

**STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.**

**POLICY**

**FEEES FOR MODIFICATION APPLICATIONS POLICY**

**Revision 1**

**9/30/2022**

**I. PURPOSE**

There are administrative and consultant costs associated with certain modification applications. This policy addresses costs homeowners may be charged associated with modification applications that require review by a consultant, require an expedited decision, are the result of a violation, and subsequent applications for the same project, as a result of the homeowner not providing necessary documentation for the modifications committee to review. Fees listed below will take effect October 1, 2022.

**II. REFERENCES**

Stonebridge Ranch Community Association Covenants, Conditions and Restrictions, Section 8.9. Fees. The Reviewing Body may establish and charge reasonable fees for the review of applications hereunder and may require that such fees be paid in advance and in full prior to the review of any application (which may include additional fees for the review of resubmissions of any application or for expedited review of any application).

**III. PROCEDURE**

- A. SRCA does not charge a fee for completed applications for required modification applications provided:
  - a. It is the first submission for a specific project.
  - b. The application is submitted, and a decision is communicated to the homeowner before the start of any project.
  - c. The application is complete. An application that is complete will include: a completed application, submittal checklist for the project and all of the required documentation (as listed in the guidelines, requested by the staff or Modifications Committee) needed for the Modifications Committee to make a decision on.
- B. In order to cover administrative and consultant costs, fees will apply to modifications applications as follows:
  - a. When an application is submitted after the project commences, the applicant will incur a non-refundable fee of \$100.
  - b. Applications that are re-submitted because the initial application was incomplete and/or did not have all required/requested documentation will incur a non-refundable fee of \$25.
  - c. When a homeowner requests an expedited decision (decision within two weeks after receipt of complete application with all required documents), applicant will incur a non-refundable fee of \$100. This fee does not apply during a state of emergency declared by the board president.

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- d. When an application that is submitted requires review by an outside consultant, the applicant will incur non-refundable fees to cover consultant costs at a minimum cost of \$125, but not to exceed \$500.
- C. All fees are to be paid in advance to SRCA office at 6201 Virginia Parkway, McKinney TX 75071, by check or money order (no cash) and in full prior to the review of any application. (Consultant fees will require the minimum due prior to review and the balance will be due prior to decision letter being issued).

**IV. REVISION HISTORY**

<b>REVISION</b>	<b>DATE</b>	<b>CHANGES</b>
0	7/21/22	Original
1	9/30/22	Revised III.B.c. fee to \$100, which was adopted at 7/21/22 Board Meeting; correction of typographical error on Rev. 0. Section III.B.d., added "non-refundable fees" as adopted by Board's electronic vote 9/30/22.

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IT IS FURTHER RESOLVED that this Policy for Fees for Modification Applications (Rev. 1, September 2022) is effective upon adoption hereof, to remain in force and effect until revoked, modified or amended.

This is to certify that the foregoing policy was adopted by the Stonebridge Ranch Community Association, Inc., Board of Directors at a meeting held on July 21, 2022, and through an electronic vote conducted on September 30, 2022, and has not been modified, rescinded or revoked.

Date: 10-4-22

Signature: 