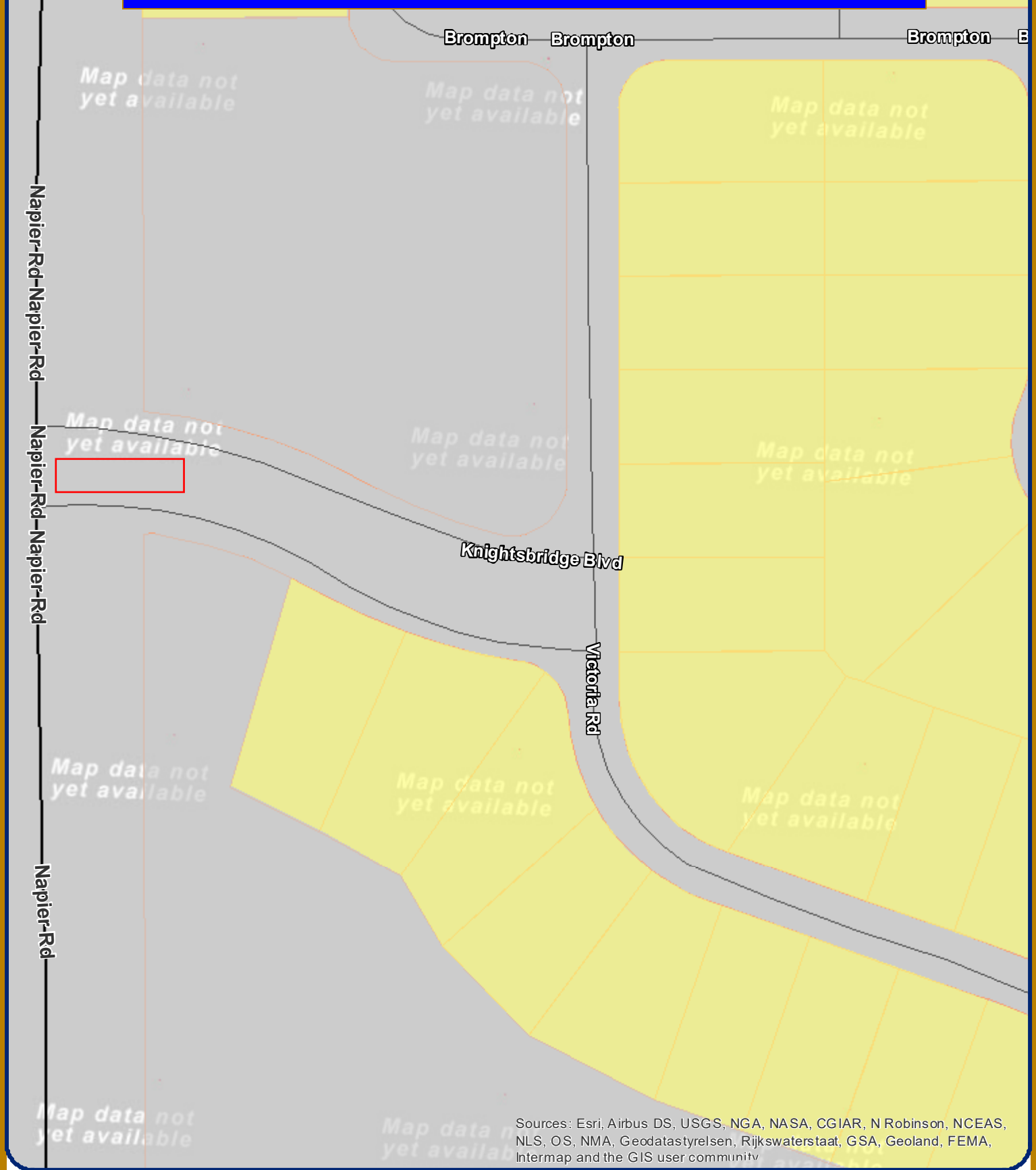
34"







# City of Novi Existing Land Use (2012)



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasysteisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

**MAP INTERPRETATION NOTICE**

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



1 inch = 94 feet



Map Print Date:  
1/3/2023



**City of Novi**

45175 Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

## Application Questions

1

- a. Oberlin Condominium
- b. 6 years (incorporated 2016)
- c. Yes
- d. – Lachlan Hanrahan, Community Association Manager (KS Management)
  - 15755 Northline Road, Southgate, Michigan 48195
  - 734-285-4442
  - [HANRAHANL@KSMANAGEMENT.ORG](mailto:HANRAHANL@KSMANAGEMENT.ORG)

2

- a. To increase the aesthetic value of the entrances to the condominium via the planting of ornamental hedging, shrubs and installation of mulch, further increasing the green nature of the condominium. The current entrances have a small amount of basic landscaping, including some boulevard trees, hedging by the front signs and illumination for the signs. This will be improved upon significantly by the attached proposal. The need for beautification is important, in order for the community to take its place as a beautiful place to live, working seamlessly with the natural world. This would further benefit the public through the increased aesthetic value of the community viewable from the road, showing the community as an established place to live, not just another developer construction.
- b. Attached.
- c. Location is Oberlin Condominium entrances. The entrances are located on 11 mile road, Novi, at the streets of “Wembley Drive” and “Oberlin Boulevard”. Attached is the city map showing the community, as well as a google map showing the location, circling where the entrances are.
- d. This project satisfies the criteria for the grant via a number of methods. Firstly, the plants are all hardy, sustainable species requiring less water and maintenance as a number of other high maintenance ornamentals, leading to a more sustainable, less environmentally costly situation. Secondly, this is also an addition to current landscaping, enhancing what is already present. The community has not previously applied for this grant, and the substantial, prominent entrances would be well matched with this grant program. There would be no impact to property owners or other agencies, apart from it looking good!
- e.
  - i. boxwood green velvet “*Buxus sinica* var. *Insularis* x *B. sempervirens*”
  - ii. hydrangea quick fire “*hydrangea paniculate*”
  - iii. Allium Millenium “*Allium hybrid*”

