

Novi Neighborhood Entryway Enhancement Matching Grant Program



Project Leader: Karyn Lange, Secretary; The Enclave Condominium Association

43100 12 Oaks Crescent Dr #2033 Novi 48377

313-610-8034

tchrlange@aol.com

Attachment 1. Neighborhood Entryway Enhancement Matching Grant

Application

Due Date: January 31, 2025, by 5:00pm

Please answer the questions below in a separate document. Questions must be presented in the same order they are presented below. Applications will not be considered if any requested documentation is not included.

I. Applicant Information

a. Homeowner's Association or Property Name **The Enclave Condominium Association**

b. Age of the subdivision or neighborhood where the work will be done **aprox 40 years**

c. First-time Applicant? If not, please list the date of last application submission. **yes**

d. Project Leader **Karyn Lange**

- Office Held/Position within organization **Secretary**
- Address **43100 12 Oaks Crescent Dr #2033 Novi 48377**
- Telephone **313-610-8034**
- E-Mail tchrlange@aol.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.

Our property has many projects that have been neglected or forgotten for a variety of reasons. Our current proactive board has begun to tackle these issues with the help of our recent Reserve Study recommendations. One of the most important safety projects on our list is updating our parking lot and property lighting. Several poles have weathered out and toppled, lights are no longer working, etc. For safety, security and efficiency these lights will be replaced with LED illumination and durable aluminum poles. We are eager to take this project on and have secured a professional quote. It is a costly venture, and this grant will help offset the expense of this project.

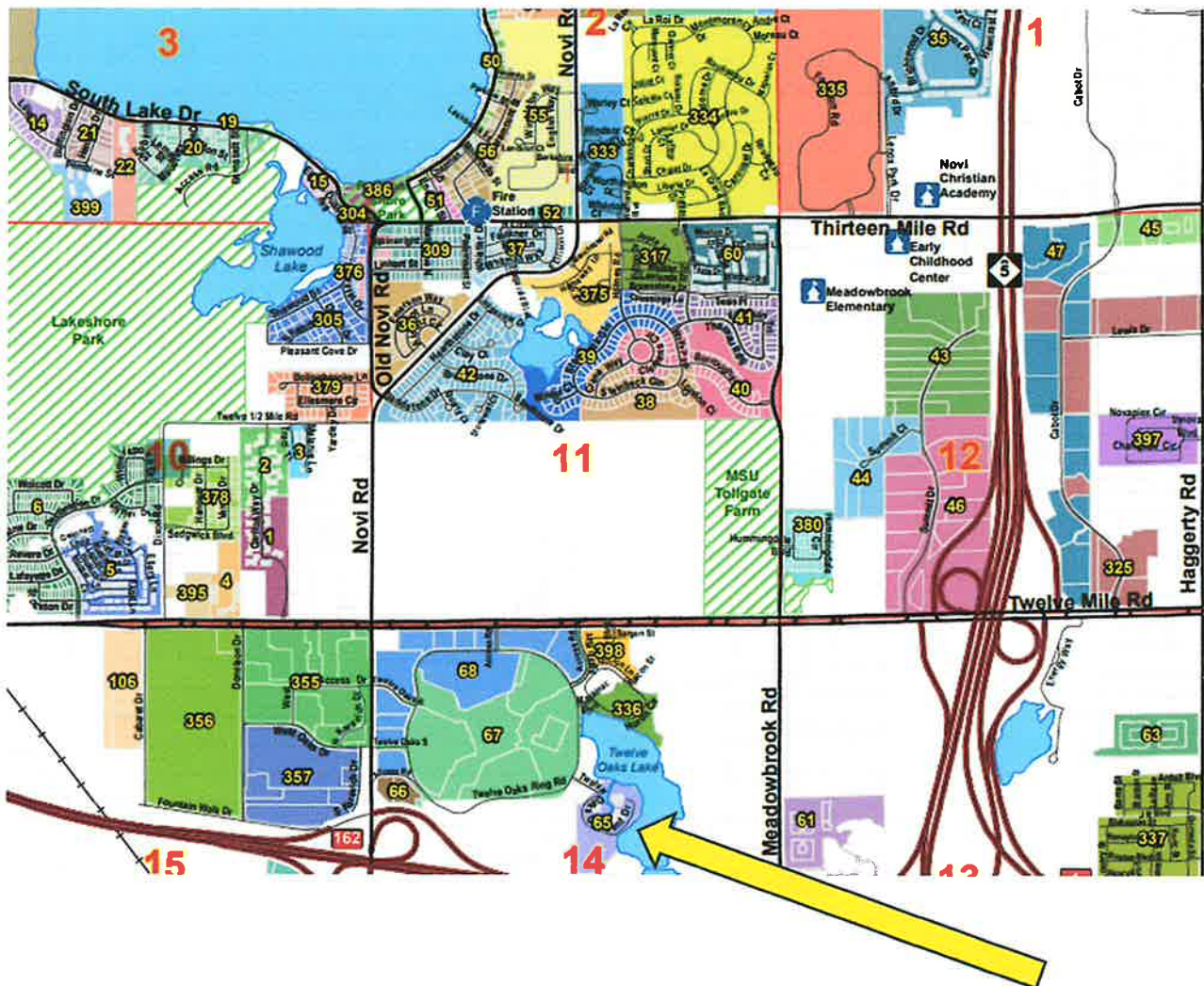
b. Attach project planning documents such as landscaping drawings, plans, maps, and photos of the project area





