

Neighborhood Entryway Enhancement Matching Grant Application

Applicant Information

a. Homeowner's Association or Property Name

Chamberlain Crossing Association

b. Age of the subdivision or neighborhood where the work will be done

Article of incorporation dated January 6, 2016 (9 years)

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

First- Time Applicant

d. Project Leader

- Office Held/Position within organization - **President Jason Atkinson**
- Address - **51209 Chamberlain Court, Novi MI**
- Telephone - **586-823-3914**
- E-Mail - [**Jasonatkinson2@comcast.net**](mailto:Jasonatkinson2@comcast.net)

II. Project Information

Project Purpose, Plan, and Design:

Purpose: The primary purpose of the Landscape/Entrance Improvement Project is to transform the entrance of the Chamberlain Crossing community into a more welcoming, visually appealing, and functional space. Our goal is to create an inviting atmosphere that reflects the character of the neighborhood while enhancing its curb appeal. The project will improve the first impression for both residents and visitors, ultimately raising property values and fostering a stronger sense of community pride.

Plan and Design: The project involves a complete redesign of the entrance area, including landscape and hardscape improvements as well as infrastructure upgrades. Specific elements of the plan include:

- **Removal of the Existing Perimeter Fence:** The outdated and overgrown fence will be taken down to open up the entrance and create a more inviting, visible space.

- **Landscaping Enhancements:** The entrance will be redesigned with fresh landscape beds on both sides, featuring sustainable, low-maintenance plant species. The new plantings will provide year-round interest with a mix of flowering shrubs, ornamental plants, and trees. Specific plants will include:
 - 6x 10-12ft Balsam Fir
 - 4x 7-8ft Balsam Fir
 - 28x Limelight Hydrangea
 - 50x Roxanne Geranium
 - 38x Boxwood
 - Transplanting 25x Boxwoods and adding additional plants, such as 10x Limelight Hydrangeas (transplants) and 5 yards of mulch.

- **Center Island Divider Bed:** A new center island bed will be added, featuring large boulders (14 large boulders, 3-3.5 feet in size) to create a focal point and enhance the visual appeal of the entrance.

- **Monument Wall and Signage:** We will install a monument wall with updated, professional signage to clearly display the neighborhood name and make the entrance more recognizable. This will provide a sense of identity for Chamberlain Crossing.
- **Irrigation System:** A new automated irrigation system will be installed to ensure the longevity of the landscape, reduce maintenance costs, and conserve water.
- **Hardscaping:** We will build paver walls and install pillars (2x 10 feet long x 5 feet high) to complement the landscaping. These features will add structural integrity and provide a polished, professional look.

Existing Conditions: Currently, the entrance to Chamberlain Crossing is outdated and underwhelming, with a deteriorating perimeter fence, minimal landscaping, and unkempt plantings. The existing entrance does not reflect the vibrant nature of the neighborhood, lacks clear visibility, and is difficult to identify, especially for visitors and emergency responders. The perimeter fence is overgrown and in poor condition, while the landscaping is sparse and requires constant upkeep. The entrance area lacks a strong sense of identity.

Specific Need: The community needs a redesigned entrance that reflects the quality and character of Chamberlain Crossing. The current entrance is unattractive and inefficient, leading to high maintenance costs. The outdated landscaping and lack of clear signage create challenges, especially at night when visibility is poor. The improvements will reduce maintenance expenses, enhance safety, and improve the overall aesthetic of the neighborhood.

Public Benefit: This project will provide significant benefits to the residents of Chamberlain Crossing as well as the broader community:

- **Increased Neighborhood Identity:** The updated entrance with enhanced landscaping and signage will strengthen the identity of the neighborhood and foster a sense of pride among residents.
- **Improved Safety and Visibility:** The improved design, including better signage and lighting, will enhance safety by making the entrance more visible and easier to locate, especially at night. This will help both residents and emergency responders.
- **Enhanced Aesthetic Appeal:** A beautifully landscaped entrance with new signage and hardscaping will significantly improve the visual appeal of the neighborhood, positively impacting property values and creating a welcoming environment for residents and guests.

- **Environmental Sustainability:** The use of drought-resistant, low-maintenance plants and an efficient irrigation system will reduce water usage and maintenance costs, contributing to the community's environmental conservation efforts.
- **Long-Term Cost Savings:** The project will lead to reduced long-term maintenance costs through the installation of sustainable landscaping and an automated irrigation system.

In conclusion, the Landscape/Entrance Improvement Project will revitalize the entrance to Chamberlain Crossing, benefiting both residents and the broader community. The project will create a more inviting, beautiful, and sustainable environment, improving both the immediate aesthetic appeal and the long-term value of the neighborhood. We are excited about the positive impact these improvements will have and look forward to your support in making them a reality.

CHAMBERLIN CROSSING

July 26, 2024

Chamberlin Crossing Resident
Novi, MI

RE: Landscape / Entrance Improvement Project - Approved Sunday, June 2, 2024
Additional / Special Assessment Notice (\$4,100.00 split into 2 installments)
\$2,050.00 Due September 1, 2024
\$2,050.00 Due October 1, 2024

Dear Chamberlin Crossing Association Co-owner,

At a Special Meeting of the Chamberlin Crossing Association held on Sunday, June 2, 2024, the Association approved an Additional Assessment for community improvements. The Association was able to obtain the 60% Quorum and votes required for the passage of the Assessment.

The Special / Additional Assessment in the amount of \$4,100.00 will be split into two separate installments. The first installment of \$2,050.00 is due on September 1, 2024, and the 2nd installment of \$2,050.00 is due and payable on October 1, 2024. ALL OWNERS ARE REQUIRED TO REMIT THE ASSESSMENT, EVEN IF YOU DID NOT APPROVE THE ASSESSMENT. A failure of an owner to remit the assessment may result in late fees, penalties, administrative, collection and legal costs being added to your account.

The Assessment The improvements include but are not limited to: Removal of existing perimeter fence, redesign of current landscape beds on each side of the entrance, new mulch and plant materials, Center Island improvements, monument wall installation, and permit fees. *NOTE: All work performed will be subject to final approval and permitting from City of Novi, to be determined with final design plans and drawings to be submitted with application.*

If you are on ACH through Association, the Special / Additional Assessments will automatically be deducted on or about September 3rd and October 1st, in two equal installments of \$2,050.00. If you remit your assessments via on-line bill pay through your personal banking institution or via mail to the secure lockbox address, **please allow additional processing time for the mail to be received.** For proper allocation, your remittance MUST include Management Company ID (6026), Association name and ID (200), Unit Specific account number, & Name of Co-owner on the account. Please make sure that the check is made payable to **Chamberlin Crossing Association.**

If you are unsure, please contact Whitehall Management at service@whitehallcm.com.

We appreciate your cooperation and continued support!

Sincerely,

By Through and For The Chamberlin Crossing Board of Directors

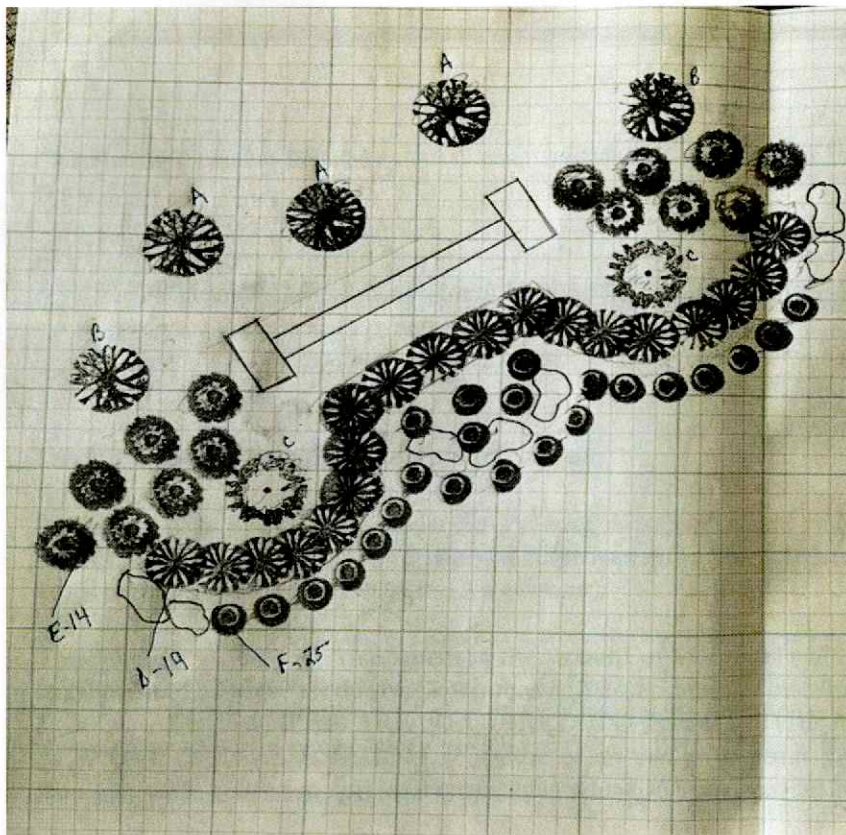


Whitehall Community Management ,



39525 Thirteen Mile Road • Suite 250 • Novi, MI 48377
Phone: 248-324-0400 • Fax: 248-702-6233
▪ service@whitehallcm.com ▪ www.whitehallcm.com