3

- a. \$9,948
- b. – Craig Fisher, landscape Design/Project Management, Michigan landscape Professionals
  - 810-522-7262
- c. \$4,974
- d. N/A

- e. N/A
- f.

| <b>Item</b>             | <b>Units</b>                | <b>Cost/Unit</b> | <b>Total</b> |
|-------------------------|-----------------------------|------------------|--------------|
| Boxwood install         | 14                          | 152              | 2,128        |
| Hydrangea install       | 24                          | 138              | 2,640        |
| Allium install          | 28                          | 64               | 1,792        |
| Hardwood mulch install  | 20 yards                    | 120              | 2,400        |
| Mobilization/Site Clean | Once per entrance (2 total) | 494              | 988          |

# Oberlin Condominium Association

Balance Sheet as of 1/27/2023

---

---

|                                   | Operating          | Reserve            | Total               |
|-----------------------------------|--------------------|--------------------|---------------------|
| <b>Assets</b>                     |                    |                    |                     |
| <b>Asset</b>                      |                    |                    |                     |
| Operating                         | \$72,279.49        |                    | \$72,279.49         |
| Operating Reserve - MM CAB        |                    | \$71,728.50        | \$71,728.50         |
| <b>Total Asset</b>                | <b>\$72,279.49</b> | <b>\$71,728.50</b> | <b>\$144,007.99</b> |
| <hr/>                             |                    |                    |                     |
| <b>Total Assets</b>               | <b>\$72,279.49</b> | <b>\$71,728.50</b> | <b>\$144,007.99</b> |
| <b>Liabilities / Equity</b>       |                    |                    |                     |
| <b>Equity</b>                     |                    |                    |                     |
| Retained Earnings                 | \$51,989.52        | \$71,386.50        | \$123,376.02        |
| <b>Total Equity</b>               | <b>\$51,989.52</b> | <b>\$71,386.50</b> | <b>\$123,376.02</b> |
| <b>Income</b>                     |                    |                    |                     |
| Net Income                        | \$20,289.97        | \$342.00           | \$20,631.97         |
| <b>Total Income</b>               | <b>\$20,289.97</b> | <b>\$342.00</b>    | <b>\$20,631.97</b>  |
| <hr/>                             |                    |                    |                     |
| <b>Total Liabilities / Equity</b> | <b>\$72,279.49</b> | <b>\$71,728.50</b> | <b>\$144,007.99</b> |

# Oberlin Condominium Association

Balance Sheet as of 12/31/2022

---

---

|                                   | Operating          | Reserve            | Total               |
|-----------------------------------|--------------------|--------------------|---------------------|
| <b>Assets</b>                     |                    |                    |                     |
| <b>Asset</b>                      |                    |                    |                     |
| Operating                         | \$51,989.52        |                    | \$51,989.52         |
| Operating Reserve - MM CAB        |                    | \$71,386.50        | \$71,386.50         |
| <b>Total Asset</b>                | <b>\$51,989.52</b> | <b>\$71,386.50</b> | <b>\$123,376.02</b> |
| <hr/>                             |                    |                    |                     |
| <b>Total Assets</b>               | <b>\$51,989.52</b> | <b>\$71,386.50</b> | <b>\$123,376.02</b> |
| <b>Liabilities / Equity</b>       |                    |                    |                     |
| <b>Equity</b>                     |                    |                    |                     |
| Retained Earnings                 | \$26,886.74        | \$67,484.81        | \$94,371.55         |
| <b>Total Equity</b>               | <b>\$26,886.74</b> | <b>\$67,484.81</b> | <b>\$94,371.55</b>  |
| <b>Income</b>                     |                    |                    |                     |
| Net Income                        | \$25,102.78        | \$3,901.69         | \$29,004.47         |
| <b>Total Income</b>               | <b>\$25,102.78</b> | <b>\$3,901.69</b>  | <b>\$29,004.47</b>  |
| <hr/>                             |                    |                    |                     |
| <b>Total Liabilities / Equity</b> | <b>\$51,989.52</b> | <b>\$71,386.50</b> | <b>\$123,376.02</b> |





Lachlan Hanrahan  
Oberlin Condominium  
Wembley Drive  
Novi, MI  
hanrahanl@ksmanagement.org  
1/27/2023

We propose to supply all the necessary skilled labor, materials, supplies and machinery to professionally install the following landscape project. The specific scope of the work is as follows:

**QUOTE: Oberlin North Entrance**

Install Plant Material: 7 Boxwood "Green Velvet" 15/18"  
12 Hydrangea "Quick Fire" #5  
14 Allium "Millennium" 1 Gal.  
Install 10 Yards Dark Triple Shred Hardwood Mulch  
Clean Site Daily  
**TOTAL \$4974,**

**Oberlin South Entrance**

Install Plant Material: 7 Boxwood "Green Velvet" 15/18"  
12 Hydrangea "Quick Fire" #5  
14 Allium "Millennium" 1 Gal.  
Install 10 Yards Dark Triple Shred Hardwood Mulch  
Clean Site Daily  
**TOTAL \$4,974**

*\*Should you wish to pay by credit card, there will be a 3% administrative fee.*

This proposal is valid for 30 days from the date above.