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

The yellow arrow indicates the location of The Enclave Condominium community. We are located adjacent to the 12 Oaks Mall and 12 Oaks Lake, between Novi Rd., Meadowbrook Rd., 12 Mile Rd. and I-96; area 14 on your map. The project will encompass the entrance drive and all parking lots shown in the pictures above.



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

All elements of this project will have a positive impact on the surrounding environment. There should be no negative impact on any agencies. The project will provide a safer environment and greater energy efficiency for our community. Updated lighting will enhance our property and that of surrounding areas as well as increase the value of our investment in the community, as we continue to make improvements. Before the project begins, our vendor will secure any required permits.

e. Provide a detailed list all proposed plants, if any, intended to be used in the project.

No plants are involved in this project. However, as a side note, we are working aggressively with professionals recommended by the city of Novi to remove and control the invasive phragmites plants from our shoreline.

III. Funding Information

a. Estimated Total Project Costs **\$45,798**

b. Who provided this cost estimate?

- Name, title, company **Jac LED Lighting Inc.**
- Phone number **734-502-6823**

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

\$5000.00 maximum offered from this grant.

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. **\$40,793**

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

This project will funded though our association assessments and reserve fund.

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

No in-kind or any other donations are available for this project.

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

f. Itemized unit and total cost estimates

ITEM	#UNITS	COST/UNIT	TOTAL
100W Top Pole mount light	33	\$199.32	\$6,577.56
12 ft Aluminum round powder coat poles	32	\$797.56	\$25,521.92
24W LED bulb for can lights garage	126	\$17.20	\$2,167.20
35W mini wall pack	3	\$67.21	\$201.63
23W HID bulb	6	\$54.23	\$325.38
Labor installation			\$9800.00
Recycle mercury bulb			\$87.00
DTE discount			-\$915.00
Sales tax			\$2032.72
Total			\$45,798.41

IV. Attachments

Please include:

- The association/property's current budget, in order to demonstrate its ability to pay for the entire project before reimbursement and to maintain the project in the future **Attached**
- Documentation reflecting the association/property's current and previous spending on landscape and landscape maintenance **Page 3 of attached budget**
- Formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project (if applicable) **N/A**
- Written permission/approval from the necessary entity if there is an impact on property owners or other non-city agencies (if applicable) **N/A**
- Well-defined, scaled plans of the proposed project with complete plant lists and specifications of any lighting **Included in body of application and copy of quote attached**
- Map with project location identified **Included in body of application and enlarged map attached**

Attachment 2. Beautification Commission Project Grading System

Projects are evaluated using a 0-, 1-, and 2-point system.

0 = project does not meet this criterion

1 = project partially meets the criterion

2 = project fully meets the criterion

Criteria Points:

1. Subdivision is more than 10 years old
2. Improves safety
3. Reduces environmental impact
4. Improvement from the existing conditions
5. Positive impact along visible areas of the city
6. Permanent physical improvement and is not on-going or routine maintenance
7. Proposed costs appear reasonable
8. Use of sustainable materials

Total

Project is a permanent, physical improvement located at the entrance of the neighborhood and is not on-going or routine maintenance.



Providing a Brighter Tomorrow

Quote

JAC LED Lighting Inc.
5251 Ann Arbor Road
Dundee, MI 48131
734-502-6823
rich.horn@jac-led.com

DATE

12/12/24

INVOICE NO.

