

DRAFT

## 45 DAY NOTICE

### ARCHITECTURAL STANDARDS FEE AND FINE SCHEDULE CHANGES

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.

Changes to the Architectural Standards Fee and Fine Schedule will be considered for action by the Board of Directors. The Board of Directors is expected to take action to adopt the proposed fee schedule changes, as they are presented here or with some modification, at its February 2019 meeting, currently scheduled for Saturday, February 23, 2019. The board welcomes any input you may wish to offer regarding this process.

#### BACKGROUND

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. Additionally, the ASO/ASC Task Force had presented their recommendations for change/improvement to the board of directors this fall, with subsequent board direction to the committee and staff to consider recommendations for implementation.

#### *Administrative Project Fees*

At the February 2018 board meeting the board of directors decided to not approve a \$170 (20%) increase, from \$850 to \$1,020, to the major project administration fee due to pending work by the ASO/ASC Task Force. Board direction at the time was to come back with a proposal after the task force had completed their review. The committee is again proposing an increase to the major projects administration fee of 20%, from \$850 to \$1020 should be made for the 2019 construction year. No increases have been made since 2017.

#### *Maintenance Project Fees*

Maintenance project applications and permits are free for members. A one-year permit is issued with the requirement for members or their agent to provide “before” pictures and then to close out the project, they need to provide “after” photo(s). The Architectural Standards office (ASO) has reported both to the Architectural Standards Committee and the ASO/ASC Task Force that members and their agents regularly neglect to final their maintenance project even with reminders. The ASO sends two notices that the permit is nearing its expiration, and then a notice when the permit has expired. Both the committee and the task force agreed that this was an area to be addressed. The purpose of any action related to this project category is to notice the association of project completion.

Initially a recommendation by the committee, agreed upon by the taskforce, was to require a project deposit to motivate owners/agent to close the project out. However, after further review of this recommendation management identified that requiring deposit would increase administrative tasks therefore costs both in the Architectural Standards and Accounting, on the free maintenance project permit. Management is recommending, and the committee and task force agrees, a procedure can be put into place whereby if an owner does not notify the Association of project completion by the end of the 1-year permit, the Association would notice the owner for inspection and apply a project inspection fee of \$90, as is consistent with all other project inspection fees. This inspection would not be required but only used to verify the project completion if an owner does not indicate their project has finished after two reminder notices that the permit is nearing expiration and then has expired.

*Project Resubmittal Fees*

The committee also discussed resubmittal fees on projects that require neighbor notification. The current practice if an owner makes a material (significant) 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 formalized as a “full committee resubmittal” 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.

Purpose and effect of the proposed changes to the Architectural Standards Fee Schedule:

- Increase to the administration fee for major projects are proposed to offset increasing administrative costs like insurance and credit card processing fees. Effect would be a \$170 increase to the major project administration fee.
- Maintenance inspection fee would encourage project closure and be consistent with all other project inspection fees. Effect would be a possible \$90 inspection fee if a maintenance project owner/agent does not notify of project completion and project subsequently expires without owner submittal of completion photos.
- Formalize resubmittal fee for major changes with require new neighbor notification on a project. There is no effect to members as the fee is currently being charged under other project administration fee category.

PROPOSED CHANGES TO ARCHITECTURAL STANDARDS FEE AND FINE SCHEDULE

The proposed changes to the Architectural Standards Fee and Fine Schedule is as follows:

Inspection Fees

Current Fee Schedule	Proposed Fee Schedule	Comments
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Minor & Major Project Site Inspection	\$90	\$90	No Change
Minor & Major Project Final Inspection	\$90	\$90	No Change
Maintenance Project Site Inspection	No inspection fee	No inspection fee	No Change
Maintenance Project Final Inspection	No inspection fee	\$90	Create inspection fee of \$90

Administrative Fees

	Current Fee Schedule	Proposed Fee Schedule	Comments
Major Project Administration Fee	\$850	\$1,020	\$170 (20%) increase
Minor Project w/Neighbor Notification Administration Fee	\$465	\$465	No Change
Minor Project w/o Neighbor Notification Administration Fee	\$100-125	\$100-125	No Change
Maintenance Projects	No Administrative Fee	No Administrative Fee	No Change

New: Resubmittal Fee

	Current Fee Schedule	Proposed Fee Schedule	Comments
Full Committee Review w/new Neighbor Notification	Charging \$140 under lowest admin project fee	\$140	Create "Full Committee Review w/new Neighbor Notification category with \$140 fee

Your comments are welcome via email: [arosenfeld@tahoedonner.com](mailto:arosenfeld@tahoedonner.com), telephone: (530) 582-9630, or US Mail: Tahoe Donner Association 11509 Northwoods Blvd., Truckee, CA. 96161.