

# **Architectural Standards Committee Meeting**

## **In Person/Teleconference**

### **Minutes for November 16, 2022**

Members Present: Rodney Whitten, Nick Sonder, Debra Phelps, David Hipkins

TDA Staff Present: Lisa Purchard, Annie Rosenfeld, Jon Mitchell, Sherri Berding

Others Present: Courtney Murrell (Board Liaison), Betsy Ross, Kevin Farrell, Nikki Lacey, Vince Lacey, Brett Shapiro, Scott Gillespie, Jason Bernard, Kaela Johnson, Ilia Lebedenko, Dmitry Kuznetsov, Nikki Irina, Dmitry Lebedenko, Sameer Khouri, Elaine Khouri, Claudia Vasquez, Michelle James, Eric Klein, Todd Mather

Agenda: All plans were considered for likeness proximity as well as building site proximity to adjacent properties. Unless otherwise stated, all plans maintained a 10' side setback to the eave line. Plans were also reviewed for roof pitch. Animal Resistant Garbage Can Enclosures are required on all submittals.

Meeting called to order: 9:00 am

Member Comments: None.

#### **CONSENT CALENDAR**

##### **Discussion/Action Item: APPROVAL OF OCTOBER 26, 2022 ASC MEETING MINUTES**

The committee reviewed the minutes from the October 26, 2022 ASC meeting. Rod Whitten moved to approve the meeting minutes as drafted. David Hipkins seconded the motion (Passed 3:0 Whitten, Sonder, Hipkins)

#### **ASC NEW BUSINESS**

##### **Discussion/Action Item: ASC Project Fees and Fine Schedule for 2023**

The committee reviewed proposed changes to the ASC Project Fee and Fine Schedule for the upcoming 2023 year with possible recommendation to the Board of Directors for a 45-day notice.

This discussion was carried over from the previous committee fee discussions in May and June 2022. The committee discussed the following items:

- Maintaining the current deposit fees for both minor and major projects to continue to cover any additional inspections and fines before permit closing, and to act as incentive to finish the project. The committee noted that collecting a permit deposit is reasonable and consistent with the practice of other HOAs.
- The committee noted that our governing principle is to keep fees reasonable but noted that TD permits fees are very reasonable compared to much higher fees in other local HOAs such as Lahontan and Martis Camp.
- The committee discussed the need for adding an after-the-fact revision fee but maintaining the right to bring a deviation fine to the committee
- Staff advised the committee that our permit fees and other ASO revenue only cover \$350,000 of the total operating costs for the department which are close to \$600,000 as we are doing our best to split the costs between permit applicants and the overall membership, per the 2017 ASC/ASO Task Force recommendations. The committee questioned why the overall membership should share such a large part of ASO operating costs and was advised by staff that if we want to table this discussion to 2023, staff can prepare a report to ensure that we are carrying a certain value of fees vs assessment. The committee proposed that this also be referred to the Board of Directors for a future discussion.
- Storage sheds 120SF or smaller – the committee agreed to keep these in the neighbor notification category and not to downgrade the permit scope
- Extension and major project admin fees – the committee agreed on the need for these to be reviewed in a future meeting
- Crawlspace/storage conversions: to be reduced in permit scope to a minor with no neighbor notification since there is no external visual impact to neighbors aside from work in the minor permit category such as doors, windows, decks, etc.
- Permit extensions: increased from 6 months to “up to one year” for all permit categories
- Maintenance permits: projects in this category include paint/stain, roof, hot tubs, windows, doors, exterior lighting, ARGCEs, solar, A/C and generators. These projects used to be in the minor permit category with a \$300-\$500 fee, however, in 2017 they were reduced to a zero-fee permit based on the ASC Task Force recommendation and to encourage maintenance of properties. While this resulted in an increase in these types of permit applications, unfortunately this caused a decrease of \$10,000-\$12,000 in fee revenue for the department since we had 190 maintenance permits last year. After a careful analysis of maintenance permit processing, staff advised the committee that it takes between 15 and 45 minutes on average to review, process, issue and close a single maintenance permit. Staff advised that it is therefore time to implement a reasonable fee for maintenance permits which would cover 30 minutes of staff time plus some departmental overhead. The committee determined that a fee of \$50 per maintenance permit would be very reasonable and would strike the balance of keeping costs low for permit applicants but covering some of the departmental costs (roughly \$5,700 to help offset the deficit) while still encouraging homeowners to maintain/upgrade their properties.

