

## 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 22, 2020. The board welcomes any input you may wish to offer regarding this process.

#### BACKGROUND

At the September 11, 2019 Architectural Standards Committee (ASC) meeting the Committee reviewed the Architectural Standards Fee schedule. The Committee reviews the schedule every year in order to provide any recommendations for change in the new fiscal year.

The committee discussed the 2020 fee schedule and proposed the following changes:

#### Administration Fees

- Reduce Administration Fee for Major Projects
- Reduce Minor Projects with Neighbor Notification

The changes reflect the reduced administration time per project type as a result of process and digitization improvement made this last year and a half. The Major Projects and Minor Projects with Neighbor Notification normally have a Design Professional familiar with Tahoe Donner Rules submitting the application leading to a more efficient processing of the completed application package. The reduction in Minor Projects with Neighbor Notification of \$85 was to also recognize the differing scope of the actual project when comparing to the major project category.

#### Inspection Fees

- Increase Site Inspection and Final Inspection fees, if required, from \$90 to \$100 per inspection.

The changes reflect a modest increase from last change 4 years ago to inspection fees in 2016. The cost of inspections continues to rise despite staff lead efficiency gains primarily due to the rising vehicle and fuel costs, for example, the average fuel price was \$2.93 a gallon in 2016 compared to \$4.04 currently in 2019 in California.

The ASC proposes to leave the Deposit and the Extension Fee for each type of project the same as 2019. Maintenance Projects continue to have a \$0 Admin Fee.

### Revision Fees

The committee proposes a per revision fees for revisions made to the ASC approved set of project plans. Proposed new fees follow:

- Major Project - \$200 per revision (2nd revision or greater)
- Minor Project- \$100 per revision (2nd revision or greater)

The changes reflect the time taken in a revision process revisiting the particular project, identifying the proposed changes, illustrate the proposed changes on the approved set of plans and prepare the project for an additional review with the committee chair for the Major Projects and Minor Projects with Neighbor Notification or the ASO Manager for minor project revisions and communicate the review results back to the property owner and their hired professionals. The committee agreed that only one revision (or change request) to the project is to be built in to the Administration Fee compared to current practice where an unlimited number routing through the same above timely process is conducted since a revision fee does not exist. For simple revisions, like color changes, the ASC reviewer may waive the revision fee that will be deducted from the available deposit.

### Non-Permitted Improvement Fee

For Minor projects completed without permit, the committee proposes an Administration Fee to be \$100 plus the Administration Fee for that type of project A Maintenance Project completed without permit, the Administration Fee is \$100.

Small increases to miscellaneous fees are as shown on the proposed 2020 ASC Fee Schedule to reflect expense increases related above along with the increase costs of office supply materials

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

- Decrease to the administration fee for major projects are proposed due to greater efficiencies gained through operational improvements and design professional submittal completeness.
- Increase of inspection fees by \$10 due to inflationary factors effecting operational expenses related to inspections.
- Create a fee for revisions to address additional administration time on projects resulting in more than one revision and encourage reducing of the number of revisions occurring.

Key Dates:

- January 1, 2020: 45-Day Member Notification and Comment Period begins
- January 25, 2020: Board of Directors meeting; hears additional member comment, discussion item only

- February 22, 2020: Board of Directors consider acting on proposed changes to the Architectural Standards Fee Schedule with or without some modifications.

PROPOSED CHANGES TO ARCHITECTURAL STANDARDS FEE AND FINE SCHEDULE

Inspection Fees

	Current Fee Schedule	Proposed Fee Schedule	Comments
Minor & Major Project Site Inspection	\$90	\$100	\$10 increase
Minor & Major Project Final Inspection	\$90	\$100	\$10 increase
Maintenance Project Site Inspection	No inspection fee	No inspection fee	No Change
Maintenance Project Final Inspection	\$90 for expired permits after notice sent to owner	\$100	\$10 increase

Administrative Fees

	Current Fee Schedule	Proposed Fee Schedule	Comments
Major Project Administration Fee	\$1,020	\$1,000	\$20 decrease
Minor Project w/Neighbor Notification Administration Fee	\$140 - \$385	\$150- \$300	\$85 decrease
Minor Project w/o Neighbor Notification Administration Fee	\$100-\$125	\$100-\$200	\$75 increase on no permits
Maintenance Projects	No Administrative Fee	No Administrative Fee	No Change

Revision Fees

	Current Fee Schedule	Proposed Fee Schedule	Comments
Major Project Revision Fee for 2 <sup>nd</sup> Revision	No Revision fee	\$200 per revision request	\$100 increase
Minor Project w/Neighbor Notification Revision Fee for 2 <sup>nd</sup> Revision	No Revision fee	\$100 per revision request	\$100 increase
Minor Project w/o Neighbor Notification Revision Fee for 2 <sup>nd</sup> Revision	No Revision fee	\$100 per revision request	\$100 increase
Maintenance Projects	No Revision fee	No Revision fee	No Change

Miscellaneous Fees

	Current Fee Schedule	Proposed Fee Schedule	Comments
Additional Site, Final, Misc. Inspection Fee	\$90	\$100	\$10 increase
Full Committee Resubmittal	\$140	\$150 or change of scope – new Administration Fee	\$10 increase
Plan Printing	\$3	\$5	\$2 increase
Commercial Structure Sign Review	\$120 per sign	\$150 per application	\$90 decrease (typical)

Your comments are welcome via email: [45daynotice@tahoedonner.com](mailto:45daynotice@tahoedonner.com), or US Mail: Tahoe Donner Association Attn: Annie Rosenfeld, 11509 Northwoods Blvd., Truckee, CA. 96161.