Lucas		
	Details	Cost
Removal of White Fence		\$ 975
Irrigation / Sprinklers	extra sprinkler work	\$ 1,500
Landscaping	Total for below:	\$ 26,800
Mulch	2 side beds: 20 yards mulch, 20 yards top soil	
Redesign Two Current Landscape Beds (mirror each other)	14 large boulders 3ft -3.5ft Weed mat A - 6x 10-12ft Balsam Fir B - 4x 7-8ft Balsam Fir C - 4x 2in 8-10ft Red Bud D - 38x boxwood 5 gal E - 28x Limelight Hydrangea 3 gal F- 50x Roxanne Geranium 1 gal	
Center Island Divider Bed Addition	Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yds mulch, labor to install	\$ 4,975
Walls	2x 10ft long x 5 ft high; 4-6ft pillars, paver walls	\$ 11,950
	Cement foundation for signs	\$ 2,000
Signs		
City of Novi Fees (Approximate)		\$ 1,000
Total Cost:		\$ 49,200
Per House (12 houses):		\$ 4,100



50 yd Topsoil
 20 yd Mulch
 Weed Mat
 14 Large Boulders 3'-3 1/2'
 A-6-10' 12' Balsam Fir
 B-4-7' 8' Balsam Fir
 C-4-2' 8' 10' Red Bud
 D-38 Boxwood Sapling
 E-28 Limelight Hydrangea 3 gal
 F-50 Roxanne Geranium 1 gal

Landscaping \$26,800.-
 2-10' ~~W~~ long 5' Hgt. Walls
 6-6' Pillars
 Tower Walls \$11,950.-

Total \$38,750

*Lucas Nurseries and
Landscaping, Inc.*

BLOCKS, PAVERS & WALL STONES

9779 Ford Rd. • Superior Township, MI 48198 • 734-482-1111
 10190 Plymouth / Ann Arbor Rd. • Plymouth, MI 48170 • 734-439-6500



This is a slide gate system. The gate moves from side to side with the gate operator placed in the common area. This is probably not an option because you can't go into the side areas because the land is protected.



This is a Vertical Pivot Gate. The gate lifts into a vertical position to allow ingress and egress to the community. We are not very familiar with this type of gate system.



This is a Lift Gate with removable arms. The arms are easy to put on and off and an owner could be assigned the task of basic repairs, which would keep down the cost of repairs. This would be the most affordable option but is the least appealing.



This is a sample of a Lift Master, gate arm operator system. This for one side is about \$5,000.00 just in materials, without any installation or additional controls.

Obviously one of the most affordable options. There would be the cost x 2 gates (ingress/egress) plus the cost of the remotes, readers, Wi-Fi installation, electrical and increased insurance. Plus the legal approvals and amendments.



This is a Swing Gate. It is most costly than the lift gate but much more aesthetically pleasing. It can be installed with to outside pillars and the gates connect or sometimes they swing with a pilar in the middle. This would obviously depend on where you would install.

d. Explanation of How the Project Meets the Review Criteria:

1. **Location of the Project:** The project is located at the entrance to the Chamberlain Crossing community, which is a prominent, highly visible location clearly visible from the public right-of-way. This aligns with the grant requirement that projects must be situated at neighborhood entryways, ensuring maximum exposure and public benefit.
2. **Project Type:** The project is designed to enhance the aesthetic and functional aspects of the neighborhood entrance through physical improvements, including the removal of the existing fence, redesign of landscape beds, installation of new mulch, planting of new shrubs and trees, and the construction of a new monument wall with signage. These improvements will significantly enhance the curb appeal and functionality of the entrance, which is consistent with the criteria for eligible projects.
3. **Compliance with City Ordinances and Regulations:** The project has been designed with full compliance to City of Novi ordinances and regulations, including the Residential Entryway Signage requirements. The designs, including landscaping plans and monument signage, will be reviewed and submitted to the City for final approval. We are committed to obtaining all necessary permits before the work begins to ensure compliance with zoning, landscaping, and construction codes.
4. **Environmental Sensitivity and Sustainability:** The project has been designed with sustainability in mind. We have prioritized the use of native and drought-tolerant plants, such as **Balsam Fir**, **Boxwood**, **Limelight Hydrangea**, and **Roxanne Geraniums**, which are both environmentally friendly and low-maintenance. These plantings will reduce water usage and minimize the need for chemical fertilizers and pesticides. The redesigned landscape beds will also improve stormwater absorption, contributing to better drainage and reduced runoff.

Additionally, the project incorporates an efficient irrigation system that will minimize water consumption, which further aligns with sustainable practices. The use of natural mulch, large boulders, and high-quality materials for construction ensures long-term durability and reduces the need for frequent replacements or maintenance.

5. **Impact on the Surrounding Environment and Community:** The project has been carefully planned to ensure a positive impact on the surrounding environment. By improving the neighborhood entrance, it enhances the visual appeal of the community, contributing to a stronger sense of identity and pride among residents. The updated landscaping will increase biodiversity, providing habitat for pollinators and local wildlife.

Furthermore, the installation of the new monument wall and signage will make the entrance more visible, improving safety for residents and visitors.

The project does not negatively impact neighboring properties. All work will be confined to the designated entryway area, and the redesign is intended to be complementary to the existing landscape, ensuring that there are no adverse effects on neighboring properties' views or privacy. The work will be completed within the boundaries of the neighborhood and will not require disruption to adjacent properties.

6. **Coordination with Other Agencies:** There are no anticipated conflicts with other agencies such as the Road Commission for Oakland County, as the project is confined to the entrance of the subdivision and does not interfere with public roadways or infrastructure. However, we will seek any necessary approvals or permissions from relevant authorities, including the City of Novi's Planning or Code Compliance departments, as part of the final design and permitting process.

Additionally, if any work or signage placement might impact public spaces or require road access, we will work with the City to ensure all necessary permits and approvals are obtained. We will also include any necessary permissions from utility companies or agencies that may be affected by the installation of irrigation systems, landscaping, or signage.

7. **Written Permission or Approval from Necessary Entities:** We are in the process of contacting the relevant City departments to secure the necessary approvals for the project. Written permission from the City of Novi and any other agencies, if required, will be submitted along with the grant application. We anticipate no issues with obtaining the required permissions as all work will be within the designated boundaries of the community and will comply with City codes and regulations.

In conclusion, this project meets all of the review criteria outlined in the Grant Selection Criteria & Evaluation Process section. It enhances the public entrance to Chamberlain Crossing with environmentally sensitive and sustainable design, respects the surrounding environment, and will improve both the aesthetic value and safety of the community. Additionally, we are working with the necessary agencies to ensure full compliance and to address any potential impacts on the surrounding environment or property owners.

- 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](#).

