

TO: Architects and East Meadows Homeowners

RE: East Meadows Architectural Control - Preliminary and Final Review Submittals

UPDATE: July 2021

- 1) To get your project review into a ACC Review process, please contact ACC Primary Consultant Joan Pilar jpilar@pyramidpeakproperties.com 530.573.1855 to discuss your project.
- 2) **PRELIMINARY PLANS:** Please send **1 set** of Preliminary Plans meeting the requirements of the EM Design Guidelines **to the contact listed below. They must arrive at least two weeks prior** to any Review Meeting by the Board. Also, please send the appropriate review fee to the HOA's Bookkeeper Karen Higgins at: EMHOA, P.O. Box 9341, South Lake Tahoe, CA 96158. If a submittal does not meet the requirements necessary for review (**including payment of the review fee two weeks prior to the review meeting**), the project will not be placed on an agenda.

Send one set of plans to each of the EMACC's member:

- A) Joan Pilar 1725 Grizzly Mountain Dr. South Lake Tahoe, CA 96150
- B) Josefa Buckingham Post Office Box 1773 Ross, CA 94957
- C) Lisa Hodgson 5843 E. Ashley Lane Stockton, CA 95212

This procedure enables you to receive a more informed and efficient review of your project. We understand design deadlines are usually tight, but time is required by the Association to review your plans and make an informed evaluation. We appreciate knowing in advance of any last-minute changes before the meeting, which your project will be reviewed by the Board.

3) **FINAL PLANS:** When drawing up Final Plans, architect/designer must **indicate specific points on Final Plans that satisfy problems brought up in the Preliminary Review**. Also, on drawings or in cover letter, **indicate any significant changes that occurred after** the Preliminary Plan review. These resolved items need to be clearly indicated on the Final Plans. The final Review process will be looking for each Preliminary Review point or issue to be resolved on Final Plans. Failure to indicate them or failure to resolve the Preliminary issues may result in delayed approval. Final Plans should be sent to the same persons as for Preliminary plans, so they arrive at least two weeks prior to the final approval meeting. Incomplete submittals may be rejected or not given final approval.

4) **CHECK LIST:** The Board Members will be reviewing your plans following the EMACC Review Check Lists in the EM Design Guidelines. We **strongly** suggest that you use this checklist when finalizing plans for submittal.

5) **FEES:** Below is a list of the current fees required before any review process will begin. Note these fees can be subject to change:

New Construction:

Initial Review Fee \$ 2000  
Each additional Request or Revision \$ 400  
Construction Compliance Deposit \$ 3,500  
Re-vegetation Compliance Deposit \$ 2,500  
Contractor Deposit \$5,000  
Land Coverage Variance Fee \$ 100

Minor Exterior Remodels:

Review fee \$ 250 which includes only  
one (1) plan Review

one (1) Contractor Constraints Meeting

one (1) final Inspection

Compliance Deposit \$ 500

Contractor Deposit \$500

If project requires more than one review, meeting, or inspection, there may be additional fee(s) for consultant's time.

Major Exterior Remodel and/or Addition:

Review fee \$ 1,000

Compliance Deposit \$ 2,000

Contractor Deposit \$ 2,000

Landscaping or other projects listed not covered above:

Review fee \$ 200

Depending on project deposits may or may not be required.

Thank you for your attention. We look forward to working with you and your project.