Please note that due to unexpected shortages of lumber and other materials, there can be unexpected increases in material costs between the date the contract is signed and the date the project is fully installed. The Company will absorb the first 10% or \$250, whichever is lower, of combined increases on all project materials and the client will be responsible for the balance. The difference will be reviewed with you prior to the start of the project and you will be asked to agree to that difference in writing before we proceed. Proposal Based on lumber market price at time of proposal conception.

Terms/Conditions

All hardscape installations include a two-year workmanship warranty (excluding poured concrete; both stamped and stained).

Planted nursery stock is guaranteed to be disease free and healthy at the time of installation. There is a one-year replacement warranty on completely dead nursery stock. This warranty is void without a fully programmed in-ground sprinkler system. An additional one-year warranty can be purchased for trees



and shrubs. This includes a minimum of four service visits through our tree and shrub service division. Please ask your salesperson for details.

For lawn installations, we warranty first-season grass seed germination for system-irrigated areas only. When heavy rains cause a washout on part/all of an installation area prior to the first germination, reseeding may be required. In this instance, the Company will provide the seed and topsoil at cost and labor will be charged at \$65/hour (door-to-door).

Irrigation installations and upgrades carry a one-year parts and labor warranty.

Prior to the commencement of work, you agree to provide the Company with information pertaining to the property lot lines. The Company relies on the accuracy of this information and will not be liable for any damages or costs resulting from errors/omissions in the information you provide.

If there are concealed physical conditions where the subsurface conditions differ materially from those indicated during a visual inspection of the property (including, but not limited to, utilities, irrigation lines, boulders, tree stumps/major roots, and construction debris), then the contract price will be adjusted to account for any changes required to complete the scope of work above (labor, materials, and/or equipment). The Client is responsible for marking septic tanks and fields.

Your project may require specialized and/or heavy equipment to meet the specifications. The Company will not be held responsible for any damage that may occur on your property based on our proper use of this equipment. This includes, but is not limited to, septic fields/tanks, driveways, and any underground wires, including buried pet fences. We do, however, use plywood protection systems, where possible, over driveways, lawns, and sidewalks, to mitigate any potential damage. With your signature below, you are giving the Company permission to use this equipment on your property and understand that it is your responsibility to identify any underground wires that Miss Dig may not point out. The company will take responsibility for calling Miss Dig to mark the property.

Unless otherwise stated, the Client will be responsible for obtaining all required municipal and/or state-required permits tied to the scope of work above and for paying any permit-related fees. The Company can assist you in completing/submitting any permit applications.

At times, the Company may use subcontractors in the performance of some segments of your project. This is for your benefit and will only be done when necessary. All activities of any subcontractors will be under the supervision and direction of Company representatives.

The Company carries appropriate levels of automotive, liability, and worker's compensation insurance.

Payment terms are as follows: 50% of the planned total job cost (above) is due at the time this agreement is signed, with the final 50%, including any change orders, due on the day the project is completed. The down payment is required to reserve a spot on the project calendar. The remaining balance is due on the day the project is completed. If you request a change order, that change order will be documented and you will be asked to sign for that change prior to any additional work being done. An additional deposit may be required if the change order exceeds 10% of the original project total. We make every attempt to honor the scheduled date we communicate to you, but various factors/weather



conditions may require us to move that date. We will communicate any schedule changes to you ASAP and are sorry for any inconvenience.

Your signature below indicates your acceptance of the pricing and terms/conditions for this project. Please mail or email the signed proposal to my attention at your earliest convenience. Upon receipt of the deposit check, we will add you to our schedule.

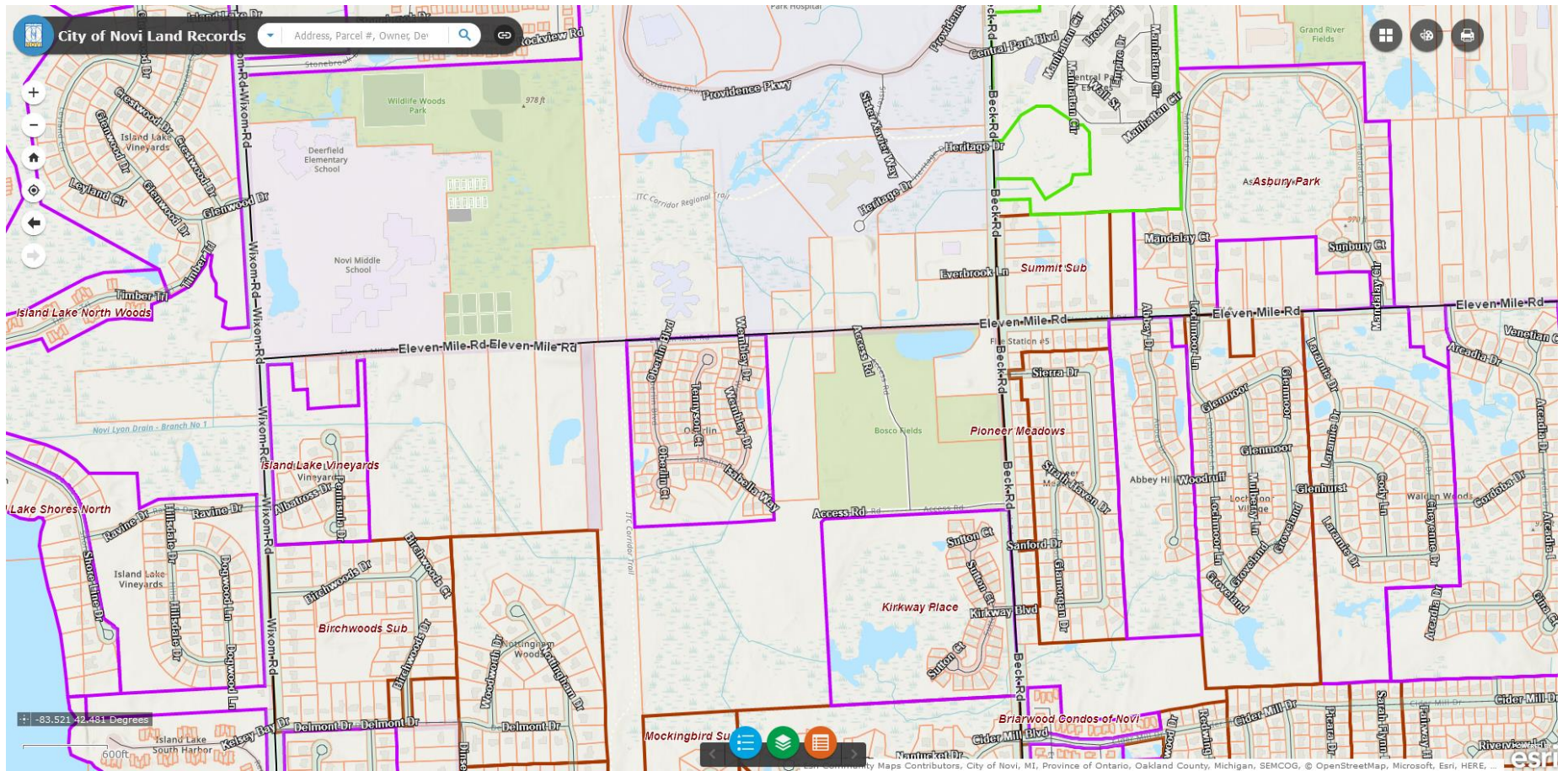
Agreed to and accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