Detailed List of Proposed Plants for the Project:

The following plants have been selected for the landscape redesign at the entrance of Chamberlain Crossing. These plants are chosen for their aesthetic appeal, environmental suitability, and ability to thrive in the local climate. All proposed plants have been carefully selected to avoid any prohibited species as listed in the City of Novi's Landscape Design Manual. Below is the list of plants intended to be used:

1. **Balsam Fir (*Abies balsamea*)**
 - Quantity: 6 trees
 - Size: 10-12 feet tall
 - Description: This evergreen conifer is chosen for its dense foliage and symmetrical shape. It will provide year-round greenery and contribute to the visual appeal of the entrance.
2. **Balsam Fir (*Abies balsamea*)**
 - Quantity: 4 trees
 - Size: 7-8 feet tall
 - Description: A smaller version of the Balsam Fir, this variety will complement the larger trees and offer a balanced look with its conical shape and aromatic needles.
3. **Redbud (*Cercis canadensis*)**
 - Quantity: 4 trees
 - Size: 8-10 feet tall
 - Description: Known for its stunning spring flowers and heart-shaped leaves, the Redbud will add a burst of color in early spring. It is a native species that supports local pollinators and provides seasonal interest.
4. **Boxwood (*Buxus* spp.)**
 - Quantity: 38 shrubs
 - Size: 5-gallon size
 - Description: Boxwoods are compact, evergreen shrubs ideal for creating defined borders and adding year-round structure. Their dense foliage will help create a neat and formal look along the landscape beds.
5. **Limelight Hydrangea (*Hydrangea paniculata* 'Limelight')**
 - Quantity: 28 shrubs
 - Size: 3-gallon size
 - Description: This deciduous shrub is prized for its large, lime-green flowers that turn to white and pink as they mature. It will provide visual interest and seasonal change, adding a soft and elegant texture to the landscape.

6. **Roxanne Geranium (Geranium ‘Roxanne’)**

- Quantity: 50 plants
- Size: 1-gallon size
- Description: This hardy perennial features deep blue flowers that bloom profusely in late spring and early summer. It is a low-maintenance plant that is perfect for ground cover and adding vibrant color to the landscape.

7. **Boxwood (Buxus spp.) (Transplants)**

- Quantity: 25 plants (to be transplanted)
- Size: Existing plants
- Description: Additional Boxwood shrubs will be transplanted from within the community to further reinforce the structured look of the entrance area.

8. **Limelight Hydrangea (Hydrangea paniculata ‘Limelight’) (Additional)**

- Quantity: 10 plants
- Size: 3-gallon size
- Description: An additional 10 Limelight Hydrangeas will be added to enhance the landscape and complement the other flowering plants.

III. Funding Information

a. Estimated Total Project Costs - **\$49200.00**

b. Who provided this cost estimate?

- Name, title, company- **Lucas irrigation Specialists LLC (Robert Lucas)**
- Phone number- **(734) 330-6136**

a. Total amount of funds requested (*50% project costs up to \$5,000 maximum*) - **\$5000.00**

b. 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.-**\$44200.00**

c. Total amount to be donated through in-kind donations and/or cash assistance. **N/A**

- Please provide a summary of in-kind donations such as professional services or donated materials (excluding volunteer labor).
- Please include formal documentation from the donating entity/company on company letterhead confirming their specific donation for the project

- **Itemized unit and total cost estimates**

Lucas		
	Details	Cost
Removal of White Fence		\$ 975
Irrigation / Sprinklers	extra sprinkler work	\$ 1,500
Landscaping	Total for below:	\$ 26,800
Mulch	2 side beds: 20 yards mulch, 20 yards top soil	
Redesign Two Current Landscape Beds (mirror each other)	14 large boulders 3ft -3.5ft Weed mat A - 6x 10-12ft Balsam Fir B - 4x 7-8ft Balsam Fir C - 4x 2in 8-10ft Red Bud D - 38x boxwood 5 gal E - 28x Limelight Hydrangea 3 gal F - 50x Roxanne Geranium 1 gal	
Center Island Divider Bed Addition	Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yds mulch, labor to install	\$ 4,975
Walls	2x 10ft long x 5 ft high; 4-6ft pillars, paver walls	\$ 11,950
	Cement foundation for signs	\$ 2,000
Signs		
City of Novi Fees (Approximate)		\$ 1,000
Total Cost:		\$ 49,200
Per House (12 houses):		\$ 4,100

Chamberlin Crossing Association					
	Account	Description	2024 Actual	2024 Projected	2025 Budget
Operating Accounts					
Income Accounts					
(not specified)					
		Association Dues	\$12,000.00	\$12,000.00	\$19,200.00
		Additional Assessment	\$10,416.93	\$10,416.93	\$49,200.00
		Late Fees	\$135.00	\$135.00	\$150.00
		Legal Fees	\$0.00	\$0.00	\$0.00
		Collection Income	\$90.00	\$90.00	\$90.00
		Interest Income - Checking	\$1.06	\$1.06	\$0.00
		Interest Income - Reserves	\$1.17	\$1.17	\$0.00
		Reserve Contribution Income	\$1,072.50	\$1,072.50	\$0.00
New					
Income Accounts Total			\$23,716.66	\$23,716.66	\$68,640.00
Expense Accounts					
(not specified)					
		Management Fees	\$6,450.00	\$6,450.00	\$2,400.00
		Project Administration	\$400.00	\$400.00	\$400.00
		Printing & Mailing	\$177.66	\$177.66	\$200.00
		Office Supplies	\$8.20	\$8.20	\$11.26
		Postage & Delivery	\$83.50	\$83.50	\$114.34
		Accounting/Audits	\$380.00	\$380.00	\$380.00
		Legal Expense	\$302.50	\$302.50	\$330.00
		Collection Expense	\$80.00	\$80.00	\$90.00
		Fees & Permits	\$0.00	\$0.00	\$20.00
		Misc Administrative	\$1,849.76	\$1,849.76	\$2,000.00
		Property & Liability Insurance	\$1,266.00	\$1,266.00	\$1,000.00
		Electricity	\$232.81	\$232.81	\$300.00
		Irrigation	\$740.00	\$740.00	\$2,300.00
		Maint Suppies - Lawn & Grounds	\$520.00	\$520.00	\$5,200.00
		Ctr Services - Landscaping & Groundskeeping	\$5,199.94	\$5,199.94	\$33,750.00
		Ctr Serv - Snow Removal	\$3,275.50	\$3,275.50	\$2,500.00
		Reserve Contributions	\$1,072.50	\$1,072.50	\$2,183.40
		Site Expense	\$789.00	\$789.00	\$13,950.00
		Snow Removal - Shared Exp	\$897.00	\$897.00	\$1,511.00
New					
Expense Accounts Total			\$23,724.37	\$23,724.37	\$68,640.00

Chamberlin Crossings - BID SUMMARY WORK SHEET

DESCRIPTION	QTY	Custom Cut	GOM	TC Lawn	COMMENTS
STANDARD SERVICE ITEMS					
SPRING CLEAN UP					
remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation	1	\$270	\$210	\$180	
FALL CLEAN UP					
rake, gather, remove leaves and debris	1	\$405	\$380	\$240	
WEEKLY LAWN MAINT.					
based on 26 week season; based on 23 completed units as of 02/28/2021	26	\$2,340	\$3,004	\$2,080	
BED EDGING					
all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season	2	\$490	\$350	160	
HARD SURFACE EDGING					
general common curbs and walks, building walks, drives and curbs weekly) 1 time per month	6	included	included	Included	
BED AND HARD SURFACE MAINT.					
all entrances, general common beds, tree rings, etc. twice per season	2	\$130	\$806	\$780	
WEEDING					
Common area and unit weeding; based on assumption of 9 weeding	9	\$405	included	Included	
SHRUB TRIMMING					
all entrances, general common beds, shrubs trimming to be done 2 x's	2	\$140	\$250	\$160	
SUB TOTAL STANDARD LAWN MAINTENANCE		\$4,180	\$5,000	\$3,600	
OTHER - OPTIONAL ITEMS					
FERTILIZATION					
Four step	4	\$0	\$400	\$380	
MULCH					
Double shredded hardwood - indicate yards and price p/yard	8	\$65/yard	\$0	\$130	
SEASONAL FLOWERS					
Spring/Summer Begonia p/flat price installed		\$25/ flat	\$35	\$300	
Fall Mum or Pansy must specify		0	\$12	\$300	
Additional Fresh peat @ p/cubic yard; indicate price per yard installed		0	\$0	\$0	
AERATION					
Optional	1	\$0	\$0	\$180	
IRRIGATION SERVICES					
clocks with zones -					
Spring Start-Up		N/A	\$325	\$175	
Fall Winterization		N/A	Included	\$210	
Service charge per visit		N/A	No Quote	\$65	
SUB TOTAL OPTIONAL ITEMS			\$725	\$1,740	
TOTAL ALL		\$4,180	\$5,725	\$5,340	

