

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  
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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

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Revised 1/21/20  
Revised 3/22/22  
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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

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