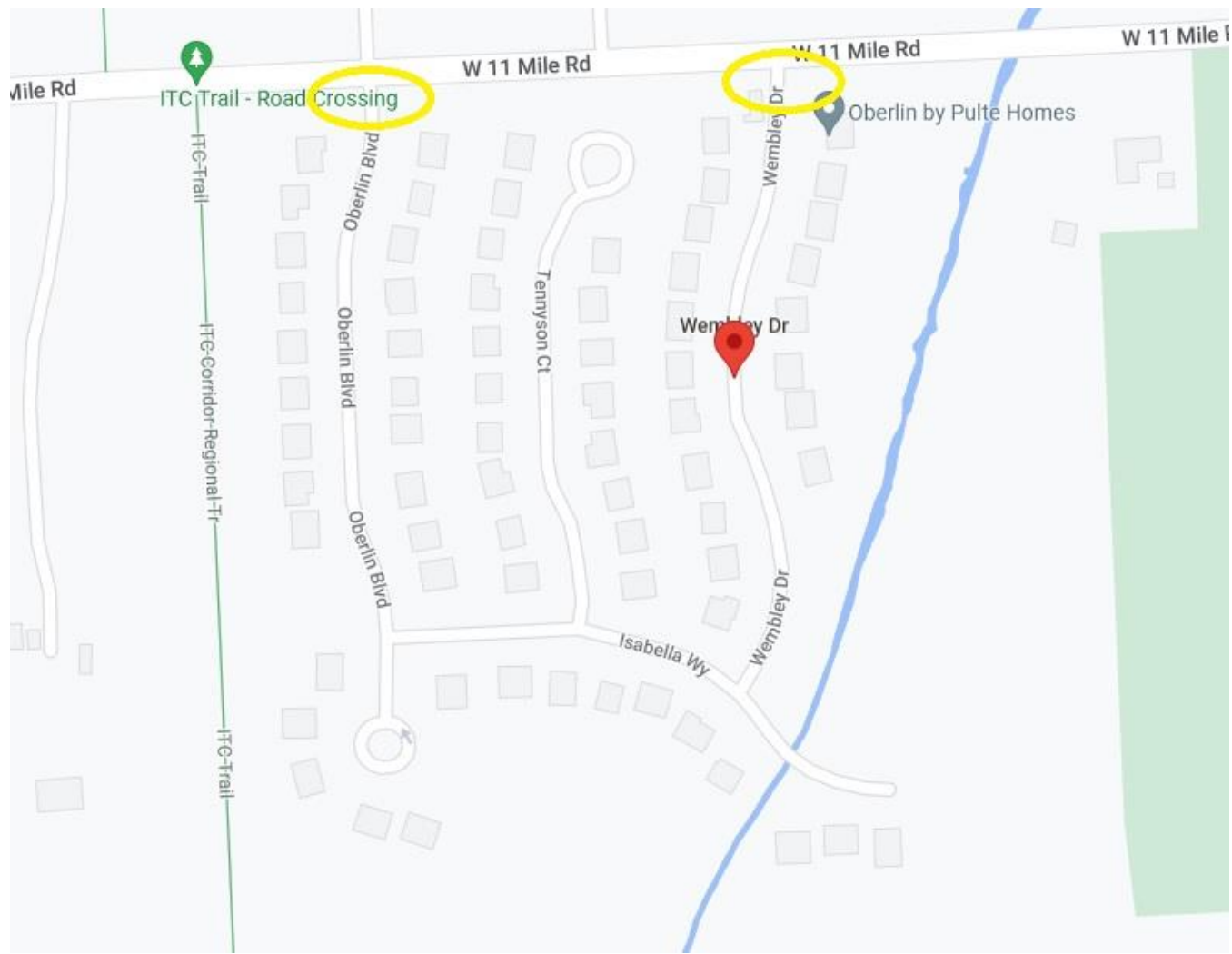
\_\_\_\_\_  
Date

Craig Fisher  
Landscape/Design/Build  
Cell: (810) 522-7262



Oberlin as shown on city map





Location as shown on google maps, circling the entrances in yellow.