DTE Instant Discount

Valid

BILL TO

Clarice Wakefield
BLS Property Management Co
11908 Farmington Rd
Livonia, MI 48150
734-838-1520 Ext 526
clarice.w@blsmanagement.com

INSTALLATION ADDRESS

The Enclave Condos
4300 12 Oaks Crescent Dr
Novi Mi, 48377

Parking lot lights and 2 poles

PURCHASE ORDER NUMBER	INSTALLATION DATE	SALESPERSON	PAYMENT TERMS	
		Rich Horn	NET 30 DAYS	
PART #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
PT3-100GS-3	100W TopPole mount light DLC#S-WNT8LC	33	\$199.32	\$6,577.56
PSM-MP-412	12Ft Aluminum round poles powder-coat	32	\$797.56	\$25,521.92
	Black Fluted pole w/ town sq base	0	\$0.00	\$0.00
L200A23N25UNV50K	24W LED Bulb for Cans in garage	126	\$17.20	\$2,167.20
WPA-5L-LKFS	35W Mini Wall pack DLC# S-1V58QB	3	\$67.21	\$201.63
FED23N15050E39CL	23W HID Bulb DLC# S-CO60NH	6	\$54.23	\$325.38
		0	\$0.00	\$0.00
		0	\$0.00	\$0.00
		0	\$0.00	\$0.00
		0	\$0.00	\$0.00

Remarks / Instructions:

- ◆ 50% DEPOSIT REQUIRED FOR INVOICES GREATER THAN \$3,000.00.
- ◆ A FINANCE CHARGE OF 5% OF INVOICE WILL BE CHARGED BEGINNING 30 DAYS FROM INVOICE DATE = 60% APR.

◆ MAKE CHECKS PAYABLE TO JAC LED LIGHTING, INC. ◆

DATE

Thank you for your business!
www.jac-led.com

Product Total	\$34,793.69
DTE Instant Discount	-\$915.00
Sub-Total	\$33,878.69
Plus Sales Tax (6%)	\$2,032.72
Shipping/Handling	\$0.00
Recycling Mercury bulb	\$87.00
Project Supplies	\$0.00
Labor/Installation	\$9,800.00
Invoice Total	\$45,798.41
Less Deposit Paid	\$0.00
TOTAL	\$ 45,798.41

**The Enclave Condominium Association
Budget Planning Report - 2025**

2023 Assessment	\$650.00	2024 Assessment	\$650.00
		2025 Assessment	\$700.00
		2025 Additional Assessment - Reserves	
		per unit	\$3,000.00

	2023 Actual End	Year- 2024 Budget	2024 YTD Actual Thru 8/31/2024	2024 Remaining Budget	2025 Proposed Budget
Income					
Association Fees	\$701,350.00	\$702,000.00	\$468,620.00	\$233,380.00	\$756,000.00
Additional Assessment		\$45,000.00	\$45,000.00	\$0.00	\$260,900.00
Total Income	\$701,350.00	\$747,000.00	\$513,620.00	\$233,380.00	\$1,016,900.00

Expenses

Administrative	\$49,184.00	\$44,578.00	\$22,548.12	\$22,029.88	\$27,550.00
Operating	\$158,779.00	\$142,200.00	\$103,652.87	\$38,547.13	\$156,900.00
Building Maintenance	\$176,154.00	\$133,718.00	\$91,747.94	\$41,970.06	\$148,200.00
Security	\$51,563.00	\$50,200.00	\$39,942.21	\$10,257.79	\$54,520.00
Grounds Maintenance	\$73,650.00	\$73,569.00	\$49,527.43	\$24,041.57	\$77,376.00
Community Facility	\$18,466.00	\$17,300.00	\$11,847.46	\$5,452.54	\$20,400.00
Insurance	\$44,700.00	\$47,653.00	\$26,652.87	\$21,000.13	\$79,353.00
Reserve	\$150,588.00	\$242,482.00	\$137,114.48	\$105,367.52	\$479,400.00
Total Expense	\$723,084.00	\$751,700.00	\$483,033.38	\$268,666.62	\$1,043,699.00

