

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

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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 Budget	Avg Unit/Month
	Income		
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
	Total Operating Income	\$ 291,643	\$ 69.84
	Expense		
	<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
	Sub-total	\$ 12,270	\$ 2.94
	<u>Insurance</u>		
5400	Insurance Premiums	\$ 7,144	\$ 1.71
	Sub-total	\$ 7,144	\$ 1.71
	<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
	Sub-total	\$ 21,900	\$ 5.24
	<u>Landscaping</u>		
6110	General Grounds Maintenance	\$ 11,000	\$ 2.63
	Sub-total	\$ 11,000	\$ 2.63
	<u>Operations</u>		
6300	Permits & Licenses	\$ 20	\$ 0.005
	Sub-total	\$ 20	\$ 0.00
	<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
	Sub-total	\$ 59,602	\$ 14.27
	<u>Repair & 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
	Sub-total	\$ 19,300	\$ 4.62
	<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
	Sub-total	\$ 35,657	\$ 8.54
	Total Operating Expense	\$ 166,893	\$ 39.96
	<u>Other Expenses</u>		
9105	Reserve Contribution Expense	\$ 124,750	\$ 29.87
	Sub-total	\$ 124,750	\$ 29.87
	Total Operating Expense	\$ 291,643	\$ 69.84
	Total Operating Income / (Loss)	\$ -	\$ -
	QUARTERLY ASSOCIATION FEES	\$ 210	

Balance Sheet Report

Knightsbridge Gate Association

As of November 30, 2022

	<u>Balance Nov 30, 2022</u>	<u>Balance Oct 31, 2022</u>	<u>Change</u>
<u>Assets</u>			
Assets			
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)
Total Assets	218,259.85	406,092.01	(187,832.16)
Reserve Funds			
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
Total Reserve Funds	209,877.59	385,814.74	(175,937.15)
Total Assets	428,137.44	791,906.75	(363,769.31)
<u>Liabilities</u>			
Accounts Payable			
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)
Total Accounts Payable	13,998.02	371,632.90	(357,634.88)
Accrued Expenses			
2395 - Other Accrued Expenses	18,799.86	16,114.26	2,685.60
Total Accrued Expenses	18,799.86	16,114.26	2,685.60

Balance Sheet Report

Knightsbridge Gate Association

As of November 30, 2022

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



Signs & More

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

Estimate #: 30591

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Created Date: 12/6/2022 1:00:40PM
Salesperson: _ Signs & More
Email: signsandmore@gmail.com
Office Phone: (248) 852-0683
Office Fax: (248) 852-0804
Entered by: Jane Hodges

Prepared For: LandArc, Inc.
Contact: Elliott Patton
Office Phone: (248) 292-0962
Email: EPatton@landarc.com
Address: 340 E. Big Beaver Rd.
Suite 560
Troy, MI 48083

Description: Knightsbridge Gate - Subdivision Entry Sign - OPTION B

		Quantity	Price	Unit Price	Subtotal
1	Product: Miscellaneous Description: OPTION B - 35" x 95" x 12" DOUBLE SIDED HDU BOX SIGN WITH CURVED TOP - BLACK FACE WITH GOLD LETTERING - TO FIT OVER EXISTING BRACKETS - ATTACHED TO STRUCTURE WITH WELDED ALUMINUM FRAME	1	\$7,700.00	\$7,700.00	\$7,700.00

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** SMS-MISC.
- **Height:** 35 in **Width:** 95 in

		Quantity	Price	Unit Price	Subtotal
2	Product: Installation/Removal/Labor/Service Description: Installation/Removal/Labor/Service	1	\$1,500.00	\$1,500.00	\$1,500.00

Installation of above listed face, removal of old face, labor to sand and paint existing cross bars

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** SMS-Install.
- **Height:** 0 in **Width:** 0 in
- **Background Color:** Not Assigned **Foreground Color:** Not Assigned **Font:** Not Assigned

		Quantity	Price		Subtotal
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.	1	\$0.00	\$0.00	\$0.00

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** SMS - Permits
- **Height:** 0 in **Width:** 0 in
- **Background Color:** Not Assigned **Foreground Color:** Not Assigned **Font:** Not Assigned

Estimate Total: \$9,200.00
Subtotal: \$9,200.00
Taxes: \$462.00
Total: \$9,662.00
Deposit Required: \$4,831.00

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

Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Other: _____

☐ Changes required, please contact me.

