



DECISION PAPER DRAFT

Issue:

As required by the Covenants and Restrictions, changes to Architectural Standards Fee Schedule must go out for 45-day member notification prior to board consideration and approval.

Background:

Pursuant to Tahoe Donner Covenants and Restrictions Article V Environmental and Architectural Regulation, modifications to the architectural standards fees and fines must go out for 45-day member notification prior to board of director consideration and approval.

At the August 15, 2018 Architectural Standards Committee meeting the committee reviewed the Architectural Standards Fee and Fine schedule. The committee reviews the schedule every August in order to provide any recommendations for change in advance of budget drafting and the new fiscal year.

The committee reviewed the fine schedule regarding fines identified which may be needed for violations relating to construction complaints. There is an increase to construction complaints and actual violations; twelve (12) year-to-date and ten (10) in 2017. Many of the violations fall into a nuisance related category of which there is no Architectural Standards fine. The committee agreed to propose a nuisance violation with a fine range of \$250 - \$5,000.

The committee discussed the 2018 fees schedule and proposed 20% increase in the administration fee recommended for 2018 but was not approved by the Board at the February board meeting. The committee discussed and agreed a recommendation for increase to the major projects administration fee of 20%, from \$850 to \$1020 should be made for the 2019 construction year.

Comments were received from ASO/ASC Task Leader, Charles Wu regarding suggested additional fee changes. The committee agreed with proposing a \$100 refundable deposit for maintenance projects to ensure the timely close of projects by the owner/contractor.

The committee discussed a cost-based project fee with a 10% max cap or 3 times material fee from homeowners as suggested by ASO/ASC Task Force for all minor projects. The committee asked the ASO/ASC Taskforce for examples to illustrate how this model may work, however believe this would add confusion to the homeowners and extra





administration to the ASO upon initial application, and further into the permit process with revisions in scope being typical. The committee is not recommending this fee structure at this time.

The committee discussed the inequity of charging a no-permit maintenance application an administration fee of \$125, yet a no-permit minor project administration fee went from the standard \$100 and increased by \$25 to \$125. The committee agreed with proposing an additional charge of \$125 in the administration fee for minor projects if completed without prior approval, so it is consistent and not considerably less with lower scope no-permit maintenance project.

The committee also discussed resubmittal fees on projects that require neighbor notification. The current practice if an owner makes a material change to their project that has already been sent out to neighbor notification or increases scope of the project through a revision to then require neighbor notification a fee of \$140 was charged being the lowest administration fee for projects that require neighbor notification (fences, solar panels w/ tree removal). The committee agreed this fee should be posted on the fee sheet since the occurrence of these situations have increased over recent years. Examples include a new single-story house is proposed and permit was issued, then the owner wants to completely change the house they want to build to a 2-story house and re-sited on the lot, or a minor deck project that increases in scope to include a backyard shed or dog fence within the same permit.

The committee agreed to propose the following recommendations to the board at the next appropriate board meeting:

1. A nuisance violation with a fine range of \$250, - \$5,000 to the fine schedule;
2. \$100 refundable deposit for maintenance projects; and
3. An increase of the administration fee for major projects 20% from \$850 to \$1,020; and additional administration fee of \$125 for a no-permit minor project; and
4. Posting a resubmittal fee of \$140 for projects that require a neighbor notification on the ASC Fee Schedule.

Options:

Option 1: Make no adjustments to existing Architectural Standards Fee Schedule for 2019.

Option 2: Consider approving for 45-day member notification for changes to the Architectural Standards Fee for 2019 as presented below.

1. Architectural Standards Nuisance Violation Fine: minimum \$250 and up to \$5,000





2. Project Deposit

	Current Deposit	Proposed Deposit	Comments
Major Project Deposit	\$3,000	\$3,000	No change
Minor Project w/Neighbor Notification Deposit	\$500	\$500	No Change
Minor Project w/o Neighbor Notification Deposit	\$100	\$100	No Change
Maintenance Projects Deposit	\$0	\$100	Change

3. Administrative Fees

	Current Fee Schedule	Proposed Fee Schedule	Comments
Major Project Administration Fee	\$850	\$1,020	20% increase
Minor Project w/Neighbor Notification Administration Fee	\$465	\$465	No Change
Minor Project w/o Neighbor Notification Administration Fee	\$100-125	\$100-225	Change
Maintenance Projects	No Administrative Fee	No Administrative Fee	No Change

4. Resubmittal Fee

- a. Full Committee Resubmittal Admin Fee. \$140

Recommendations:

The Architectural Standards Committee is requesting the Board of Directors consider approving for 45-day member notification Option 2.

If approved for member notification, Proposed Fee Schedule changes will go out to the 45-day member notification in the **January Tahoe Donner News** followed with the Board of Directors consideration and action at the **February Board of Directors** meeting.





Prepared By: Architectural Standards Committee and Annie Rosenfeld, Director of Risk Management and Real Property

General Manager Approval to put on Agenda: _____ Date: _____





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Proposed 2019 ASC Fee Schedule

The administrative fee, the site and final inspection fees are due upon plan submittal.
 The deposit must be paid prior to permit issuance and is refundable upon final approval.

