

DATE: DECEMBER 11, 2012

**TO:**  
Mill Creek of Shelby  
Condominium Association

**FOR:**  
2012 Asphalt Work

DESCRIPTION	Hours	Rate	Amount
T&M  1. Inspect the site to determine what asphalted needed to be replaced submitted color coded map and recommendations to the Board. 2. Board approved recommendations. 3. Submitted bid package to three contractors. 4. Received bids, contacted contractors to clarify bids, prepared package for Board review and submitted to Board. 5. Met with Board and received approval. 6. Awarded contract, scheduled work, and prepared notices. 7. Answer approximately 50 emails from the date the Board approved the contract to the date of completion. 8. Meet with contractor for preconstruction on site. 9. Visit site six times during construction. 10. Phone conversations with contractor on daily basis to update progress and make changes as necessary. 11. Meet with landscaper to organize sod restoration from asphalt repair.	18(Greg)	\$125	\$2,250
Professional Discount			\$225
<b>TOTAL</b>			<b>\$2,025</b>

5066  
Thank you for your business!



# Metropolitan

Property Management

## INVOICE

DATE: NOVEMBER 28, 2012

**TO:**

Mill Creek of Shelby  
Condominium Association

**FOR:**

2012 Sign Installation

DESCRIPTION	Hours	Rate	Amount
Submitting brochures, map and information regarding 30 new street signs for the complex and 24 poles, submitting bids to the Board to replace all the signs, ordered the poles, took delivery, arranged for the contractor to pick up the delivery, supervising and inspecting the work, and all phone calls from co-owners regarding the project.	6 (Pat)	\$75	\$450
	1 (Greg)	\$125	\$125
	Professional Discount		\$75
TOTAL	\$500		

Thank you for your business!

8015



# Metropolitan

Property Management

## INVOICE

DATE: NOVEMBER 28, 2012

**TO:**  
Mill Creek of Shelby  
Condominium Association

**FOR:**  
2012 Concrete Work

DESCRIPTION	Hours	Rate	Amount
Luigi \$14,945 Measuring and marking concrete, meeting with the contractor before and during the work, preparing and posting notices, supervising and inspecting the work, and all phone calls from Board Members and/or Co-owners regarding the project.	6 (Rick)	\$75	\$450
Professional Discount			\$75
<b>TOTAL</b>			<b>\$375</b>

Thank you for your business!

8010



# Metropolitan

Property Management

## INVOICE

DATE: NOVEMBER 29, 2011

**TO:**  
Mill Creek of Shelby  
Condominium Association

**FOR:**  
2011 Brick Work

DESCRIPTION	Hours	Rate	Amount
Johnnie \$63,344 Inspecting and arranging bids for brick repair, submitting bids to the Board for their review, preparing and posting notices, meeting with the contractor before and during the work, supervising and inspecting the work, and all phone calls from Board Members and/or Co-owners regarding the project.	10 (Rick)	\$75	\$750
Professional Discount			\$225
TOTAL			<b>\$525</b>

Thank you for your business!

8055



# Metropolitan

Property Management

## INVOICE

DATE: NOVEMBER 14, 2011

TO:  
Mill Creek of Shelby  
Condominium Association

FOR:  
2011 Chimney Cap

DESCRIPTION	Hours	Rate	Amount
Butcher & Butcher \$42,400 Arranging and reviewing contractor bids for chimney cap replacement program, supervising and inspecting the work, and all phone calls from Board Members and/or Co-owners regarding the project	6 (Greg)	\$125	\$750
Professional Discount			\$125
TOTAL			<b>\$625</b>

Thank you for your business!

8045



# Metropolitan

Property Management

## INVOICE

DATE: NOVEMBER 14, 2011

**TO:**  
Mill Creek of Shelby  
Condominium Association

**FOR:**  
2011 Asphalt Work

DESCRIPTION	Hours	Rate	Amount
Hutch Paving \$60,503	7 (Greg)	\$125	\$875
Measuring asphalt, marking asphalt, bidding the job, meeting with the contractor before and during the work, supervising and inspecting the work, and all phone calls from Board Members and/or Co-owners regarding the project.	2 (Rick)	\$75	\$150
Professional Discount			\$150
TOTAL			<b>\$875</b>

Thank you for your business!