Entrance 1



Entrance 2

# Oberlin Condominium Association

## 2023 Approved Annual Budget

|   | 2022             | 2023             | % Variance       |
|---|------------------|------------------|------------------|
| <b>Income</b>                             |                  |                  |                  |
| <b>Income</b>                             |                  |                  |                  |
| 62000 - Association Fees                  | 59,995.00        | 56,587.00        | (5.68) %         |
| 62001 - Prior Year Surplus Carryover      | 6,469.00         | -                | (100.00) %       |
| 63006 - Reserve Fund                      | 4,104.00         | -                | (100.00) %       |
| 63020 - Interest From Reserves            | 104.10           | -                | (100.00) %       |
| <b>Total Income</b>                       | <b>70,672.10</b> | <b>56,587.00</b> | <b>(19.93) %</b> |
| <b>Total Income</b>                       | <b>70,672.10</b> | <b>56,587.00</b> | <b>(19.93) %</b> |
| <b>Expense</b>                            |                  |                  |                  |
| <b>Contracted Services</b>                |                  |                  |                  |
| 80026 - Management Contract               | 8,640.00         | 8,834.40         | 2.25 %           |
| 83005 - Street Light Contract             | 4,740.00         | 4,900.00         | 3.38 %           |
| 85000 - Pond Maint Contract               | 1,000.00         | 1,000.00         | .00 %            |
| 86008 - Landscape - Contract              | 13,500.00        | 14,000.00        | 3.70 %           |
| 86012 - Snow Removal - Contract           | 11,450.00        | 4,950.00         | (56.77) %        |
| <b>Total Contracted Services</b>          | <b>39,330.00</b> | <b>33,684.40</b> | <b>(14.35) %</b> |
| <b>General &amp; Administrative</b>       |                  |                  |                  |
| 80000 - Postage & Copies                  | 985.00           | 750.00           | (23.86) %        |
| 80014 - Meetings & Community              | 450.00           | 450.00           | .00 %            |
| 80016 - Legal Fees - Collections          | 225.00           | 225.00           | .00 %            |
| 80017 - Legal Fees - General              | 250.00           | 250.00           | .00 %            |
| 80018 - CPA Audit/Tax                     | 750.00           | 750.00           | .00 %            |
| 80021 - Technology Fee                    | -                | 250.00           | 25,000.00 %      |
| 81000 - Website                           | 420.00           | -                | (100.00) %       |
| 93002 - Property & Liability Insurance    | 650.00           | 650.00           | .00 %            |
| 93012 - License & Permits                 | 120.00           | 20.00            | (83.33) %        |
| <b>Total General &amp; Administrative</b> | <b>3,850.00</b>  | <b>3,345.00</b>  | <b>(13.12) %</b> |
| <b>Repairs &amp; Maintenance</b>          |                  |                  |                  |
| 86000 - Common Area - Maintenance         | 1,000.00         | 4,433.60         | 343.36 %         |
| 86001 - Pest Control                      | 270.00           | 270.00           | .00 %            |
| 86005 - Plant & Tree Replacment           | 2,500.00         | 1,500.00         | (40.00) %        |
| 86015 - Seed/Mulch                        | 6,500.00         | 2,250.00         | (65.38) %        |
| 86019 - Irrigation System Maintenance     | 1,250.00         | 750.00           | (40.00) %        |
| <b>Total Repairs &amp; Maintenance</b>    | <b>11,520.00</b> | <b>9,203.60</b>  | <b>(20.11) %</b> |
| <b>Utilities</b>                          |                  |                  |                  |
| 88006 - Electric                          | 660.00           | 750.00           | 13.64 %          |
| 88008 - Water - Landscape                 | 7,000.00         | 5,500.00         | (21.43) %        |
| <b>Total Utilities</b>                    | <b>7,660.00</b>  | <b>6,250.00</b>  | <b>(18.41) %</b> |
| <b>Reserve</b>                            |                  |                  |                  |
| 91002 - Reserve Contribution              | 4,104.00         | 4,104.00         | .00 %            |
| <b>Total Reserve</b>                      | <b>4,104.00</b>  | <b>4,104.00</b>  | <b>.00 %</b>     |

# Oberlin Condominium Association

## 2023 Approved Annual Budget

---

|                      | <u>2022</u> | <u>2023</u> | <u>% Variance</u> |
|----------------------|-------------|-------------|-------------------|
| <b>Total Expense</b> | 66,464.00   | 56,587.00   | (14.86) %         |

