



Meadow Lake Homeowners' Association

FENCE INSTALLATION PACKET

FENCE INSTALLATION PROCESS

1

Application

Submit Fence Application Form with all drawings and materials as outlined on the form.

2

Design Review

MLHOA GM will schedule a design review meeting on-site to review purpose, scope and design intent.

3

Approval & Deposit

MLHOA GM issues project approval. Homeowner submits deposit.

4

Project Completion

Homeowner notifies MLHOA GM that project is complete. Completion review meeting is scheduled.

5

Refund

If fence installation is compliant with approval, deposit is returned to homeowner.

Members of the MLHOA are proud of their community and have set high standards for all construction projects. Please refer to this packet to guide you through the process for fence installations in Meadow Lake. Detailed building standards (*MLHOA Building Standards, Guidelines for Building at Meadow Lake Community*) are available on the MLHOA website. Please review **Section IV.10. Fences (page 18)** in the Building Standards in detail before you begin your fence installation project.

Contact details for the MLHOA General Manager:

Hoamanager@ml-hoa.com

406-897-2765

521 St. Andrew's Drive, Unit 114, Columbia Falls, MT 59912

PROCESS FOR SUBMITTING A PROPOSED FENCE INSTALLATION:

1. Gather all required materials for the fence submittal:
 - a. Scaled site plan showing the location of proposed fence on the property and locations of gates. The site plan is to include the location of the survey pins, property boundary, setbacks, easements (if applicable), location of house and any other large structures, trees and shrubs.
 - b. Material samples and/or images of materials with product descriptions of materials.
 - c. Images, sketches and notes that help to show the design and scope of the proposed fence.
2. Submit the Fence Application Form (attached) and all related materials to the MLHOA General Manager.
3. The MLHOA General Manager will respond within two business days, acknowledging receipt of your application form and materials. The GM may ask the homeowner to submit more information to describe the project if needed. Feel free to schedule a phone call with the MLHOA GM to discuss your project and ask any questions.
4. An on-site meeting is scheduled with the homeowner, MLHOA GM and ARB members to review the scope of the project, discuss the purpose of the fence, and review all aspects of the fence location, property setbacks, easements (if applicable), location of survey monuments as needed.
5. After this meeting, the MLHOA GM and ARB meet to discuss the project and determine if the project should be approved or if there are conditions that need to be met for approval.
6. The MLHOA GM issues an approval within 3 business days of design review with the ARB. Once approved, the homeowner submits the Fence Submittal Deposit per Appendix 'D' in the *MLHOA Building Standards*.
7. The homeowner/resident contacts the MLHOA GM when work begins and again when completed.

8. When the fence is installed, the MLHOA GM schedules a completion compliance review with the homeowner, at least one other ARB member and the MLHOA GM. This review is to determine that the fence was installed in compliance with the approval.
9. If the fence installation is compliant with the approval, the Fence Submittal Deposit is returned to the homeowner.



FENCE APPLICATION FORM

Owner name	
Building Address	Lot
Homeowner Information:	Fence Contractor Information:
Name	Name
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
E-mail	E-mail
Brief description of project and purpose of fence:	
Checklist for Fence Submittal	Submitted
Survey Pins Identified or Survey Completed	
Scaled Site Plan	
Location of proposed fence on Site Plan	
Location of proposed gates, if applicable	
Notes:	
Owner Signature	Submittal Date