Chamberlin Crossings - BID SUMMARY WORK SHEET

Custom Cut & Landscaping

DESCRIPTION	QTY	AMOUNT P/SERVICE	TOTAL	COMMENTS
STANDARD SERVICE ITEMS				
SPRING CLEAN UP remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation	1	\$270 ⁰⁰	\$270 ⁰⁰	Entrance & Cul-de-sac.
FALL CLEAN UP rake, gather, remove leaves and debris	1	\$405 ⁰⁰	\$405 ⁰⁰	
WEEKLY LAWN MAINT. based on 26 week season; based on 23 completed units as of 02/28/2021	26	\$90 ⁰⁰	2340 ⁰⁰	
BED EDGING all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season	2	\$245 ⁰⁰	\$490 ⁰⁰	
HARD SURFACE EDGING general common curbs and walks, building walks, drives and curbs weekly) 1 time per month	6	Included		
BED AND HARD SURFACE MAINT. all entrances, general common beds, tree rings, etc. twice per season	2	\$65 ⁰⁰	\$130 ⁰⁰	
WEEDING Common area and unit weeding; based on assumption of 9 weeding	9	\$45 ⁰⁰	\$405 ⁰⁰	
SHRUB TRIMMING all entrances, general common beds, shrubs trimming to be done 2 x's	2	\$70 ⁰⁰	\$140 ⁰⁰	Wedges at entrance
SUB TOTAL STANDARD LAWN MAINTENANCE			\$4180	
OTHER - OPTIONAL ITEMS				
FERTILIZATION Four step	4			
MULCH Double shredded hardwood - indicate yards and price p/yard		\$65 per yard		
SEASONAL FLOWERS Spring/Summer Begonia p/flat price installed Fall Mum or Pansy must specify Additional Fresh peat @ p/cubic yard; indicate price per yard installed		\$25 per flat		
AERATION Optional	1			
IRRIGATION SERVICES Zones / Meters Spring Start-Up Fall Winterization Service charge per visit				Can price at a later time.
SUB TOTAL OPTIONAL ITEMS				
TOTAL ALL				

Custom Cut & Landscaping, LLC

20018 Rippling Lane Northville, MI 48167
248-348-0490

CHAMBERLIN CROSSINGS

Novi, Michigan

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings Community Location: Northville, MI

Property Description: Single Family Homes: See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: Custom Cut & Landscaping Contact Person: Linda Skiba

Address: 20018 Rippling Lane, Northville, MI 48167

Office Phone: 248-348-0490 Mobile Phone: 248-719-9406 Fax #: 248-348-0490

Email Address: LINDA.SKIBA@Comcast.net Tax ID: 38-3526374

Business Type: LLC Corporation Individual / Sole Proprietor / DBA Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: Larm Bureau | AAA

Address: 575 S. Main St. Plymouth | Plymouth 734-747-7487

Agent Name: Steve Gargian Agent Number: 734-927-1244

SERVICE COST SUMMARY

Spring Clean-up	\$	270. ⁰⁰
Fall Clean-up	\$	405. ⁰⁰
General Commons Mowing, Regular Cut Schedule: <u>26 Cuts</u>	\$	2,340. ⁰⁰
Bed Edging All General: <u>2 per season</u>	\$	490. ⁰⁰
Hard Surface Edging: <u>Monthly</u>	\$	Included
Bed & Hard Surface Maint. / Weeding	\$	130. ⁰⁰
Shrub & Tree Trimmings: <u>2 per season</u>	\$	140. ⁰⁰
<i>Weeding</i>	\$	405. ⁰⁰
TOTAL LAWN MAINTENANCE CONTRACT PRICE	\$	4,180.00

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL)

\$ _____

1. The four-step turf fertilization program provided includes:
 - a. an early application pre-emergent crabgrass preventative to be applied **NO LATER THAN May 1st.**
 - b. slow release granular nitrogen applications to promote green turf and root growth
 - c. liquid weed spray applications to control broadleaf weed infestation
 - d. a mineral rich winterizing application
2. Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
3. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
4. All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
5. All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: _____ (X) Entrances and General Common Beds

#of Yards _____

Total Cost Installed

\$ 765.⁰⁰ per yard

Chamberlin Crossings - BID SUMMARY WORK SHEET

DESCRIPTION	QTY	AMOUNT P/SERVICE	TOTAL	COMMENTS
STANDARD SERVICE ITEMS				
SPRING CLEAN UP remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation	1	210.00		
FALL CLEAN UP rake, gather, remove leaves and debris	1	380.00		
WEEKLY LAWN MAINT. based on 26 week season; based on 23 completed units as of 02/28/2021	26	92.41	2404.00	
BED EDGING all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season	2	175.00	350.00	add \$ 600 to include 5x pond mowing
HARD SURFACE EDGING general common curbs and walks, building walks, drives and curbs weekly) 1 time per month	6	Included		
BED AND HARD SURFACE MAINT. all entrances, general common beds, tree rings, etc. twice per season	2	804.00		
WEEDING Common area and unit weeding; based on assumption of 9 weeding	9	N/A		
SHRUB TRIMMING all entrances, general common beds, shrubs trimming to be done 2 x's	2	125.00	250.00	
SUB TOTAL STANDARD LAWN MAINTENANCE			5,000	
OTHER - OPTIONAL ITEMS				
FERTILIZATION Four step	4	100.00	400.00	
MULCH Double shredded hardwood - indicate yards and price p/yard		TBD		
SEASONAL FLOWERS Spring/Summer Begonia p/flat price installed Fall Mum or Pansy must specify Additional Fresh peat @ p/cubic yard; indicate price per yard installed		TBD		
AERATION Optional	1			
IRRIGATION SERVICES Zones / Meters Spring Start-Up Fall Winterization Service charge per visit		325.00		price does not include any irrigation inspections.
SUB TOTAL OPTIONAL ITEMS			725	
TOTAL ALL			5725	

Chamberlin Crossings

REQUEST FOR PROPOSAL

- LOCATION OF WORK:** Chamberlin Crossings Northville, MI
Major cross streets (Off Napier between 8 & 9 Mile Road)
- DESCRIPTION OF WORK:** Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers
• Qty (11 – 12) Single Family Homes
- SCOPE OF SERVICE:** Defined in attached service agreement template.
- OTHER:** N/A
- MANDATORY INCLUSIONS:** Date of week routine mowing to be scheduled.
- VENDOR REQUIREMENTS:** See Attached Vendor Requirements
- ATTACHMENTS:** Community Map
Vendor Requirements
- CONTACT PERSON:** Christine Metiva, Whitehall Community Management 248-324-0400
- SUBMISSION DEADLINE:** Proposals to be received no later than 5:00 PM on March 15, 2021.
Proposals can be delivered by:
- Email:** christine@whitehallcm.com
mark@whitehallcm.com
service@whitehallcm.com
- Facsimile:** 248-324-0401
- Mail:** Chamberlin Crossings
Must be postmarked by 03/15/2021 C/o Whitehall Community Management
39525 Thirteen Mile Road, Suite 250
Novi, MI 48152
- PROJECTED START:** *Commencement of service agreement to begin on or about April 15th or as weather permits.*



39525 Thirteen Mile Road • Suite 250 • Novi, MI 48377
Phone: 248 324-0400 • Fax: 248-324-0401

www.whitehallcm.com • christine@whitehallcm.com • service@whitehallcm.com

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings Community Location: Northville, MI

Property Description: **Single Family Homes:** See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: Great Oaks Maintenance Contact Person: Dave Doane

Address: 28025 Samuel Linden Ct., Novi MI 48377

Office Phone: (248) 449-4223 Mobile Phone: (248) 939-0544 Fax #: (248) 449-4925

Email Address: didoane@greatoakslandscape.com Tax ID: 38-3576741

Business Type: ☐ Corporation ☐ Individual / Sole Proprietor / DBA ☐ Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: On File

Address: _____

Agent Name: _____ Agent Number: _____

Contract Term: April 15th, 2021 through November 30, 2021

Expandability of Contract: If new buildings are added through the year, you agree to charge the per-building amount for the new building, starting the month that you begin service to the building(s).

It is highly recommended that each contractor review the map(s) and visit each site. Contractors must request clarifications PRIOR to the submitting a bid. The managing agent can make arrangements to meet the contractor onsite in order to fully explain areas of service, if needed. Once a bid is submitted, contractor accepts that the quote represents the entirety of responsibilities and the contract. Should any areas be 'missed' or not serviced due to the vendors misunderstanding of the grounds and/or scope, the contractor takes full responsibility to service those areas at NO ADDITIONAL CHARGE.