# Oberlin Condominium Association

## Statement of Revenues and Expenses 1/1/2023 - 1/27/2023

|   | Current Period   |                  |                    | Year To Date     |                  |                    | Annual Budget    |
|---|------------------|------------------|--------------------|------------------|------------------|--------------------|------------------|
|   | Actual           | Budget           | Variance           | Actual           | Budget           | Variance           |                  |
| <b>Operating Income</b>                   |                  |                  |                    |                  |                  |                    |                  |
| <b>Income</b>                             |                  |                  |                    |                  |                  |                    |                  |
| 62000 - Association Fees                  | 21,494.00        | 56,587.00        | (35,093.00)        | 21,494.00        | 56,587.00        | (35,093.00)        | 56,587.00        |
| 63000 - Late Fees                         | 125.00           | -                | 125.00             | 125.00           | -                | 125.00             | -                |
| 63012 - Fines                             | 25.00            | -                | 25.00              | 25.00            | -                | 25.00              | -                |
| <b>Total Income</b>                       | <b>21,644.00</b> | <b>56,587.00</b> | <b>(34,943.00)</b> | <b>21,644.00</b> | <b>56,587.00</b> | <b>(34,943.00)</b> | <b>56,587.00</b> |
| <b>Total Income</b>                       | <b>21,644.00</b> | <b>56,587.00</b> | <b>(34,943.00)</b> | <b>21,644.00</b> | <b>56,587.00</b> | <b>(34,943.00)</b> | <b>56,587.00</b> |
| <b>Operating Expense</b>                  |                  |                  |                    |                  |                  |                    |                  |
| <b>Contracted Services</b>                |                  |                  |                    |                  |                  |                    |                  |
| 80026 - Management Contract               | 720.00           | 720.00           | -                  | 720.00           | 720.00           | -                  | 8,834.40         |
| 83005 - Street Light Contract             | -                | 408.33           | 408.33             | -                | 408.33           | 408.33             | 4,900.00         |
| 85000 - Pond Maint Contract               | -                | -                | -                  | -                | -                | -                  | 1,000.00         |
| 86008 - Landscape - Contract              | -                | 1,166.67         | 1,166.67           | -                | 1,166.67         | 1,166.67           | 14,000.00        |
| 86012 - Snow Removal - Contract           | -                | 990.00           | 990.00             | -                | 990.00           | 990.00             | 4,950.00         |
| <b>Total Contracted Services</b>          | <b>720.00</b>    | <b>3,285.00</b>  | <b>2,565.00</b>    | <b>720.00</b>    | <b>3,285.00</b>  | <b>2,565.00</b>    | <b>33,684.40</b> |
| <b>General &amp; Administrative</b>       |                  |                  |                    |                  |                  |                    |                  |
| 80000 - Postage & Copies                  | -                | 62.50            | 62.50              | -                | 62.50            | 62.50              | 750.00           |
| 80014 - Meetings & Community              | -                | -                | -                  | -                | -                | -                  | 450.00           |
| 80016 - Legal Fees - Collections          | -                | 50.00            | 50.00              | -                | 50.00            | 50.00              | 225.00           |
| 80017 - Legal Fees - General              | -                | 250.00           | 250.00             | -                | 250.00           | 250.00             | 250.00           |
| 80018 - CPA Audit/Tax                     | -                | -                | -                  | -                | -                | -                  | 750.00           |
| 80021 - Technology Fee                    | 250.00           | 20.83            | (229.17)           | 250.00           | 20.83            | (229.17)           | 250.00           |
| 93002 - Property & Liability Insurance    | -                | 650.00           | 650.00             | -                | 650.00           | 650.00             | 650.00           |
| 93012 - License & Permits                 | -                | 1.67             | 1.67               | -                | 1.67             | 1.67               | 20.00            |
| <b>Total General &amp; Administrative</b> | <b>250.00</b>    | <b>1,035.00</b>  | <b>785.00</b>      | <b>250.00</b>    | <b>1,035.00</b>  | <b>785.00</b>      | <b>3,345.00</b>  |
| <b>Repairs &amp; Maintenance</b>          |                  |                  |                    |                  |                  |                    |                  |
| 86000 - Common Area - Maintenance         | -                | 369.47           | 369.47             | -                | 369.47           | 369.47             | 4,433.60         |
| 86001 - Pest Control                      | -                | 22.50            | 22.50              | -                | 22.50            | 22.50              | 270.00           |
| 86005 - Plant & Tree Replacment           | -                | 125.00           | 125.00             | -                | 125.00           | 125.00             | 1,500.00         |
| 86015 - Seed/Mulch                        | -                | 187.50           | 187.50             | -                | 187.50           | 187.50             | 2,250.00         |
| 86019 - Irrigation System Maintenance     | -                | 62.50            | 62.50              | -                | 62.50            | 62.50              | 750.00           |
| <b>Total Repairs &amp; Maintenance</b>    | <b>-</b>         | <b>766.97</b>    | <b>766.97</b>      | <b>-</b>         | <b>766.97</b>    | <b>766.97</b>      | <b>9,203.60</b>  |
| <b>Utilities</b>                          |                  |                  |                    |                  |                  |                    |                  |
| 88006 - Electric                          | 42.03            | 62.50            | 20.47              | 42.03            | 62.50            | 20.47              | 750.00           |
| 88008 - Water - Landscape                 | -                | 458.33           | 458.33             | -                | 458.33           | 458.33             | 5,500.00         |
| <b>Total Utilities</b>                    | <b>42.03</b>     | <b>520.83</b>    | <b>478.80</b>      | <b>42.03</b>     | <b>520.83</b>    | <b>478.80</b>      | <b>6,250.00</b>  |
| <b>Reserve</b>                            |                  |                  |                    |                  |                  |                    |                  |
| 91002 - Reserve Contribution              | 342.00           | 342.00           | -                  | 342.00           | 342.00           | -                  | 4,104.00         |
| <b>Total Reserve</b>                      | <b>342.00</b>    | <b>342.00</b>    | <b>-</b>           | <b>342.00</b>    | <b>342.00</b>    | <b>-</b>           | <b>4,104.00</b>  |

# Oberlin Condominium Association

## Statement of Revenues and Expenses 1/1/2023 - 1/27/2023

|                            | Current Period |           |             | Year To Date |           |             | Annual Budget |
|----------------------------|----------------|-----------|-------------|--------------|-----------|-------------|---------------|
|                            | Actual         | Budget    | Variance    | Actual       | Budget    | Variance    |               |
| <b>Operating Expense</b>   |                |           |             |              |           |             |               |
| <b>Total Expense</b>       | 1,354.03       | 5,949.80  | 4,595.77    | 1,354.03     | 5,949.80  | 4,595.77    | 56,587.00     |
| <b>Operating Net Total</b> | 20,289.97      | 50,637.20 | (30,347.23) | 20,289.97    | 50,637.20 | (30,347.23) | -             |



