



**DC Ranch Association  
Board Report 5-4-2020 #2**

**Subject Matter: Proposed Policy 307 (Schedule of Fees for Resale)**

**Background:** Proposed revisions to this policy were presented to the Board at its February 3, 2020 regularly scheduled board meeting. With the 2020 budget approval, the Board approved an increase to the resale/disclosure fee (from \$350 to \$400), which triggered a review and edit process of the existing policy (then 307); its formatting did not conform to the existing policy format. After making the fee change to the policy and reformatting it, other changes were recommended, such as 1) clarifying certain provisions, and 2) removing most references to Community Council (other than providing its governing documents to the prospective buyer upon sale). The Policy Committee supported and proposed the foregoing.

**The Board conditionally approved the proposed policy subject to Section 102.4c of the Policy for the Management and Development of Policies which reads:** *When the Policy Committee recommends a new policy or a change to a policy and prior to the Board's formal vote, community members shall be provided with a 30-day comment period, where they are afforded an opportunity to provide input and comment on the proposed policy. The proposed policy or policies will be posted on the community's website and notice regarding the posting will reflect in the weekly This Week on the Ranch e-mail to DC Ranch residents.*

The proposed revisions were posted for the 30-day member comment period; no comments were received.

**Recommendation:** Formally approve Policy 305 (Schedule of Fees for Resale) as proposed.

A handwritten signature in black ink, appearing to read 'Darren Shaw', is written over a horizontal line.

Darren Shaw, Executive Director



**DC Ranch Association  
Policy 305  
Policy on Schedule of Fees for Resale**

**Policy 305**

**Date of Adoption:**

**Effective Date:**

**Last Revised: January 27, 2020**

**305.1 Purpose:** The purpose of this policy is to provide the schedule of fees and their related descriptions for all residential resales that are part of DC Ranch Association.

**305.2 Scope:** This policy pertains to all applicable fees required to be paid at the time a resale property closes escrow or title is transferred to a new owner.

**305.3 Responsibility:** The DC Ranch Association Board of Directors.

**305.3a Delegation of Authority:** The DC Ranch Association Board of Directors delegates some of its responsibilities to the Executive Director, such as the coordination of disclosing and collecting fees associated with residential resales. The Executive Director works closely with the Director of Financial Operations in this effort.

**305.4 Introduction:** DC Ranch Association's mission statement is as follows: To serve all DC Ranch Stakeholders through the professional management and protection of the community's fiscal and environmental assets. DC Ranch Association delivers high quality and consistent operations, landscape, maintenance and security services with an emphasis on customer care and open communication that result in sustained property values and exceptional quality of life.

**305.5 Disclosure Fee:** A fee of \$400 (from \$350) will be charged and collected at closing upon notification of a resale property transaction. Pursuant to Arizona Revised Statute §33-1806 the following items will be submitted within ten (10) calendar days after notification to the Association of a resale.

**305.5a** Disclosure documents made available electronically to buyer via a third-party disclosure website. This includes a statement listing all fees due to DC Ranch Association and DC Ranch Community Council, Bylaws, CC&Rs, financial reports, reserve reports, rules and regulations, budgets, etc.

**305.5b** A statement prepared and made available electronically to title, listing all disclosure fees, assessments, and amounts due to the Association at close of escrow.

**305.5c** This process applies to internal transfers of a property within the DC Ranch Association.

**305.6 CC&R Conformance Inspection Fee:** A fee of \$100 for all residential resales will be charged to ensure all properties are in conformance with the DC Ranch Association governing documents.

**305.6a** External inspection of the property by DC Ranch Association. Per A.R.S. §33-1806(e), DC Ranch Association is required to perform an inspection of the property to furnish a statement of any alterations or improvements to the property that do not conform to the governing documents. This inspection is not optional. It addresses unapproved architectural, landscape alterations and other improvements to the property. The inspection report is provided to the requesting title company within ten (10) calendar days of the initial disclosure request to be disseminated between buyer, seller and agents.

**305.6b** Any concerns not corrected prior to close of escrow will become the responsibility of the buyer to correct. DC Ranch Association is not liable for any resale cancellations due to the inspection report.

**305.7 HomeWise Doc Service Fee:** A \$25 fee from HomeWiseDocs.com will be charged at close of escrow for use of its website and for the electronic transmission of information between DC Ranch Association, the title company, and buyer.

**305.9 Rush Fee:** A fee of \$100 will be charged and collected at close of escrow for any disclosure requests requiring response in less than ten (10) calendar days. DC Ranch Association will provide requested documents within three (3) business days after receiving a rush request.

Approval Date: \_\_\_\_\_

Attested to by: \_\_\_\_\_ Date \_\_\_\_\_  
Board Secretary