I. LANDSCAPE & GROUNDS MAINTENANCE SCOPE

- A. **SPRING CLEAN-UP:** beginning April 15th and must be completed by May 30th, weather permitting. Contractor will walk all common areas and gather and remove all debris from turf, tree, bed, parking and sidewalk areas including but not limited to leaves, fallen branches, trash, etc. that accumulated over the winter.
- B. **LAWN CUTTING (see map for details):**
- (X) General Commons, Regular Mow Schedule () Buildings, Regular Mow Schedule
- (X) Other, Rough Mow Schedule: Bi-weekly or as needed (dependent upon weather)
1. Contractor will mow and trim lawns **WEEKLY for a total of TWENTY-SIX (26) cuts.** The first cut will be after the 15th of April, but no later than May 15th, and run weekly through the last week of October. A week may be skipped with written approval from the agent during the slower growing season. Any additional cutting beyond the 26 cuts must first be approved in writing by the Agent prior to performing the service.
 2. All mowers are to be set at a height of **FOUR INCHES (4")**. Contractor will adjust height as necessary to avoid scalping throughout the season.
 3. Contractor will take every precaution not to damage lawns. If an area is known to be a problem, Contractor will use equipment that will provide the best cut with minimal or no damage to the lawn area, including weed whipping.
 - Clippings will be removed IMMEDIATELY following each mowing from all surfaces including but not limited to sidewalks, driveways, landscape beds, patios, etc. Blowing clippings into landscape beds will not be tolerated. Excessive clippings or matted accumulations on the turf areas are to be collected and removed at no additional charge. Clippings too wet to remove shall be removed the following day.
 - The Agent will be IMMEDIATELY notified in writing if a location is too wet to mow on the regular mowing day. Any damages to lawns by mowing when too wet will be the responsibility of the contractor.
 4. All debris related to work performed will be removed by vendor and included in contract price. Non-natural debris on grounds will be picked up and removed, NOT mowed over. Any related cleanup, by not adhering to this guideline will be the responsibility of the vendor.
 5. Storage of items will not be permitted on the job site. In the event that the contractor fails to remove the items as provided herein, the Association shall have the right to do so and to deduct the reasonable cost thereof from payments due to the contractor or to charge the same to the contractor directly.

C. BED EDGING:

(X) All Entrances, General Commons Beds, Trees Rings, etc.

Bed edging will be performed TWO (2) times per season, once at Spring Clean-up and once after the main growing season. Bed edging will create a clearly defined edge, having cut down at least 4 inches into the soil to prevent grass from growing into the beds. All edging debris will be removed from the beds immediately. Simply weed whipping is not an acceptable edge.

D. HARD SURFACE EDGING:

(X) General Commons Curbs & Walks

(X) Building Walks, Drives & Curbs

Hard Surface Edging will be completed TWO (2) times per month. Edge will be cut to a minimum depth of 1/2" below pavement grade. All edging debris will be cleaned away and removed immediately. Contractor will take all precautions to not damage hard surfaces.

E. BED and HARD SURFACE MAINTENANCE & WEEDING:

(X) All Entrances, General Commons Beds, Trees Rings, etc.

(X) Curbs, Sidewalks & Roads

1. Mulch will be turned / fluffed: Upon request as additional charge to be approved in advance
2. Open beds (not mulched) will be turned TWO (2) times per season: Spring and Fall.
3. Contractor will remove any dead annuals as they occur.
4. Contractor will supply valid copy of applicable State Licenses and certifications for using chemical weed treatments.
5. Contractor shall keep all beds free of weeds by means of chemical control, mechanical cultivation and hand weeding as necessary. The timing of the weed services shall be such to eliminate the possibility of weeds flowering and/or going to seed. WEED WHIPPING AND BLANKET SPRAYING WILL NOT BE PERMITTED. The application of herbicide will be considered a curative rather than preventative method of weed control.
6. Contractor will be responsible for damage to shrubs, trees and flowers due to chemical penetration or over-spraying.

F. SHRUB & TREE TRIMMING:

(X) All Entrances, General Commons Beds, Trees Rings, Ornamental Trees, etc.

1. Contractor will perform TWO (2) trimmings per season: Spring and Fall.
2. Contractor will prune shrub and tree areas as indicated, removing all clippings from the property.
3. Plantings may be pruned or sheared in order to retain natural, healthy appearance. Ornamental trees and shrubs will be pruned to their intended form. Flowering shrubs should be trimmed only after their flowering season has passed.
4. Personnel involved in pruning shall have knowledge and/or training in the proper trimming technique and species identification.

G. FALL CLEAN-UP

Contractor will walk all common areas and rake, gather and remove all leaves and debris from the property in the fall. The final clean-up will occur once the majority of leaves have dropped and no later than November 30th.

SERVICE COST SUMMARY

Spring Clean-up	\$ 210.00
Fall Clean up	\$ 380.00
General Commons Mowing, Regular Cut Schedule: <u>26 Cuts</u> *Includes 5 visits For Pond Mowing.*	\$ 2,404.00 + 600.00
Bed Edging All General: <u>2 per season</u>	\$ 350.00
Hard Surface Edging: <u>Monthly</u>	\$ Included
Bed & Hard Surface Maint. / Weeding	\$ 806.00
Shrub & Tree Trimmings: <u>2 per season</u>	\$ 250.00
TOTAL LAWN MAINTENANCE CONTRACT PRICE	\$ 5,000.00

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL)

\$ 400.00

- The four-step turf fertilization program provided includes:
 - an early application pre-emergent crabgrass preventative to be applied NO LATER THAN May 1st.
 - slow release granular nitrogen applications to promote green turf and root growth
 - liquid weed spray applications to control broadleaf weed infestation
 - a mineral rich winterizing application
- Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
- Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
- All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
- All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: _____ (X) Entrances and General Common Beds

#of Yards TBD Total Cost Installed \$ TBD

C. SEASONAL FLOWERS: (OPTIONAL)

Spring / Summer: () Entrance / Commons Beds

Type(s) _____ Color(s) _____ # of Flats _____ Refer to Map _____

\$ 35 per Flat
* Includes Bed prep.

Fall: () Entrance / Commons Beds

Type(s) _____ Color(s) _____ # of Flats _____

\$ 12 per Mum

D. AERATION of all lawn surface: (OPTIONAL)

\$ TBD

E. IRRIGATION SERVICES: (OPTIONAL)

\$ 325.00

*** Approx. # of _____ Clocks Approx. # of _____ Zones***

SPRING START-UP:

1. Start and test the irrigation system, zones and components to occur between May 1st and May 30th, weather permitting. A hotter, dryer spring may require an earlier start
2. Contractor will be responsible for contacting and coordinating with municipality for meter installs.
3. Contractor will locate all zones and heads and use control clock to ensure proper rotation and water distribution by straightening and adjusting heads, etc. while also observing water conservation techniques.
4. Contractor will identify obvious and potential problems, reporting all issues and repairs needed immediately after inspection of system upon start up.
5. Contractor will submit a written report with the invoice.

FALL WINTERIZATION:

1. All irrigation winterization must be scheduled by October 10th and completed no later than October 30th and/or must be completed prior to extended freezing temperatures.
2. Contractor will drain lines/pipes, blowout system with the proper PSI and CFM to ensure the system is properly winterized while not damaging the system or parts.
3. Contractor will remove all meters as necessary and either store as directed or schedule for municipality to pick-up.
4. Contractor will submit a written report with the invoice.

F. IRRIGATION SYSTEM CHECKS Price p/check (OPTIONAL):

\$ TBD

1. Contractor will locate all zones and ensure all valves are opening and closing properly and ensure proper rotation and water distribution by straightening and adjusting heads.
2. Contractor will ensure all electrical of the irrigation system is working properly.
3. Contractor will identify obvious and potential problems and adjust watering per season and coverage required.
4. Contractor will submit a written report with the invoice.

III. GENERAL REQUIREMENT CONSIDERATIONS

A. Reporting:

1. Contractor will provide monthly reports shall be included with the monthly invoice. Reports to include date of service(s), any damage seen or caused, amount of snowfall each push, etc.
2. The Association may at its sole discretion, require one or more progress meetings in the course of the work which meetings shall be held on-site for the purpose of furnishing information to coordinate performance and/or to otherwise inspect completed work. The contractor shall be presented at each progress meeting requested by the Association by persons with full authority to act for the contractor and the Association shall be represented by representatives of the Agent and/or the Board of Directors of the Association

B. Independent Contractor Status

1. Contractor is considered to be at all times an independent contractor. Contractor is not an Agent or employee of the Association or Managing Agent.
2. All work performed hereunder shall meet with the approval of the Association. The detailed manner and method of doing the work shall be under the control of the Contractor, as outlined in the contracted specifications, the Association being interested only in the professionally completed services contracted. All persons employed by the contractor shall be responsible to the Contractor directly and shall be paid by the contractor.
3. Contractor shall pay, and indemnify, defend and name the Association and Agent harmless from the payment of company payroll, all required materials & supplies, all taxes and contributions imposed by all applicable Federal and State laws with respect to Contractors business, employees and subcontractors, including all interest and penalties payable under said laws as a result of non-compliance.
4. Signs: Contractor shall not erect or display any signs or advertising devices whatsoever at or near the job site.

