

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

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- 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.

Item	Units	Cost/Unit	Total
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
Assets			
Asset			
Operating	\$72,279.49		\$72,279.49
Operating Reserve - MM CAB		\$71,728.50	\$71,728.50
Total Asset	\$72,279.49	\$71,728.50	\$144,007.99
Total Assets	\$72,279.49	\$71,728.50	\$144,007.99
Liabilities / Equity			
Equity			
Retained Earnings	\$51,989.52	\$71,386.50	\$123,376.02
Total Equity	\$51,989.52	\$71,386.50	\$123,376.02
Income			
Net Income	\$20,289.97	\$342.00	\$20,631.97
Total Income	\$20,289.97	\$342.00	\$20,631.97
Total Liabilities / Equity	\$72,279.49	\$71,728.50	\$144,007.99

Oberlin Condominium Association

Balance Sheet as of 12/31/2022

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



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.

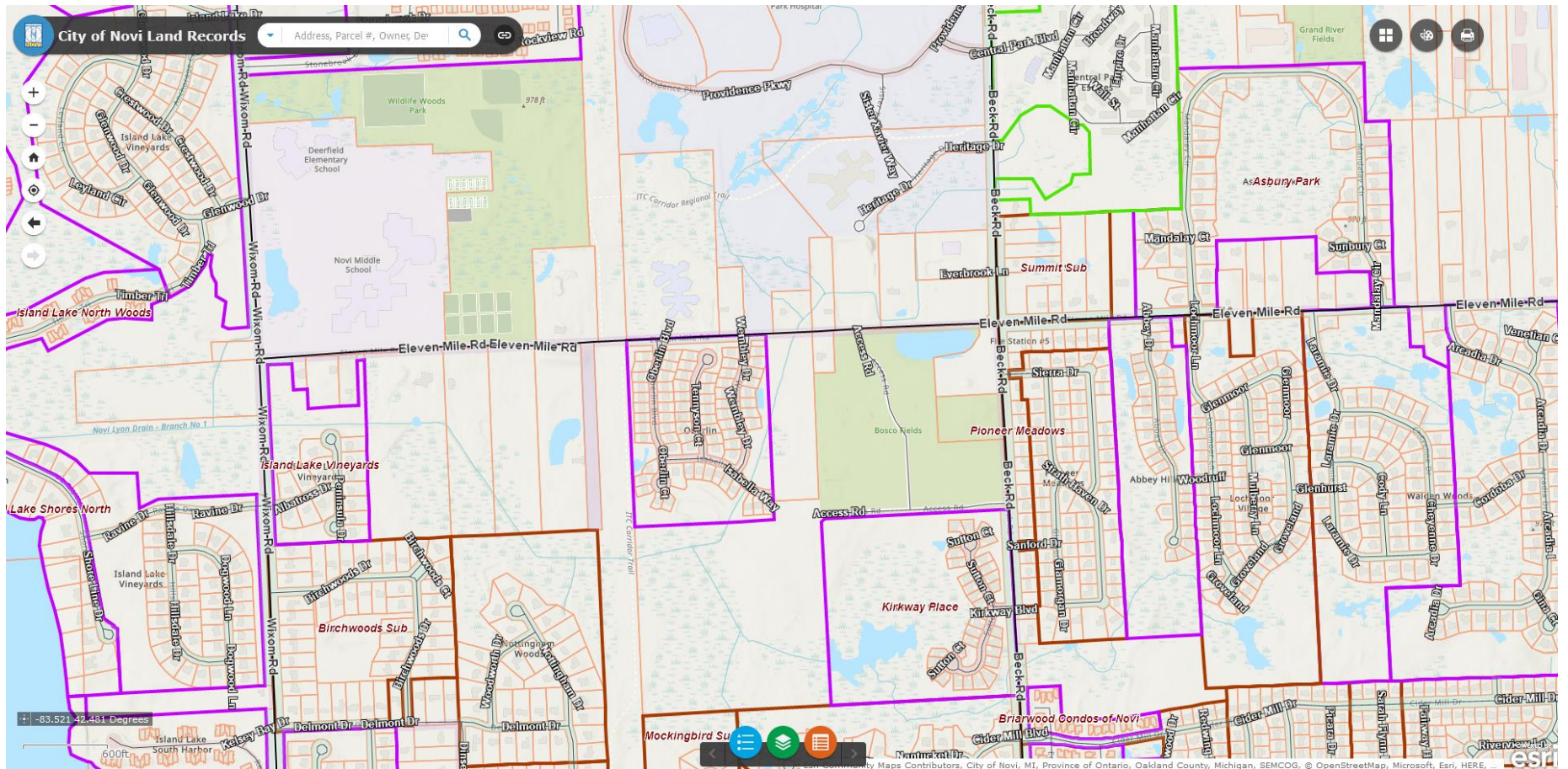
Agreed to and accepted by:

Signature

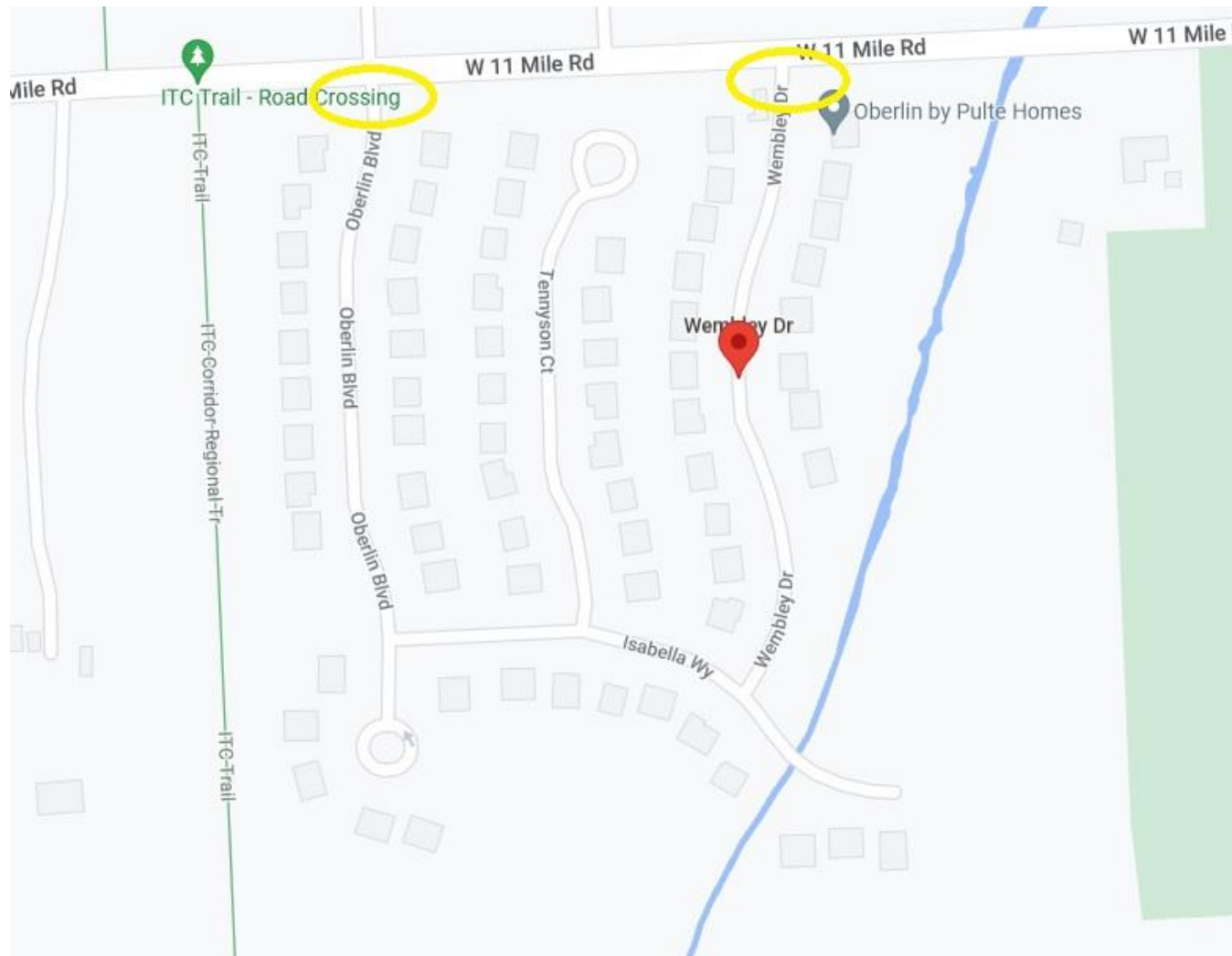
Printed Name

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
Income			
Income			
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) %
Total Income	70,672.10	56,587.00	(19.93) %
Total Income	70,672.10	56,587.00	(19.93) %
Expense			
Contracted Services			
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) %
Total Contracted Services	39,330.00	33,684.40	(14.35) %
General & Administrative			
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) %
Total General & Administrative	3,850.00	3,345.00	(13.12) %
Repairs & Maintenance			
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) %
Total Repairs & Maintenance	11,520.00	9,203.60	(20.11) %
Utilities			
88006 - Electric	660.00	750.00	13.64 %
88008 - Water - Landscape	7,000.00	5,500.00	(21.43) %
Total Utilities	7,660.00	6,250.00	(18.41) %
Reserve			
91002 - Reserve Contribution	4,104.00	4,104.00	.00 %
Total Reserve	4,104.00	4,104.00	.00 %

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Oberlin Condominium Association

2023 Approved Annual Budget

	<u>2022</u>	<u>2023</u>	<u>% Variance</u>
Total Expense	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	
Operating Income							
Income							
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	-
Total Income	21,644.00	56,587.00	(34,943.00)	21,644.00	56,587.00	(34,943.00)	56,587.00
Total Income	21,644.00	56,587.00	(34,943.00)	21,644.00	56,587.00	(34,943.00)	56,587.00

Operating Expense

Contracted Services							
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
Total Contracted Services	720.00	3,285.00	2,565.00	720.00	3,285.00	2,565.00	33,684.40

General & Administrative							
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
Total General & Administrative	250.00	1,035.00	785.00	250.00	1,035.00	785.00	3,345.00

Repairs & Maintenance							
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
Total Repairs & Maintenance	-	766.97	766.97	-	766.97	766.97	9,203.60

Utilities							
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
Total Utilities	42.03	520.83	478.80	42.03	520.83	478.80	6,250.00

Reserve							
91002 - Reserve Contribution	342.00	342.00	-	342.00	342.00	-	4,104.00
Total Reserve	342.00	342.00	-	342.00	342.00	-	4,104.00

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	