SIGN: _____ **Date:** ____ / ____ / ____

Print Date: 12/6/2022 1:07:08PM

Committed To Quality and Service!

KNIGHTSBRIDGE GATE

51360 Knightsbridge Blvd, Novi, MI 48374

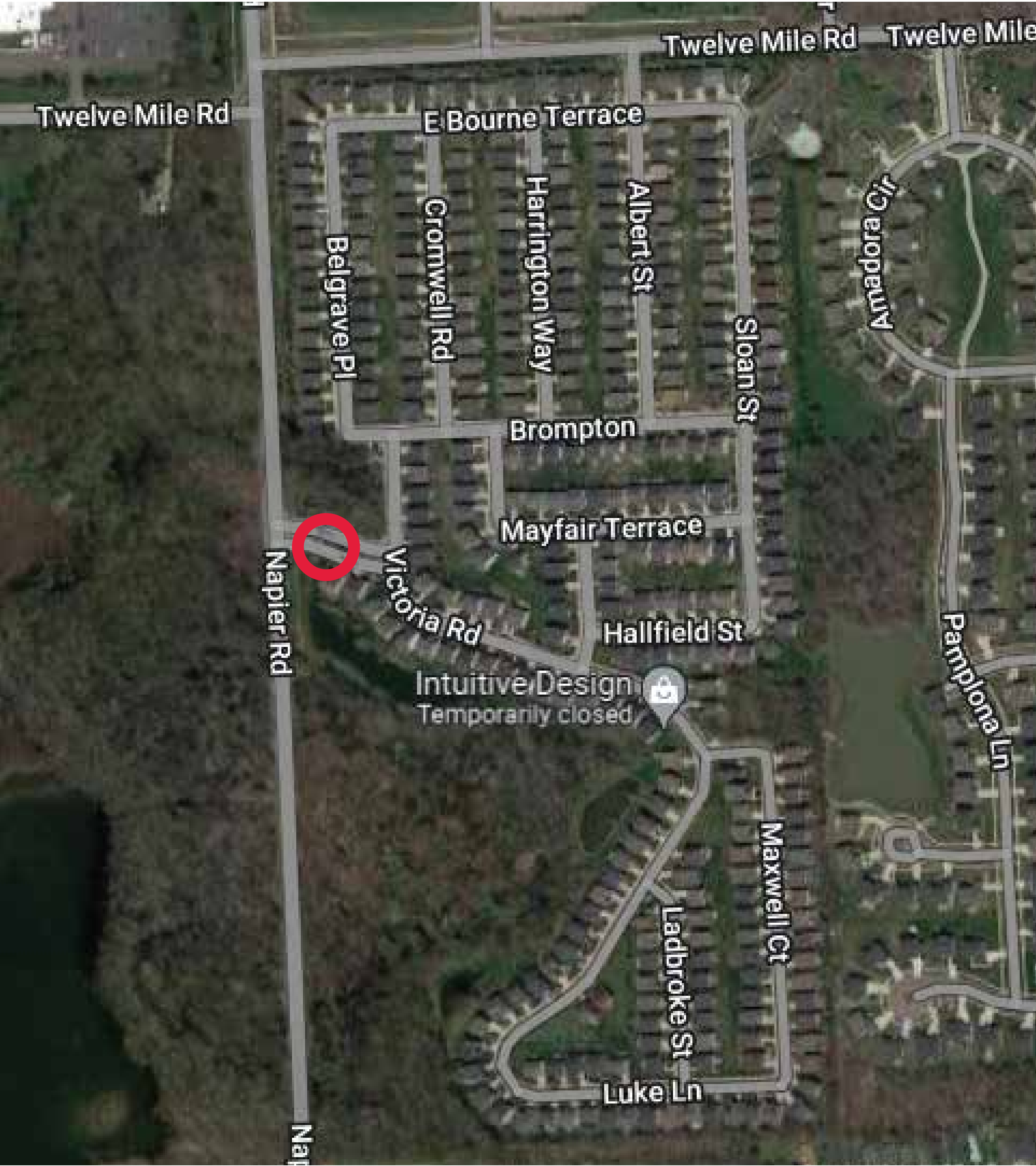
- 35" X 98.5" DOUBLE SIDED HDU BOX SIGN
- BLACK FACE WITH GOLD LETTERING
- TO FIT OVER EXISTING BRACKETS
- ATTACHED TO STRUCTURE WITH WELDED ALUMINUM FRAME

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.

