



DECISION PAPER

December 6, 2019

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 of Directors consideration and approval.

Background:

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

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 (\$1,020-\$20=\$1,000),
- Reduce Minor Projects with Neighbor Notification (\$385-\$85=\$300)

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 (+\$10) 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

Enclosed you will find a redline version of the Fee Schedule reflecting proposed changes.





Options:

Option 1: Make no adjustments to existing Architectural Standards Fee Schedule for 2020.

Option 2: Consider approving for 45-day member notification for changes to the Architectural Standards Fee for 2020 as shown in the Proposed “2020 ASC Fee Schedule” below.

1. 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

2. 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
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3. Revision Fee

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

4. Miscellaneous Fee

	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)





Recommendations:

The Architectural Standards Committee and staff 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 with the Board of Directors consideration and action at the February 2020 Board meeting.

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

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