Operating Expense							
Total Expense	1,354.03	5,949.80	4,595.77	1,354.03	5,949.80	4,595.77	56,587.00
Operating Net Total	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	
Reserve Income							
Income							
63006 - Reserve Fund	342.00	-	342.00	342.00	-	342.00	-
Total Income	342.00	-	342.00	342.00	-	342.00	-
Total Income	342.00	-	342.00	342.00	-	342.00	-
Reserve Net Total	342.00	-	342.00	342.00	-	342.00	-
Net Total	20,631.97	50,637.20	(30,005.23)	20,631.97	50,637.20	(30,005.23)	-

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	
Operating Income							
Income							
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	-
Total Income	20,693.79	-	20,693.79	87,422.20	66,464.00	20,958.20	66,464.00
Total Income	20,693.79	-	20,693.79	87,422.20	66,464.00	20,958.20	66,464.00

Operating Expense

Contracted Services							
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
Total Contracted Services	2,950.00	3,010.00	60.00	42,742.38	39,330.00	(3,412.38)	39,330.00

General & Administrative							
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
Total General & Administrative	762.98	185.00	(577.98)	4,666.29	3,850.00	(816.29)	3,850.00

Repairs & Maintenance							
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
Total Repairs & Maintenance	-	-	-	4,815.00	11,520.00	6,705.00	11,520.00

Utilities							
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	
Operating Expense							
88008 - Water - Landscape	-	-	-	6,254.48	7,000.00	745.52	7,000.00
Total Utilities	100.01	55.00	(45.01)	7,017.75	7,660.00	642.25	7,660.00
Reserve							
91002 - Reserve Contribution	342.00	342.00	-	3,078.00	4,104.00	1,026.00	4,104.00
Total Reserve	342.00	342.00	-	3,078.00	4,104.00	1,026.00	4,104.00
Total Expense	4,154.99	3,592.00	(562.99)	62,319.42	66,464.00	4,144.58	66,464.00
Operating Net Total	16,538.80	(3,592.00)	20,130.80	25,102.78	-	25,102.78	-

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	
Reserve Income							
Income							
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
Total Income	360.16	350.73	9.43	3,901.69	4,208.10	(306.41)	4,208.10
Total Income	360.16	350.73	9.43	3,901.69	4,208.10	(306.41)	4,208.10
Reserve Net Total	360.16	350.73	9.43	3,901.69	4,208.10	(306.41)	4,208.10
Net Total	16,898.96	(3,241.27)	20,140.23	29,004.47	4,208.10	24,796.37	4,208.10