# Oberlin Condominium Association

## Statement of Revenues and Expenses 1/1/2023 - 1/27/2023

|                          | Current Period   |                  |                    | Year To Date     |                  |                    | Annual Budget |
|--------------------------|------------------|------------------|--------------------|------------------|------------------|--------------------|---------------|
|                          | Actual           | Budget           | Variance           | Actual           | Budget           | Variance           |               |
| <b>Reserve Income</b>    |                  |                  |                    |                  |                  |                    |               |
| <b>Income</b>            |                  |                  |                    |                  |                  |                    |               |
| 63006 - Reserve Fund     | 342.00           | -                | 342.00             | 342.00           | -                | 342.00             | -             |
| <b>Total Income</b>      | <b>342.00</b>    | <b>-</b>         | <b>342.00</b>      | <b>342.00</b>    | <b>-</b>         | <b>342.00</b>      | <b>-</b>      |
| <b>Total Income</b>      | <b>342.00</b>    | <b>-</b>         | <b>342.00</b>      | <b>342.00</b>    | <b>-</b>         | <b>342.00</b>      | <b>-</b>      |
| <b>Reserve Net Total</b> | <b>342.00</b>    | <b>-</b>         | <b>342.00</b>      | <b>342.00</b>    | <b>-</b>         | <b>342.00</b>      | <b>-</b>      |
| <b>Net Total</b>         | <b>20,631.97</b> | <b>50,637.20</b> | <b>(30,005.23)</b> | <b>20,631.97</b> | <b>50,637.20</b> | <b>(30,005.23)</b> | <b>-</b>      |

# Oberlin Condominium Association

## Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

|   | Current Period   |                 |                  | Year To Date     |                  |                   | Annual Budget    |
|---|------------------|-----------------|------------------|------------------|------------------|-------------------|------------------|
|   | Actual           | Budget          | Variance         | Actual           | Budget           | Variance          |                  |
| <b>Operating Income</b>                   |                  |                 |                  |                  |                  |                   |                  |
| <b>Income</b>                             |                  |                 |                  |                  |                  |                   |                  |
| 62000 - Association Fees                  | 20,692.00        | -               | 20,692.00        | 87,790.00        | 59,995.00        | 27,795.00         | 59,995.00        |
| 62001 - Prior Year Surplus Carryover      | -                | -               | -                | -                | 6,469.00         | (6,469.00)        | 6,469.00         |
| 62002 - Legal Fee Reimbursement           | -                | -               | -                | 100.00           | -                | 100.00            | -                |
| 63000 - Late Fees                         | -                | -               | -                | 149.65           | -                | 149.65            | -                |
| 63001 - Interest - Operating              | 1.79             | -               | 1.79             | 16.55            | -                | 16.55             | -                |
| 63008 - Transfer To/From Reserves         | -                | -               | -                | (684.00)         | -                | (684.00)          | -                |
| 63012 - Fines                             | -                | -               | -                | 50.00            | -                | 50.00             | -                |
| <b>Total Income</b>                       | <b>20,693.79</b> | <b>-</b>        | <b>20,693.79</b> | <b>87,422.20</b> | <b>66,464.00</b> | <b>20,958.20</b>  | <b>66,464.00</b> |
| <b>Total Income</b>                       | <b>20,693.79</b> | <b>-</b>        | <b>20,693.79</b> | <b>87,422.20</b> | <b>66,464.00</b> | <b>20,958.20</b>  | <b>66,464.00</b> |
| <b>Operating Expense</b>                  |                  |                 |                  |                  |                  |                   |                  |
| <b>Contracted Services</b>                |                  |                 |                  |                  |                  |                   |                  |
| 80026 - Management Contract               | 720.00           | 720.00          | -                | 8,080.00         | 8,640.00         | 560.00            | 8,640.00         |
| 83005 - Street Light Contract             | -                | -               | -                | 4,762.32         | 4,740.00         | (22.32)           | 4,740.00         |
| 85000 - Pond Maint Contract               | -                | -               | -                | 1,000.00         | 1,000.00         | -                 | 1,000.00         |
| 86008 - Landscape - Contract              | 250.00           | -               | (250.00)         | 15,470.06        | 13,500.00        | (1,970.06)        | 13,500.00        |
| 86012 - Snow Removal - Contract           | 1,980.00         | 2,290.00        | 310.00           | 13,430.00        | 11,450.00        | (1,980.00)        | 11,450.00        |
| <b>Total Contracted Services</b>          | <b>2,950.00</b>  | <b>3,010.00</b> | <b>60.00</b>     | <b>42,742.38</b> | <b>39,330.00</b> | <b>(3,412.38)</b> | <b>39,330.00</b> |
| <b>General &amp; Administrative</b>       |                  |                 |                  |                  |                  |                   |                  |
| 80000 - Postage & Copies                  | 85.98            | 150.00          | 64.02            | 747.92           | 985.00           | 237.08            | 985.00           |
| 80004 - Misc. - Admin                     | -                | -               | -                | 125.00           | -                | (125.00)          | -                |
| 80014 - Meetings & Community              | -                | -               | -                | 382.37           | 450.00           | 67.63             | 450.00           |
| 80016 - Legal Fees - Collections          | -                | -               | -                | 60.00            | 225.00           | 165.00            | 225.00           |
| 80017 - Legal Fees - General              | -                | -               | -                | 171.00           | 250.00           | 79.00             | 250.00           |
| 80018 - CPA Audit/Tax                     | -                | -               | -                | 1,500.00         | 750.00           | (750.00)          | 750.00           |
| 80021 - Technology Fee                    | -                | -               | -                | 250.00           | -                | (250.00)          | -                |
| 81000 - Website                           | -                | 35.00           | 35.00            | 150.00           | 420.00           | 270.00            | 420.00           |
| 93002 - Property & Liability Insurance    | 677.00           | -               | (677.00)         | 1,255.00         | 650.00           | (605.00)          | 650.00           |
| 93012 - License & Permits                 | -                | -               | -                | 25.00            | 120.00           | 95.00             | 120.00           |
| <b>Total General &amp; Administrative</b> | <b>762.98</b>    | <b>185.00</b>   | <b>(577.98)</b>  | <b>4,666.29</b>  | <b>3,850.00</b>  | <b>(816.29)</b>   | <b>3,850.00</b>  |
| <b>Repairs &amp; Maintenance</b>          |                  |                 |                  |                  |                  |                   |                  |
| 86000 - Common Area - Maintenance         | -                | -               | -                | 410.00           | 1,000.00         | 590.00            | 1,000.00         |
| 86001 - Pest Control                      | -                | -               | -                | -                | 270.00           | 270.00            | 270.00           |
| 86005 - Plant & Tree Replacment           | -                | -               | -                | 4,000.00         | 2,500.00         | (1,500.00)        | 2,500.00         |
| 86015 - Seed/Mulch                        | -                | -               | -                | 405.00           | 6,500.00         | 6,095.00          | 6,500.00         |
| 86019 - Irrigation System Maintenance     | -                | -               | -                | -                | 1,250.00         | 1,250.00          | 1,250.00         |
| <b>Total Repairs &amp; Maintenance</b>    | <b>-</b>         | <b>-</b>        | <b>-</b>         | <b>4,815.00</b>  | <b>11,520.00</b> | <b>6,705.00</b>   | <b>11,520.00</b> |
| <b>Utilities</b>                          |                  |                 |                  |                  |                  |                   |                  |
| 88006 - Electric                          | 100.01           | 55.00           | (45.01)          | 763.27           | 660.00           | (103.27)          | 660.00           |

