

Schedule of Fees
Avenel Community Association, Inc.
Administrative and Operational Procedure

**Fees are payable by check made out to the "ACA". Fees and information are subject to change without notice.
Please contact the Avenel Community Association (ACA) for the most current information.*

SUBJECT	DESCRIPTION	COST
Resale Sign	Charge for the installation and removal of an Avenel resale sign at the requested Avenel property. Sign must be installed and removed by ACA personnel or refund will be forfeited.	\$100 (\$50 of which is refundable AFTER sign has been removed and found to be in good condition)
Resale Inspection	Charged for the third resale inspection and each additional resale inspection relating to the same property and sale transaction. The courtesy pre-inspection, first and second resale inspections are provided at no charge.	\$50
Rapley Preserve Vehicle Transponder	Cost of one (1) new or replacement transponder.	\$45 or at actual cost
Homeowner Association Documents	Fee charged for the Homeowners Association Documents. Includes direct printing costs, notebook cost, and time spent by staff to update and compile the documents.	\$100
Standard Plastic Mailbox Insert	Installation of the mailbox insert is the sole responsibility of the owner and not the ACA.	\$148.50 or at actual cost
Rapley Plastic Mailbox Insert	Installation of the mailbox insert is the sole responsibility of the owner and not the ACA.	\$269.80 or at actual cost
Brass Address Plaques	Address plaques are not engraved. Brass plaque mounting screws are available upon request at no charge.	\$62 or at actual cost
Stainless Steel Brackets (painted black)	To hold brass address plaques.	\$26 or at actual cost
Pleasant Gate Parking Hang Tag	Each Pleasant Gate unit has been provided with one (1) Parking Hang Tag. Each unit may request, in writing, one additional hang tag at no charge; and one (1) additional hang tag for \$3.00. All requests must be submitted to the ACA office in writing and include the owner's name, property address, date, and signature.	\$3
Administrative Change of Ownership Fee	Fee charged when a property is sold and title is transferred to a new owner. Administrative time spent by the Association to update the homeowner database and files, process the transfer deed, send a welcome package, etc.	\$150

*Adopted by the Board 7/17/12
Revised 7/15/13
Revised 5/24/16
Revised 3/19/19
Revised 1/21/20*

Modification Application Architectural Review Fee - Major Modifications/ Additions	Time and costs expended by the Association, Modification Committee, and its consultants in reviewing applications and architectural renderings for major exterior modifications. Fee must be submitted with modification application and detailed plans. Any unused portion of the application fee will be returned to applicant after final and satisfactory completion of project.	\$1,500 (Initial) Fee may be increased by the actual costs incurred by the Association. Any unused portion of the fee will be returned to the owner.
Major Modifications/ Additions Compliance Fee	Fee collected at the time of application approval to ensure compliance with the ACA Governing Documents and approved plan. Fee will also be utilized to reimburse the ACA for any damage to HOA common property and to assure job site and common areas are reasonably maintained in clean condition during construction period. Any unused portion of the fee may be returned after work has been completed, inspected and approved by the ACA.	\$3,500
New Home Construction Architectural Review Fee	Time and costs expended by the Association, Modification Committee, and its consultants in reviewing applications and architectural renderings for new home construction. Fee must be submitted with modification application and detailed plans. Any unused portion of the application fee may be returned to applicant after final and satisfactory completion of project.	\$5,000
New Home Construction Compliance Fee	Fee collected at the time of application approval to ensure compliance with the ACA Governing Documents and approved plan. Fee will also be utilized to reimburse the ACA for any damage to HOA common property not corrected by applicant after reasonable notice by the Association. Any unused portion of the fee may be returned after work has been completed, inspected and approved by the ACA.	\$20,000
Avenel Swim and Tennis Facilities (ASTF) Pass Replacement Fee	Charge for the time and costs expended by the Association to replace one (1) ASTF Member Pass or Guest Pass.	\$15 per pass
Certified Mail Fee	Fee charged for each article of certified mail for enforcement related matters. Fee will be used to recover the actual cost as well as administrative time spent by ACA staff to send certified mail. Fee will be charged to the owner's account by the ACA's financial management firm.	\$20 per article

Records Access, Production & Copying

Copy Charge - Standard Paper	Copies by means of an office machine copier or a computer printer. Additional charges may apply for	\$0.50 per page
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 Revised 1/21/20*

	irregular or oversized paper, e.g. 11 in. by 17 in. Each side that has recorded information is considered a page.	
Scan Charge – Standard Paper	Additional charges may apply for irregular or oversized paper, e.g. 11 in. by 17 in. Each side that has recorded information is considered a page.	\$0.40 per page
Labor charge for locating, compiling data and supervising review of records	Includes the actual time to locate and compile data and supervising review of records by Association staff.	\$25 per hour
Remote Document Retrieval	Costs of services to retrieve requested documents from an off-site location.	Actual Cost + Labor
Postal & Shipping Charges	Any related postal or shipping expenses necessary to send the requested information to the requesting party.	Actual Cost
Miscellaneous Supplies	The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information.	Actual Cost

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