**The Enclave Condominium Association
Budget Expense Report**

	2023 Actual End	Year- 2024 Budget	2024 YTD Actual Thru 8/31/2024	2024 Remaining Budget	2025 Proposed Budget
Administrative					
6120 - Management Fee	\$35,688.00	\$34,778.00	\$15,246.36	\$19,531.64	\$16,200.00
6125 - Administrative	\$9,628.00	\$4,500.00	\$4,913.80	(\$413.80)	\$3,000.00
6130 - Legal Expense	\$1,735.00	\$2,000.00	\$1,064.00	\$936.00	\$5,000.00
6140 - Auditing	\$750.00	\$750.00	\$750.00	\$0.00	\$750.00
6150 - Postage		\$0.00	\$272.00	(\$272.00)	\$1,000.00
6160 - Bank Charges	-\$10.00	\$50.00	\$90.00	(\$40.00)	\$100.00
6190 - Social Committee	\$1,393.00	\$2,500.00	\$211.96	\$2,288.04	\$1,500.00
Total Administrative	\$49,184.00	\$44,578.00	\$22,548.12	\$22,029.88	\$27,550.00
Operating					
6205 - Electricity	\$43,969.00	\$42,000.00	\$38,005.40	\$3,994.60	\$43,200.00
6215 - Water-Sewer	\$41,856.00	\$42,000.00	\$20,534.87	\$21,465.13	\$42,000.00
6220 - Exterminating	\$8,231.00	\$2,500.00	\$1,555.70	\$944.30	\$1,500.00
6225 - Gas/Heat	\$25,313.00	\$20,000.00	\$11,001.46	\$8,998.54	\$20,000.00
6230 - Rubbish Removal	\$33,625.00	\$30,000.00	\$28,472.78	\$1,527.22	\$43,000.00
6240 - Telephone/Cable	\$5,785.00	\$5,700.00	\$4,082.66	\$1,617.34	\$7,200.00
Total Operating	\$158,779.00	\$142,200.00	\$103,652.87	\$38,547.13	\$156,900.00
Building Maintenance					
6305 - Building Maintenance	\$36,941.00	\$10,000.00	\$12,669.78	(\$2,669.78)	\$10,000.00
6310 - Maintenance Supplies	\$17.00	\$1,000.00	\$3,216.31	(\$2,216.31)	\$2,500.00
6315 - Maintenance Labor	\$2,163.00	\$10,000.00	\$4,578.00	\$5,422.00	\$10,000.00
6320 - Plumbing Repair	\$18,604.00	\$10,000.00	\$8,174.72	\$1,825.28	\$18,000.00
6325 - Electrical	\$5,178.00	\$1,500.00	\$2,063.16	(\$563.16)	\$10,000.00
6332 - Clubhouse Equipment	\$623.00	\$700.00	\$0.00	\$700.00	\$700.00
6335 - Janitorial	\$41,045.00	\$41,100.00	\$27,991.22	\$13,108.78	\$42,000.00
6336 - Carpet Cleaning	\$0.00	\$3,500.00	\$1,809.25	\$1,690.75	\$2,000.00
6338 - Paint/Drywall Repairs	\$11,913.00	\$12,250.00	\$1,486.04	\$10,763.96	\$10,000.00
6340 - Elevator Maintenance & Service	\$8,830.00	\$7,768.00	\$12,955.50	(\$5,187.50)	\$15,000.00
6345 - Back up Generator Repair	\$300.00	\$2,500.00	\$3,753.00	(\$1,253.00)	\$2,500.00
6350 - Roof/Gutter Repairs	\$22,714.00	\$15,000.00	\$3,270.00	\$11,730.00	\$10,000.00
6355 - Fire Alarm System	\$358.00	\$900.00	\$197.94	\$702.06	\$500.00
6357 - Fire Suppression	\$10,604.00	\$15,000.00	\$9,583.02	\$5,416.98	\$12,000.00
6360 - HVAC Maintenance/Repai	\$16,864.00	\$1,000.00	\$0.00	\$1,000.00	\$1,500.00
6370 - Chute Cleaning	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
Total Building Maintenance	\$176,154.00	\$133,718.00	\$91,747.94	\$41,970.06	\$148,200.00

