

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. | \$125 (\$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 costs and time spent by staff to update and compile the documents. | \$100 – Electronic \$150 – Print |
| Standard Plastic Mailbox Insert | Installation of the mailbox insert is the sole responsibility of the owner and not the ACA. Includes stainless steel brackets (painted black) to hold brass address plaque. | \$174.50 or at actual cost |
| Rapley Plastic Mailbox Insert | Installation of the mailbox insert is the sole responsibility of the owner and not the ACA. Includes stainless steel brackets (painted black) to hold brass address plaque. | \$295.80 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 |
| The Gates Paver Stones | To the extent available, standard paver stones utilized on the courtyard/driveways. Installation of the stones is the sole responsibility of the owner and not the ACA. | \$1.60 each 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 \$10.00. All requests must be submitted to the ACA office in writing and include the owner's name, property address, date, and signature. | \$10 |
| Administrative Change of Ownership Fee | Fee charged when a property is sold and title is transferred to a new owner. Administrative time spent | \$200 |

*Adopted by the Board 7/17/12
Revised 7/15/13
Revised 5/24/16
Revised 3/19/19
Revised 1/21/20
Revised 3/22/22
Revised 3/19/24*

| | | |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| | by the Association to update the homeowner database and files, process the transfer deed, send a welcome package, etc. | |
| 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. | \$2,500 Fee may be increased by the actual costs incurred by the Association. |
| 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. | \$7,500 Fee may be increased by the actual costs incurred by the Association. |
| 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) Pool Pass ID Card | Members will receive e-Passes at no charge. Charge for one (1) ASTF Member ID Card or Seasonal Guest Pass ID Card. Fee includes the cost to print and mail passes to the member's home. | \$5 per Pool Pass ID Card plus fees charged by pool software vendor |
| 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

Adopted by the Board 7/17/12
 Revised 7/15/13
 Revised 5/24/16
 Revised 3/19/19
 Revised 1/21/20
 Revised 3/22/22
 Revised 3/19/24

| | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Copy Charge - Standard Paper | Copies by means of an office machine copier or a computer printer. 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. | \$0.50 per 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. | \$35 per hour |
| Remote Document Retrieval | Costs of services to retrieve requested documents from an off-site location. | Actual Cost + Labor + Ancillary Expenses |
| 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 |

Adopted by the Board 7/17/12
 Revised 7/15/13
 Revised 5/24/16
 Revised 3/19/19
 Revised 1/21/20
 Revised 3/22/22
 Revised 3/19/24