- The committee reviewed staff's proposal to add plan check fees given the increasing number of new permit applicants who don't understand our rules and permit submittal requirements and staff is engaging in multiple rounds of back-and-forth correspondence over weeks and even months in order to bring a project submittal up to the level of committee review. The committee agreed that a plan check fee is necessary, pointing out that this is done in other HOAs and in the Town of Truckee as an hourly fee.
- The committee reviewed the proposal to increase the fee for unapproved construction from the existing \$100 fee to double the cost of the administrative fee in each permit category, as this is consistent with other HOAs and public agencies
- The committee suggested that the deposit be moved out of the footnote on the fee sheet and included in the chart, as it can be confusing if left as a footnote

No action. Staff advised that the earliest that the 45-day notice could be published in the TD news would be the February since it would have to be rereviewed in the December ASC meeting then go to the Board in January. The committee will bring back the fee discussion to finalize in the December 14 ASC meeting.

#### **SUBMITTALS, PRELIMS + HEARINGS**

**Unit 08, Lot 296**

**Unit 09, Lot 338**

**Unit 03, Lot 468**

**Unit 03, Lot 359**

The committee took a 7-minute break at 11:10

**Unit 06, Lot 583**

**Unit 03, Lot 504**

#### **ASC NEW BUSINESS**

**Discussion/Action Item:** TD ski lodge - staff presentation

The committee reviewed the proposed site and elevation plans and renderings for the new ski lodge. Their only suggestion was to use concrete pavers instead of slab due to cracks.

No action.

## **Discussion/Action Item: ASC task list for 2023**

The committee reviewed the Draft ASC Task List for 2023

### 2022 Carryover Tasks

1. Collaborate with staff on drafting revision recommendations to the homeowner inspection program (HOIP) for the board to review and approve.
2. Provide the board with updated recommendations for Exterior Light Rule revisions to the Board for consideration of 45-day member notice and board action.

### Regular Business Tasks

1. Collaborating with staff, review and propose updates to the Architectural Standards Fee Schedule and Fine Schedule as needed for board consideration to publish for 45-day member notice and board action.
2. Hold design reviews and hearings per the ASC meetings scheduled for 2023 and attend ASC appeal hearings with the Board of Directors as applicable.

### Tasks

1. Support and collaborate with staff on achieving the 2023 Workplan Goal 5\*
2. Draft Policy Updates for Board review and approval:
  - a. Snow Removal During Construction Policy: Create a clear and understandable policy document for the requirements for obtaining special permission – as required in the architectural standards rules - to use heavy equipment for snow removal on construction projects without a paved driveway.
  - b. Fire and Other Residential Damage Policy: Create a policy document to clarify the ASC procedure for a demo/rebuild/restore timeline after fire or other residential damage has occurred.
  - c. Coverage Policy: Update the current ASC Coverage Policy to include fire safety recommendations and to be more in conformance with the Town.
3. Work on Succession Planning per 2021-5 committee policy.

### *\*2023 Staff Work Plan Goal 5*

*COVENANTS – Review/update enforcement and hearing procedures for community standards. Scope includes C&Rs, Bylaws, architectural standards, covenants rules for association-owned property and private properties.*

*DELIVERABLE – Develop/update the enforcement and hearing procedures so all appropriate documents including association rules, covenants committee charter, Board resolution for member appeals, and other related documents are unified in the association’s approach to enforcement and hearing processes.*

*Present recommended changes to the Board by Q2. Begin 45-day member notification and comment period and allow for Board consideration of approval in Q3.*

Rod Whitten moved to adjourn. Nick Sonder seconded the motion. (Passed 3:0 Whitten, Sonder, Hipkins)

Meeting Adjourned at 12:36 PM. The next meeting is scheduled for December 14, 2022 at 9 AM, via teleconference and in person in the Meadow Room at Northwoods Clubhouse.

ASC Minutes Approved by Committee Chair:

R Whitten / 12/19/2022

Rod Whitten

Date