The Enclave Condominium Association
Budget Expense Report

	2023 Actual End	Year- 2024 Budget Year-End	2024 YTD Actual Thru 8/31/2024	2024 Remaining Budget	2025 Proposed Budget
<u>Security</u>					
6330 - Gatehouse Service	\$48,200.00	\$47,500.00	\$38,230.00	\$9,270.00	\$51,020.00
6331 - Gatehouse Arms	\$2,860.00	\$500.00	\$0.00	\$500.00	\$500.00
6333 - Transponder	\$503.00	\$200.00	\$1,165.26	(\$965.26)	\$1,000.00
6334 - Gatehouse Misc. Computer/Software		\$2,000.00	\$546.95	\$1,453.05	\$2,000.00
Total Security	\$51,563.00	\$50,200.00	\$39,942.21	\$10,257.79	\$54,520.00
<u>Grounds Maintenance</u>					
6405 - Lawn Maintenance	\$25,413.00	\$19,926.00	\$12,260.00	\$7,666.00	\$19,926.00
6415 - Trees/Shrubs- Fertilizatio	\$8,370.00	\$10,000.00	\$5,850.00	\$4,150.00	\$6,000.00
6416 - Lawn Fertilization	\$1,270.00	\$0.00	\$3,943.46	-\$3,943.46	\$4,000.00
6430 - Grounds Maintenance	\$8,764.00	\$5,000.00	\$660.60	\$4,339.40	\$5,000.00
6431 - Holiday Lights	\$3,893.00	\$3,893.00	\$0.00	\$3,893.00	\$2,000.00
6435 - Flowers	\$180.00	\$200.00	\$1,620.00	-\$1,420.00	\$3,000.00
6440 - Irrigation	\$4,640.00	\$0.00	\$1,333.19	-\$1,333.19	\$2,000.00
6451 - Signage	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
6470 - Snow Removal	\$15,720.00	\$18,550.00	\$10,530.00	\$8,020.00	\$19,550.00
6490 - Vehicle Maintenance	\$0.00	\$2,000.00	\$2,398.85	-\$398.85	\$2,000.00
6600 - Pond Maintenance	\$0.00	\$5,000.00	\$3,131.33	\$1,868.67	\$5,000.00
Crescent Drive access	\$5,400.00				\$5,400.00
6610 - Fountain Maintenance	\$0.00	\$8,000.00	\$7,800.00	\$200.00	\$2,500.00
Total Grounds Maintenance	\$73,650.00	\$73,569.00	\$49,527.43	\$24,041.57	\$77,376.00
<u>Community Facility</u>					
6500 - Community Room		\$100.00	\$0.00	\$100.00	\$100.00
6700 - Pool Maintenance	\$16,669.00	\$10,000.00	\$5,674.35	\$4,325.65	\$15,000.00
6701 - Pool Repairs	\$169.00	\$6,000.00	\$5,808.20	\$191.80	\$3,500.00
6702 - Pool Supplies	\$1,628.00	\$1,200.00	\$364.91	\$835.09	\$1,800.00
Total Community Facility	\$18,466.00	\$17,300.00	\$11,847.46	\$5,452.54	\$20,400.00
<u>Insurance</u>					
6805 - Insurance	\$44,700.00	\$46,991.00	\$26,652.87	\$20,338.13	\$79,353.00
Kabata	\$0.00	\$662.00	\$0.00	\$662.00	\$0.00
Total Insurance	\$44,700.00	\$47,653.00	\$26,652.87	\$21,000.13	\$79,353.00

Reserve

7580 - Transfer To Reserve	\$150,588.00	\$242,482.00	\$137,114.48	\$105,367.52	\$218,500.00
Short-term Reserve					
Contribution					\$260,900.00
Total Reserve	\$150,588.00	\$242,482.00	\$137,114.48	\$105,367.52	\$479,400.00