# Oberlin Condominium Association

## Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

|                              | Current Period   |                   |                  | Year To Date     |                  |                  | Annual Budget    |
|------------------------------|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|
|                              | Actual           | Budget            | Variance         | Actual           | Budget           | Variance         |                  |
| <b>Operating Expense</b>     |                  |                   |                  |                  |                  |                  |                  |
| 88008 - Water - Landscape    | -                | -                 | -                | 6,254.48         | 7,000.00         | 745.52           | 7,000.00         |
| <b>Total Utilities</b>       | <b>100.01</b>    | <b>55.00</b>      | <b>(45.01)</b>   | <b>7,017.75</b>  | <b>7,660.00</b>  | <b>642.25</b>    | <b>7,660.00</b>  |
| <b>Reserve</b>               |                  |                   |                  |                  |                  |                  |                  |
| 91002 - Reserve Contribution | 342.00           | 342.00            | -                | 3,078.00         | 4,104.00         | 1,026.00         | 4,104.00         |
| <b>Total Reserve</b>         | <b>342.00</b>    | <b>342.00</b>     | <b>-</b>         | <b>3,078.00</b>  | <b>4,104.00</b>  | <b>1,026.00</b>  | <b>4,104.00</b>  |
| <b>Total Expense</b>         | <b>4,154.99</b>  | <b>3,592.00</b>   | <b>(562.99)</b>  | <b>62,319.42</b> | <b>66,464.00</b> | <b>4,144.58</b>  | <b>66,464.00</b> |
| <b>Operating Net Total</b>   | <b>16,538.80</b> | <b>(3,592.00)</b> | <b>20,130.80</b> | <b>25,102.78</b> | <b>-</b>         | <b>25,102.78</b> | <b>-</b>         |

# Oberlin Condominium Association

## Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

|                                | Current Period   |                   |                  | Year To Date     |                 |                  | Annual Budget   |
|--------------------------------|------------------|-------------------|------------------|------------------|-----------------|------------------|-----------------|
|                                | Actual           | Budget            | Variance         | Actual           | Budget          | Variance         |                 |
| <b>Reserve Income</b>          |                  |                   |                  |                  |                 |                  |                 |
| <b>Income</b>                  |                  |                   |                  |                  |                 |                  |                 |
| 63006 - Reserve Fund           | 342.00           | 342.00            | -                | 3,762.00         | 4,104.00        | (342.00)         | 4,104.00        |
| 63020 - Interest From Reserves | 18.16            | 8.73              | 9.43             | 139.69           | 104.10          | 35.59            | 104.10          |
| <b>Total Income</b>            | <b>360.16</b>    | <b>350.73</b>     | <b>9.43</b>      | <b>3,901.69</b>  | <b>4,208.10</b> | <b>(306.41)</b>  | <b>4,208.10</b> |
| <b>Total Income</b>            | <b>360.16</b>    | <b>350.73</b>     | <b>9.43</b>      | <b>3,901.69</b>  | <b>4,208.10</b> | <b>(306.41)</b>  | <b>4,208.10</b> |
| <b>Reserve Net Total</b>       | <b>360.16</b>    | <b>350.73</b>     | <b>9.43</b>      | <b>3,901.69</b>  | <b>4,208.10</b> | <b>(306.41)</b>  | <b>4,208.10</b> |
| <b>Net Total</b>               | <b>16,898.96</b> | <b>(3,241.27)</b> | <b>20,140.23</b> | <b>29,004.47</b> | <b>4,208.10</b> | <b>24,796.37</b> | <b>4,208.10</b> |