8060



# Metropolitan

Property Management

## INVOICE

DATE: DECEMBER 6, 2010

TO:  
Mill Creek of Shelby Condominium Association

FOR:  
Breather Stacks

DESCRIPTION	Hours	Rate	Amount
Arranging to get the bids to inspect the breather stacks and install breather stack covers on any stack that shows signs of wear or cracking, presenting the bids to the Board and answering all questions presented.	4 (Greg)	\$125	\$500
Professional Discount			\$125
TOTAL			<b>\$375</b>

Thank you for your business!

## METROPOLITAN PROPERTY MGMT

43165 SCHOENHERR  
STERLING HEIGHTS, MI 48313  
586-566-8100 FAX: 586-566-0210

DATE:  
INVOICE #  
FOR:

DECEMBER 2010

MILL BANK CT

Bill To:  
MILL CREEK CONDO ASSOC

### WINTER SET UP

DESCRIPTION	AMOUNT
1 hr. Prepare package for property manager to inspect unit	\$ 50.00
1 hr. Property Mgr. to check for heat @ \$75.00/hr	\$ 75.00
SPOKE WITH AGENT - GAS IN ON AND UNIT IS HEATED	
TOTAL	\$ 125.00

THANK YOU





# Metropolitan

Property Management

## INVOICE

DATE: NOVEMBER 2, 2010

TO: Mill Creek of Shelby Condominium Association      FOR: Asphalt Work

DESCRIPTION	Hours	Rate	Amount
Hutch Paving - \$24,360 Measuring asphalt, marking asphalt, bidding the job, meeting with the contractor before and during the work, supervising and inspecting the work, and all phone calls from Board Members and/or Co-owners regarding the project.	7	\$125	\$875
TOTAL			<b>\$875</b>

Thank you!



# Metropolitan

Property Management

## INVOICE

DATE: NOVEMBER 2, 2010

**TO:**

Mill Creek of Shelby Condominium Association

**FOR:**

Concrete Work

DESCRIPTION	Hours	Rate	Amount
Luigi \$11,155 Measuring and marking concrete, meeting with the Board of Directors for a walk through, meeting with the contractor before and during the work, preparing and posting notices, supervising and inspecting the work, and all phone calls from Board Members and/or Co-owners regarding the project.	6 (Rick)	\$75	\$450
TOTAL			<b>\$450</b>

Thank you for your business!



# Metropolitan

Property Management

## INVOICE

DATE: OCTOBER 26, 2010

TO: Mill Creek of Shelby Condominium Association  
FOR: Brick Repair

DESCRIPTION	Hours	Rate	Amount
Luigi \$14,772 Arranging bids for brick repair, submitting to the Board of Directors for approval, preparing and delivering notices, contracting for work to be completed, supervising and inspecting the work, and all phone calls from Board Members and/or Co-owners regarding the project.	6 (Rick)	\$75	\$450
Professional Discount			\$100
TOTAL			<b>\$350</b>

Thank you for your business!

# METROPOLITAN PROPERTY MGMT

43165 SCHOENHERR  
STERLING HEIGHTS, MI 48313  
586-566-8100 FAX: 586-566-0210

DATE:  
INVOICE #  
FOR:

March 2010  
MC 30-117  
14750 Mulberry Ct

Bill To:  
MILL CREEK

## WINTER SET UP

DESCRIPTION	AMOUNT
1 hr. Prepare package for property manager to inspect unit	\$ 50.00
2 hrs. 2-men to check for occupancy and read meters @ \$75.00/hr (ONE TO READ & ONE TO WRITE?)	\$ 300.00
2 hrs. Contact electric & gas company and switch into association name (MUST BE THE SAME TWO SLOW MOVING MEN - 2 HRS TO MAKE TWO PHONE CALLS - REALLY!)	\$ 50.00
TOTAL	\$ 400.00

THANK YOU