Inventory of Reserve Components

Reserve Component Inventory	Quantities	First Year of	Life Analysis (Yrs.)	
	Total	Replacement	Normal	Remaining
Building Components				
TPO Membrane Roof Cover, Landings-Forest; Replacement	16,904 SF	2029	20	9
TPO Membrane Roof Cover, Shores; Replacement	18,402 SF	2034	20	10
TPO Membrane Roof Cover; Connectors; Replacement	2,544 SF	2029	20	9
TPO Membrane Roof Cover; Annex Garages; Replacement	16,137 SF	2029	20	9
Exterior Siding; Buildings, Annex Garages, and Connectors; Painting	111,634 SF	2027	10	7
Exterior Siding; Buildings, Annex Garages, and Connectors; Coating	111,634 SF	2027	10	7
Common Area; Windows and Doors; Phased Replacement	1,251 SF	2027	30	7
Common Area; Carpet; Connectors; Replacement	1,425 SF	2023	10	7
Common Area; Carpet; Lobbies; Replacement	2,220 SF	2029	10	9
Common Area; Carpet; 2nd Floor; Replacement	1,116 SF	2027	10	7
Common Area; Carpet; Floors 3-6; Replacement	5,256 SF	2033	10	9
Common Area; Interior Walls; Lobbies; Painting	4,450 SF	2029	10	9
Common Area; Interior Walls; Connectors; Painting	6,338 SF	2032	10	9
Common Area; Interior Walls; Floors 2-6 Hallways; Painting	6,508 SF	2032	10	9
Common Area; Interior Walls & Ceilings; Annex Garages; Painting	16,917 SF	2027	10	7
Common Area; Interior Walls & Ceilings; Underground Garages; Painting	55,298 SF	2027	10	7
Elevators; Modernization	3 LOTS	2048	25	24
Backup Generator; 230K KW; Replacement	1 UNIT	2029	30	9
R.TUs; Replacement (Including Duct Work)	3 UNITS	2026	25	2
Boilers; 825K BTU; Replacement	2 UNITS	2042	20	18
Fire Suppression; Control Panels; Replacement	3 UNITS	2042	20	18
Fire Suppression; Primary Pump; 30 HP; Replacement	1 UNIT	2029	20	9
Ferry Feb System; Replacement	1 LOT	2023	20	7
Site Components				
Concrete Sidewalks (4"); Phased Partial Replacement	1,427 SF	2027	40-50	9
Concrete Driveways (6"); Phased Partial Replacement	17,392 SF	2027	40-50	9
Concrete Curbing; Phased Partial Replacement	5,858 LF	2027	40-50	9
Asphalt; Streets; Gatehouse to Shores Building; Phased Total Replacement	72,862 SF	2027	18	9
Asphalt; Streets; Ring Road to Gatehouse; Total Replacement	13,246 SF	2030	18	15
Asphalt; Walking Paths; Total Replacement	2,020 SF	2027	24	7
Catch Basins and Manholes; Capital Repairs	17 UNITS	2027	18	9
Detention Ponds; Dredging	2,818 CU YDS.	2034	20	10
Detention Ponds; Liners; Replacement	25,363 SF	2034	20	10
Pole Lights; Phased Replacement	24 UNITS	2023	30	7
Chain-Link Fence; Replacement	990 LF	2035	50	11
Entry Signage; Replacement	4 UNITS	2034	25	10
Entry Gate; Operations; Replacement	4 UNITS	2026	15	2
Entry Gate; Keypad System; Replacement	1 UNIT	2031	20	7
Vehicle; Kubota; Replacement	1 UNIT	2029	15	8

Recommended Annual Reserve Contributions

Year	Recommended		Year	Recommended	
	Reserve Contribution	Additional Recommended Reserve Contribution		Reserve Contribution	Additional Recommended Reserve Contribution
2025	\$ 218,500	\$ 260,900	2038	\$ 321,200	\$ -
2026	225,100	260,900	2039	330,800	-
2027	231,900	260,900	2040	340,700	-
2028	238,900	260,900	2041	350,900	-
2029	246,100	260,900	2042	361,400	-
2030	253,500	-	2043	372,200	-
2031	261,100	-	2044	383,400	-
2032	268,900	-	2045	394,900	-
2033	277,000	-	2046	406,700	-
2034	285,300	-	2047	418,900	-
2035	293,900	-	2048	431,500	-
2036	302,700	-	2049	444,400	-
2037	311,800	-			

Snapshot of Current and Recommended Reserve Contributions

	Annual Amount	Per Unit Per Month (Avg.)
(A) Projected Reserve Contribution at Start of Next Fiscal Year*	\$ 242,482	\$ 224.52
(B) Recommended Reserve Contribution at Start of Next Fiscal Year (Years 1-25 w/3%/Yr. Increases)	\$ 218,500	\$ 202.31
(C) Plus Additional Recommended Reserve Contribution (Years 1-3; No Increases)**	\$ 260,900	\$ 241.57
(D) Total Recommended Reserve Contribution Year 1 (B Plus C)	\$ 479,400	\$ 443.89
(E) Amount of Increase/Decrease Recommended vs. Current (D Minus A) Year 1	\$ 236,918	\$ 219.37

* Based on the association's current budgeted Reserve Contribution plus 0% typical annual increase

** Additional Reserve Contribution will no longer be needed by 2030; Reserve Contribution in 2030 will be \$253,500 or \$234.72 per unit/month

Project location: Area 14, 65