C. Subcontracting Work:

Subcontracting work is NOT permitted. All work to be performed by the bidding Agency.

D. Payments:

1. All invoices must be detailed indicating the date and nature of the work performed. No payment will be remitted without detailed invoices.
2. Contract price shall be divided into 6 equal monthly payments, May, June, July, Aug, Sept, Oct. Invoices shall be submitted for the coming month.
3. Invoices shall be paid not more than 30 days after the month of service has been completed.
4. The contractor agrees to allow the Association to retain ten percent (10%) from each and any payment. Final payment, plus any additional work and the ten percent retention shall be made within 10 days after total completion and inspection by an agent to the Association and the contractor. This procedure will be followed to verify that all Contracted work is completed, including repair of any incidental damage and cleanup.
5. The Association agrees to pay the contractor, as its compensation for services performed under this Contract, an agreed upon amount per month as outlined above. All prices presented in this Contract shall remain firm and guaranteed for the period specified. Payments to the contractor shall include any and all applicable taxes and are not subject to any escalation.
6. The payment provisions of this contract are subject, however, to applicable sections of the State of Michigan Property Code and any and all other applicable laws and to contractors furnishing of proof, satisfactory to Association, that all claims for labor and materials have been satisfied and that there are no unsatisfied claims for injuries, or damages or liens in place against the Association or Management.

7. As an integral part of this Contract, the Contractor agrees to furnish a listing of maintenance equipment and job references.

E. Insurance Requirements

1. Contractor shall have its insurance company furnish the Agent with an Original proof of insurance certificate directly by U.S. Mail. All contract submissions must be accompanied by proof of insurance. In certain instances, a lower insurance limit may be permissible. The Association must approve any exceptions to the insurance requirements. In the event any insurance is discontinued, the Association reserves the right to terminate the contract or to take out appropriate and/or additional insurance at the expense of the Contractor.
2. Contractor shall have insurance certificates produced listing Association and the agent as additional named insured.
3. Contractor is required to maintain the following insurance coverage.

Commercial General Liability

General Aggregate products/completed	\$1,000,000.00
Operations Aggregate	\$1,000,000.00
Personal & Advertising	\$ 500,000.00

Auto Liability

Combined Bodily Injury and Property Damage	\$1,000,000.00
Hired and Non-owned vehicles	\$1,000,000.00
Auto includes all "owned" vehicles	

Workers Compensation

Each Accident	\$ 500,000.00
Each Disease	\$ 500,000.00
Disease Aggregate	\$ 500,000.00

F. Additional Considerations:

1. **Time of Completion:** Time shall be deemed to be of the essence in the performance of this contract. Extension requests will only be considered for delays occasioned by circumstances genuinely beyond the contractor's control including but not limited to inclement weather and acts of God.
2. **Damage to Grounds, Property, and People-Restoration:** The Contractor shall be responsible for all damages to sprinkler heads, valve boxes, lawns, shrubs, trees, buildings, posts, air conditioner & pads or personal property of residents damaged by the equipment or negligence of its employees while on the Common Elements. It will be the contractor's responsibility to repair all damage within seven (7) days of first notification. Failure of the contractor to make necessary repairs within the seven (7) days will result in the Managing Agent having the repairs made and the cost of the repair or replacement of the damaged item(s) shall be deducted from the Contractor's total compensation.
 - a. Contractor MUST use care and caution when using trimming equipment around landscape bed areas, tree wells utility equipment and fenced areas. Damage to fence will be deemed the responsibility of the contractor.
3. **Debris Removal:** The contractor shall continuously (daily) remove tools, debris, and supplies from the job site. No storage of items will be permitted on the job site. The premises shall be kept clean as reasonably as possible and consistent with the standards of the Association. In the event that the contractor shall fail to remove the items as provided herein, the Association shall have the right to do so and to deduct the reasonable cost thereof from payments due to the contractor or to charge the

same to the contractor directly. Unless otherwise specified, Contractor shall be responsible for providing, at its expense, refuse containers for debris associated with the work and for disposing of the container contents. All refuse and material disposal shall be conducted according to all applicable Federal, State and Local Ordinances and regulations.

4. Materials, Equipment, and Storage: Unless otherwise specified, Contractor shall provide, at his expense, all materials, supplies, tools, equipment, vehicles, transportation, delivery, storage, and any other items required to perform and complete the work as specified. Unless specifically allowed in writing, storage of any kind will not be permitted on Association property at any time. Unless otherwise specified, Contractor shall be responsible for security and insurance of all materials, supplies, tools, equipment and vehicles.
5. Overruns and Additional Work: Contractor shall notify the Association and/or the Agent immediately if any changes or additional work not included in the Contract will be required, and shall not perform any additional work, or purchase additional materials or supplies, without the express written approval of the Association or its managing agent.
6. Safety: Contractor shall be required to provide safe work environment for its personnel and Association residents and visitors. Contractor shall comply with all applicable Federal, State, and Local regulations governing job safety, including the Occupational Safety and Health Act of 1970 (OSHA) and any amendments or additions thereto. The Association shall have the right, but not the obligation, to review the Contractor's operations periodically for the purpose of securing compliance by the Contractor with such regulations. Contractor shall provide an emergency phone number to be available for response 24 hours a day in case of an emergency situation.
7. Conduct and Professionalism: All work shall be performed between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, unless otherwise authorized by the Association or Management. All work shall be done in a professional and workman like manner. Contractor shall provide at least one English speaking supervisor on-site at all times. The name(s) of the supervisor(s) shall be submitted to the Association and to the Agent. Contractor personnel shall be courteous and professional at all times and shall not behave in such a manner as to offend or disturb residents of the community.
 - a. Contractor personnel shall not smoke in any hallway, room or other interior area on the property of the Association.
 - b. Contractor's personnel must wear shirts and shoes, at all times, while on the Association's property. Clothing must be reasonably presentable in appearance. Contractor's personnel must be reasonably clean before entering a building to utilize restroom facilities or pay phones and must clean up after themselves upon leaving.
 - c. Association or the Agent telephones are not to be used by the contractor or its personnel unless prior approval is obtained.
8. Alcohol, Illegal Drugs, Weapons: The use of alcohol or illicit or non-prescribed controlled substances, or the misuse of legitimate drugs by any person on the work site or remaining on the work site while under the influence of such substances is strictly prohibited. Possession of alcohol, illicit, or non-prescribed controlled substances, firearms, explosives, other weapons, or hazardous substances or articles without proper authorization is not permitted on the work site. Entry onto the Owners property is deemed, to the extent allowable by law, to be consent to, and recognition of, the right of the Owner and its authorized representatives to search the person, motor vehicle, and other property of each individual while entering, on, or departing the work site.
9. Indemnification Requirement: Contractor shall indemnify, defend and save harmless the Association the Agent against all liability or loss, and against all claims or actions based upon, or arising out of,

damage or injury, including death, hereinafter the "claims" to persons or property caused by or sustained in connection with its performance of the Contract or by conditions created thereby, or based upon any violation of any statute, ordinance, building code or regulation, and against the defense of such claim to actions, provided, however, that the Contractors indemnity shall be comparatively reduced to the extent that the claim is caused in part (or shall be eliminated in whole if the claim is caused in whole) by the negligent, grossly negligent or intentional act of the Association, any other contractor of the Association, or any other party indemnified hereunder.