	Admin. Fees	Site Insp.	Final Insp.	Deposit	Total
Major Projects					
New Houses, Multiples, & Commercial Buildings, Additions (over 500sqft), Garages w/ Addition	\$1,020	\$90	\$90*	\$3,000**	\$4,200
<u>Extension Fee (6-Month): "MAJOR" project 1st Extension fee is \$500, 2nd Extension fee is \$1,000 (approval by ASC).</u>					
Minor Projects (with Neighbor Notification)					
Garages, Additions (under 500sqft), Decks, Sheds, Auxiliary Structures, Variances, & Miscellaneous	\$385	\$90	\$90	\$500	\$1,065
Fences, Solar Panels (w/ Tree Removal)	\$140	\$90 if required	\$90	\$100	\$330-\$420
Minor Projects (without Neighbor Notification)					
Change to Existing***	\$100-\$225	\$90 if required	\$90	\$100	\$290-\$505

Extension Fee (6-Month): "MINOR" project 1st Extension fee is \$100, 2nd Extension fee is \$250-500 (approval by ASC).

Maintenance Projects (with Changes)

Changes to: New ARGCE, Paint/Stain Colors Changes, Roof & Gutter Changes, AC/Generator & Hot Tub Installations (on existing surface), Window & Door Changes (without reframing), & Exterior Light Changes. **\$100**
An administrative fee of \$125 may be assessed for no-permit applications.

Applications are required to be submitted for review and approval prior to installation.

Multiple Family Units

- Condominium or Apartment:
 - * \$90 final inspection fee for each unit.
 - ** \$3,000 deposit for the initial unit, add \$1,500 for each additional unit.

Commercial

- Commercial Structure:
 - ** Based on structure up to a maximum of 3,000 sqft. Deposit is \$4,000 for 3,001-4,999 sqft & \$5,000 for structures 5,000 sqft and larger.
- Commercial sign review (per sign) \$120

Minor Projects

- *** Projects include: Driveway Parking Pads, New Siding, Small Deck Extensions, Deck Railing Changes, Window Size Changes, Hot Tub Installation (w/new pad), Patio Pavers, Solar Panels (w/o tree removal) Landscaping and Walkways etc. **An additional administrative fee of \$125 may be assessed for no-permit applications.**

Miscellaneous

Additional Site, Final, or Misc. Inspection Fee: \$90
 Plan Printing: \$3/plan
Full Committee Resubmittal Admin. Fee: \$140
Variance Fee: \$2/letter

Effective 03/03/2019





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Proposed 2019 Draft ASC Fee Schedule and Worksheet for Multiple Unit

Administration fee **\$1020**

One site inspection \$90

One unit final inspect..... \$90

For unit 2 - add \$90 _____

For unit 3 - add \$90 _____

For unit 4 - add \$90 _____

For unit 5 - add \$90 _____

For unit 6 - add \$90 _____

For unit 7 - add \$90 _____

For unit 8 - add \$90 _____

Total..... _____

Deposit

For unit 1 \$3000

For unit 2 - add \$1,500 _____

For unit 3 - add \$1,500 _____

For unit 4 - add \$1,500 _____

For unit 5 - add \$1,500 _____

For unit 6 - add \$1,500 _____

For unit 7 - add \$1,500 _____

For unit 8 - add \$1,500 _____

Total..... _____

Administration fee..... \$850

Inspection fee total _____

Deposit total _____

Project total _____

Extension Fee (6-Month): Multi Unit Projects are considered "MAJOR"
1st Extension fee is \$500 for 6 months
2nd Extension fee is \$1,000 (approval by ASC)

Effective 1/1/2019





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2018 Fee Schedule

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 The deposit must be paid prior to permit issuance and is refundable upon final approval.

	Admin. Fees	Site Insp.	Final Insp.	Deposit	Total
Major Projects					
New Houses, Multiples, & Commercial Buildings, Additions (over 500sqft), Garages w/ Addition	\$850	\$90	\$90*	\$3,000**	\$4,030
<i>Extension Fee (6-Month): "MAJOR" project 1st Extension fee is \$500, 2nd Extension fee is \$1,000 (approval by ASC).</i>					
Minor Projects (with Neighbor Notification)					
Garages, Additions (under 500sqft), Decks, Sheds, Auxiliary Structures, Variances, & Miscellaneous	\$385	\$90	\$90	\$500	\$1,065
Fences, Solar Panels	\$140	\$90 if required	\$90	\$100	\$330-\$420
Minor Projects (without Neighbor Notification)					
Change to Existing***	\$100-\$125	\$90 if required	\$90	\$100	\$290-\$405

Extension Fee (6-Month): "MINOR" project 1st Extension fee is \$100, 2nd Extension fee is \$250-500 (approval by ASC).

Maintenance Projects

ARGCE, Paint/Stain, Roof, Gutters, AC/Generator & Hot Tub (on existing surface), Window & Door (without reframing), & Exterior Light Changes. \$0

Applications are required to be submitted for review and approval prior to installation.

Multiple Family Units

- Condominium or Apartment:
- * \$90 final inspection fee for each unit.
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Commercial

- Commercial Structure:
- ** Based on structure up to a maximum of 3,000 sqft. Deposit is \$4,000 for 3,001-4,999 sqft & \$5,000 for structures 5,000 sqft and larger.
- Commercial sign review (per sign) \$120

Minor Projects

*** Projects include: Driveway parking pads, new siding, small deck extensions, window size changes, hot tubs (w/new pad), patio pavers, landscaping and paved walkways etc. An administrative fee of \$125 may be assessed for no-permit applications.

Miscellaneous

Additional Site Inspection Fee.....	\$90
Additional Final Inspection Fee.....	\$90
Miscellaneous Inspection Fee.....	\$90
Plan Printing	\$3/plan
Variance Fee.....	\$2/letter

Effective 02/24/2018