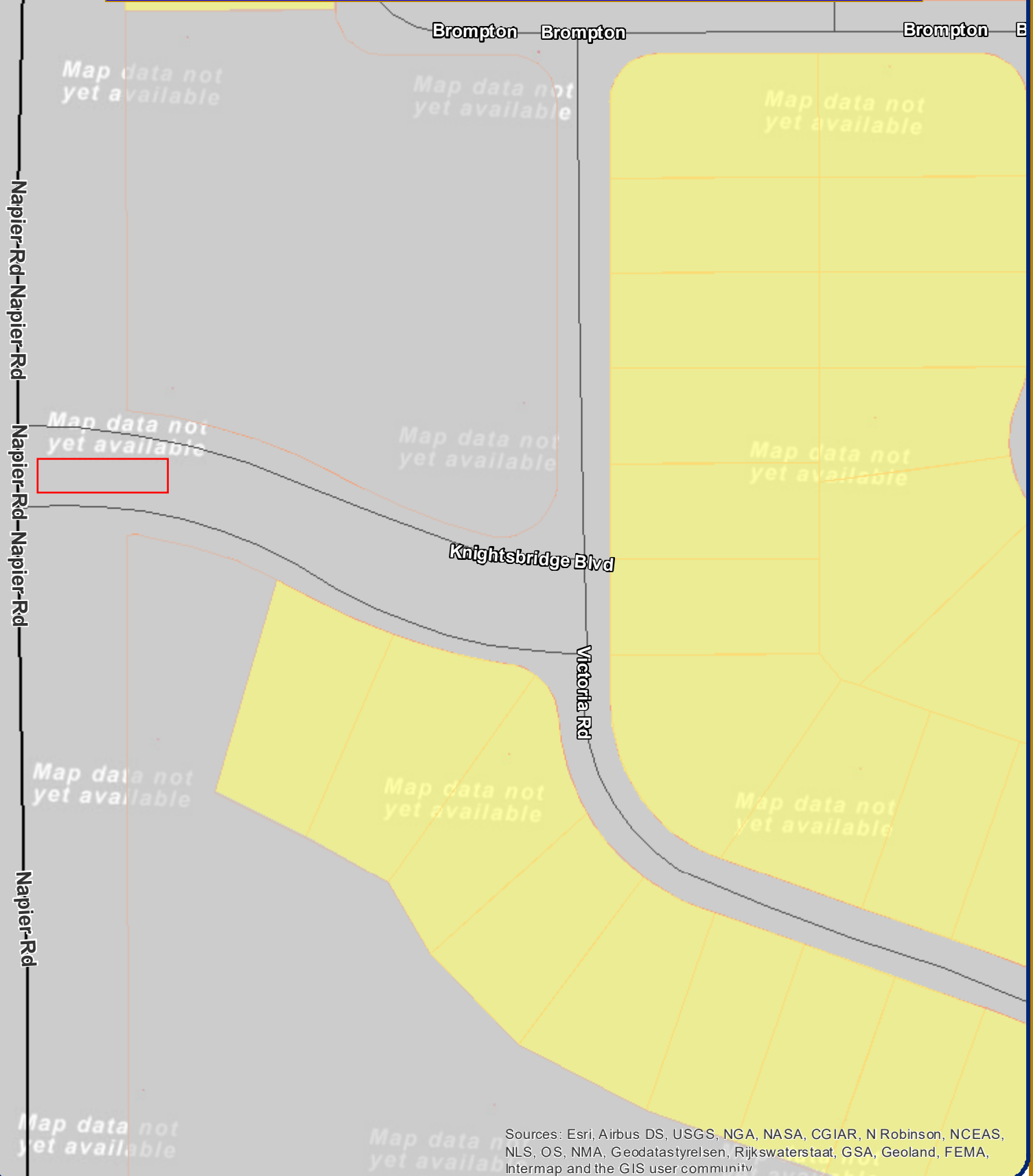
Before:



After:



City of Novi Existing Land Use (2012)



MAP INTERPRETATION NOTICE

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