10. Assign ability, Liens, And Claims: Neither party to this contract shall assign its obligations under the contract to any other person or entity without the express written approval of the other party. The contractor shall not use any subcontractor without the express written consent of the Association. Contractor shall pay off and satisfy all claims for labor and materials employed or used in any manner by it in connection with the work, permit no liens of any kind to be fixed upon or against the Association's property, or property of any individual member of the Association, by contractor's laborers, mechanics, or material suppliers and shall indemnify, protect, defend and save Association and Management harmless from and against all such claims and liens.
11. Licensing, Legal Compliance, Governing Law, Equal Opportunity: Contractor shall, at his expense, procure, maintain and provide for all required certificates, licenses, permits, fees and inspections. All work shall be performed in accordance with all applicable laws, codes, ordinances and regulations of all Federal, State and Local government agencies of the State of Michigan. Contract shall be construed and governed by the laws of the State of Michigan. Contractor shall comply with all applicable Federal, State and Local laws and regulations governing discrimination and equal opportunity employment. Contractor will be responsible for any and all damage caused by him to underground utility lines and to the drainage system and is required to utilize Miss Dig prior to commencement of any contracted work.
12. Cancellation, Termination or Default by Contractor:
 - a. This contract may be cancelled with or without cause by either party with fourteen (14) days written notice. Unless otherwise specified, there shall be no penalties for cancellation.
 - b. If, in the opinion of the Association, Contractor should fail at any time during the performance hereof to provide the necessary crews, tools and equipment for the proper performance of the work; or breach this contract in whole or in part; or fail to use due diligence in the performance thereof; or not to perform under the terms of this contract; or be adjudged bankrupt; or be placed in receivership, then and in any of such events, Association may, at its election, either immediately terminate this contract, or take over and perform through its employees to another contractor all or any part of the work remaining unperformed. In the event the Association takes over the work, the contractor shall not be entitled to any payment or further payment for work performed, or to further payment for materials, equipment, or supplies furnished prior to such taking over, until the work required under this contract is completed and accepted by the Association, at which time the Association's total costs and expenses in completing the work shall be deducted from the amount which otherwise would have accrued to the contractor, and the difference if any, remaining shall be paid by the Association to the Contractor. The Association's exercise of its rights hereunder shall not constitute a waiver of its rights in law or equity to pursue damages to any other claim it may have against the Contractor.
 - c. The Agent reserves the right to deduct a fee of \$50.00 per occurrence for any complaints received that are justified and require a visit to the site.
13. Severability, Waiver: If any portion or clause of this contract is deemed illegal, invalid, or otherwise unenforceable by court of law, that portion or clause shall be severed from the contract leaving the

remainder of the contract valid, in force and intact. The failure of the Association to insist upon or enforce, in any instance, strict performance by the contractor of any terms herein conferred shall not be construed as a waiver or relinquishment, to an extent, of its rights to assert or rely upon such terms or rights on any future occasion. A waiver by one party on any breach of contract by the other party shall not act as general waiver of any future breaches.

14. Entire Obligation, No Oral Agreements, Modification: This contract contains and shall constitute the entire agreement between the contracting parties, and no variance or modification thereof shall be valid and enforceable, including oral agreements, except by supplemental agreement in writing, executed and approved by both parties in the same manner as this Contract. In the event there is a conflict between any of the provisions hereof and any proposals general conditions, specifications, or other contract in connection with the subject matter of this contract, whether or not attached hereto, the provisions of this contract shall be controlling.

Effective Date

This contract has been executed on the dates shown by the signatures below and shall be effective as outlined above which shall be the date of this contract for all purposes.

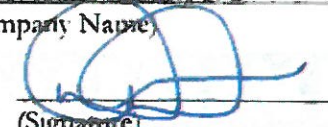
By signing below, the Contractor agrees to abide by all terms of this contract and has read and signed all attached applicable specifications

In witness hereby, the parties have executed this agreement on the date noted below:

CONTRACTOR:

Great Oaks
Maintenance

(Company Name)

By: 

(Signature)

Name: Dave Doane

(Print Name)

Its: Vice President

Date: 3/15/21

CONDOMINIUM ASSOCIATION:

(Community Name)

By: _____

(Signature)

Name: _____

(Print Name)

Its: _____

Date: _____

Chamberlin Crossings - BID SUMMARY WORK SHEET

DESCRIPTION	QTY	AMOUNT P/SERVICE	TOTAL	COMMENTS
STANDARD SERVICE ITEMS				
SPRING CLEAN UP remove all debris from the turf, tree, bed, parking and sidewalk including leaves, twigs, trash, etc. f/winter accumulation	1	180	180	
FALL CLEAN UP rake, gather, remove leaves and debris	1	240	240	
WEEKLY LAWN MAINT. based on 26 week season; based on 23 completed units as of 02/28/2021	26	80	2,080	
BED EDGING all entrances, general common areas, tree rings, etc. twice per season once at spring clean-up and once after main growing season	2	80	160	
HARD SURFACE EDGING general common curbs and walks, building walks, drives and curbs weekly) 1 time per month	6	INC in weekly lawn	0	
BED AND HARD SURFACE MAINT. all entrances, general common beds, tree rings, etc. twice per season	2	120	240	
WEEDING Common area and unit weeding; based on assumption of 9 weeding	9	60	540	
SHRUB TRIMMING all entrances, general common beds, shrubs trimming to be done 2 x's	2	80	160	
SUB TOTAL STANDARD LAWN MAINTENANCE			3,600	
OTHER - OPTIONAL ITEMS				
FERTILIZATION Four step	4	95	380	
MULCH Double shredded hardwood - indicate yards and price p/yard	2	65	130	
SEASONAL FLOWERS Spring/Summer Begonia p/flat price installed — Fall Mum or Pansy must specify — Additional Fresh peat @ p/cubic yard; indicate price per yard installed	2	300	600	
AERATION Optional	1	180	180	
IRRIGATION SERVICES Zones / Meters Spring Start-Up Fall Winterization Service charge per visit	1	450	450	Startup - 175 blowout - 216 Service charge / v.37 \$65
SUB TOTAL OPTIONAL ITEMS			1,740	
TOTAL ALL			5,340	

Chamberlin Crossings

2021 LANDSCAPE / GROUNDS MAINTENANCE

Community Name: Chamberlin Crossings Community Location: Northville, MI

Property Description: Single Family Homes: See attached map

Common area lawn maintenance, mulch, fertilization, weeding, irrigation, spring clean-up, fall clean-up, entrance flowers.

- Qty (11 to 12) single family homes

CONTRACTOR'S INFORMATION

Company Name: TC'S Seasonal Services Contact Person: Tyler Cicotte

Address: 435 P.O. box New Hudson, MI 48165

Office Phone: 734-216-3149 Mobile Phone: 734-679-5990 Fax #: N/A

Email Address: TC.lawn.care.snow@gmail.com Tax ID: ~~85-07011~~ 85-0703118

Business Type: ☒ Corporation ☐ Individual / Sole Proprietor / DBA ☐ Partnership

Contractor's Insurance Information

IMPORTANT: Contractor shall submit WITH Proposal a copy of proof of insurance certificate. Proposals will NOT be accepted without an up-to-date insurance certificate. Should Proposal be accepted, contractor shall have its insurance company furnish an original proof of insurance certificate; naming the Association as the additional insured; directly by U.S. mail. Copies or facsimiles are not acceptable.

Insurance Company: Hastings Mutual Insurance Company

Address: 41575 Jay road ste 100 Canton, MI 48187

Agent Name: Sandra Canedo Agent Number: 14176

SERVICE COST SUMMARY

Spring Clean-up	\$ <u>180</u>
Fall Clean-up	\$ <u>240</u>
General Commons Mowing, Regular Cut Schedule: <u>26 Cuts</u>	\$ 2,080 <u>2,080</u>
Bed Edging All General: <u>2 per season</u>	\$ <u>160</u>
Hard Surface Edging: <u>Monthly</u>	\$ <u>Included</u>
Bed & Hard Surface Maint. / Weeding	\$ <u>540 + 240 = 780</u>
Shrub & Tree Trimmings: <u>2 per season</u>	\$ <u>160</u>
TOTAL LAWN MAINTENANCE CONTRACT PRICE	\$ <u>3,600</u>

II. OTHER SERVICES: Not to be included in contract price above. These are Optional Services. Manager will INITIAL and DATE if accepted.

A. FERTILIZATION (OPTIONAL)

\$ 380

- The four-step turf fertilization program provided includes:
 - an early application pre-emergent crabgrass preventative to be applied NO LATER THAN May 1st.
 - slow release granular nitrogen applications to promote green turf and root growth
 - liquid weed spray applications to control broadleaf weed infestation
 - a mineral rich winterizing application
- Contractor will ensure watering and weather schedule is acceptable prior to each application for the health of the turf.
- Contractor will supply valid copy of applicable State Licenses and certifications for using chemical treatments.
- All turf areas shall be inspected monthly for signs any pathogen that might adversely affect the growth and normal development of turf areas. Contractor will report monthly in writing on the conditions of the turf and advise the Agent of any issues as they arise. Contractor will provide outline of the scope of the problem, the recommended solution and the cost for such solution.
- All herbicides and pesticides will be used by or under the direct supervision of a licensed applicator and will be used in accordance with the standards and regulations of the federal, state and local agencies.

B. INSTALL NEW MULCH: 3.5" combined depth: (OPTIONAL)

Type of Mulch to be used: double-shredded Brownwood (X) Entrances and General Common Beds

#of Yards 2 Total Cost Installed \$ 130

C. SEASONAL FLOWERS: (OPTIONAL)

Spring / Summer: ☐ Entrance / Commons Beds

Type(s) Begonias Color(s) red/pink # of Flats Refer to Map

\$ 300

Fall: ☐ Entrance / Commons Beds

Type(s) Mums Color(s) Burgandy/
Yellow # of Flats 12 - 3 gallon mums

\$ 300

D. AERATION of all lawn surface: (OPTIONAL)

\$ 180

E. IRRIGATION SERVICES: (OPTIONAL)

\$ 450

Approx. # of _____ Clocks Approx. # of _____ Zones

SPRING START-UP:

1. Start and test the irrigation system, zones and components to occur between May 1st and May 30th, weather permitting. A hotter, dryer spring may require an earlier start
2. Contractor will be responsible for contacting and coordinating with municipality for meter installs.
3. Contractor will locate all zones and heads and use control clock to ensure proper rotation and water distribution by straightening and adjusting heads, etc. while also observing water conservation techniques.
4. Contractor will identify obvious and potential problems, reporting all issues and repairs needed immediately after inspection of system upon start up.
5. Contractor will submit a written report with the invoice.

FALL WINTERIZATION:

1. All irrigation winterization must be scheduled by October 10th and completed no later than October 30th and/or must be completed prior to extended freezing temperatures.
2. Contractor will drain lines/pipes, blowout system with the proper PSI and CFM to ensure the system is properly winterized while not damaging the system or parts.
3. Contractor will remove all meters as necessary and either store as directed or schedule for municipality to pick-up.
4. Contractor will submit a written report with the invoice.

F. IRRIGATION SYSTEM CHECKS Price p/check (OPTIONAL):

\$ 65

1. Contractor will locate all zones and ensure all valves are opening and closing properly and ensure proper rotation and water distribution by straightening and adjusting heads.
2. Contractor will ensure all electrical of the irrigation system is working properly.
3. Contractor will identify obvious and potential problems and adjust watering per season and coverage required.
4. Contractor will submit a written report with the invoice.

remainder of the contract valid, in force and intact. The failure of the Association to insist upon or enforce, in any instance, strict performance by the contractor of any terms herein conferred shall not be construed as a waiver or relinquishment, to an extent, of its rights to assert or rely upon such terms or rights on any future occasion. A waiver by one party on any breach of contract by the other party shall not act as general waiver of any future breaches.

14. Entire Obligation, No Oral Agreements, Modification: This contract contains and shall constitute the entire agreement between the contracting parties, and no variance or modification thereof shall be valid and enforceable, including oral agreements, except by supplemental agreement in writing, executed and approved by both parties in the same manner as this Contract. In the event there is a conflict between any of the provisions hereof and any proposals general conditions, specifications, or other contract in connection with the subject matter of this contract, whether or not attached hereto, the provisions of this contract shall be controlling.

Effective Date

This contract has been executed on the dates shown by the signatures below and shall be effective as outlined above which shall be the date of this contract for all purposes.

By signing below, the Contractor agrees to abide by all terms of this contract and has read and signed all attached applicable specifications

In witness hereby, the parties have executed this agreement on the date noted below:

CONTRACTOR:

TLS Seasonal Services
(Company Name)

By: Tyler Cicotte
(Signature)

Name: Tyler Cicotte
(Print Name)

Its: _____

Date: 3/15/21

CONDOMINIUM ASSOCIATION:

(Community Name)

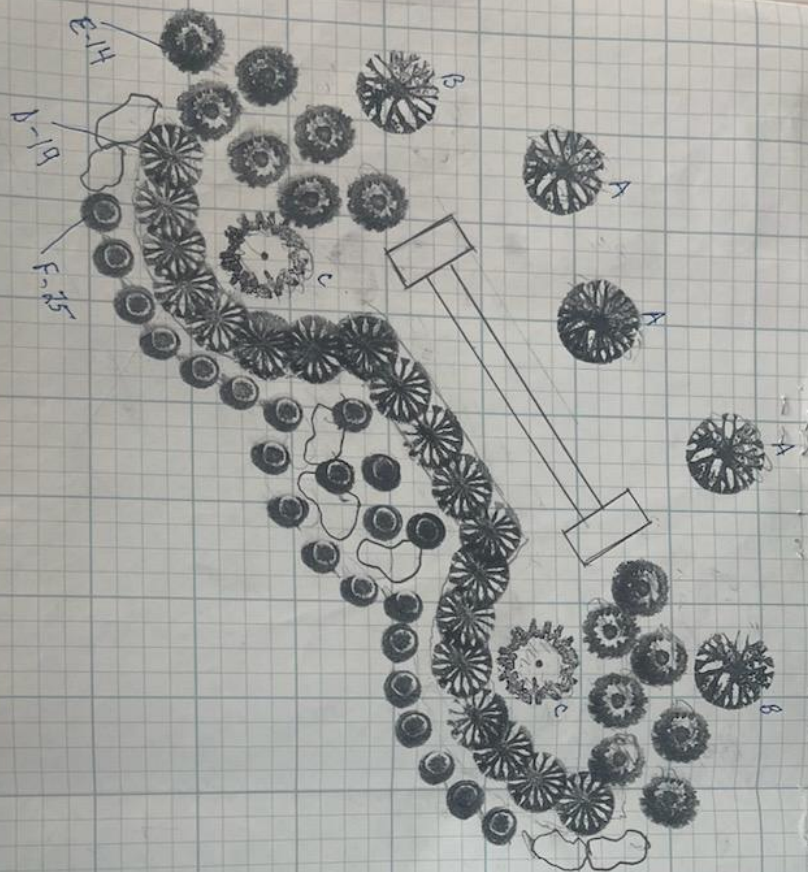
By: _____
(Signature)

Name: _____
(Print Name)

Its: _____

Date: _____

Lucas		
	Details	Cost
Removal of White Fence		\$ 975
Irrigation / Sprinklers	extra sprinkler work	\$ 1,500
Landscaping	Total for below:	\$ 26,800
Mulch	2 side beds: 20 yards mulch, 20 yards top soil	
Redesign Two Current Landscape Beds (mirror each other)	14 large boulders 3ft -3.5ft Weed mat A - 6x 10-12ft Balsam Fir B - 4x 7-8ft Balsam Fir C - 4x 2in 8-10ft Red Bud D - 38x boxwood 5 gal E - 28x Limelight Hydrangea 3 gal F - 50x Roxanne Geranium 1 gal	
Center Island Divider Bed Addition	Transplant 25x boxwoods, add 25x more boxwoods, 10x Lime Lt Hydrangeas, 5 yds mulch, labor to install	\$ 4,975
Walls	2x 10ft long x 5 ft high; 4-6ft pillars, paver walls	\$ 11,950
	Cement foundation for signs	\$ 2,000
Signs		
City of Novi Fees (Approximate)		\$ 1,000
Total Cost:		\$ 49,200
Per House (12 houses):		\$ 4,100



50 yd Topsoil
 20 yd Mulch
 Weed Mat
 14 large Boulders 3'-3 1/2'
 A-6-10-12 Balsam Fir
 B-4-7-8 Balsam Fir
 C-4-2" 8'10 Red Bud
 D-38 Boxwood 5'0"
 E-28-lime light Hydrangea 3'0"
 F-30-Roxanne Geranium 1'0"
 Landscaping \$216,800
 2-10' Hgt. Walls
 4-6 Pillars \$11,950
 Paver Walls
 Total \$38,750

*Lucas Nurseries and
Landscaping, Inc.*

BLOCKS, PAVERS & WALL STONES

9779 Ford Rd. • Superior Township, MI 48198 • 734-482-1111
 10190 Plymouth / Ann Arbor Rd. • Plymouth, MI 48170 • 734-439-6500