



MLHOA

Meadow Lake Homeowners' Association

NEW CONSTRUCTION WELCOME PACKET

NEW CONSTRUCTION REVIEW PROCESS

1

Application

Submit New Construction Application Form and ARB Review Fee.

2

Preliminary Design Review

Submit preliminary design ideas to schedule Preliminary Design Review meeting.

3

Final Design Review

Submit all items in Plan Submittal Checklist to schedule Final Design Review meeting.

4

On-Site Review

Builder prepares site as outlined in the Plan Submittal Checklist. All items are reviewed during the On-site Review..

5

Approval

Project approval issued within 3 business days of On-site Review. All fees, deposits and HOA dues must be paid.

6

Project Start

Builder notifies MLHOA GM when lot preparation begins to establish the project start date.

7

Project Timeline

Exterior construction and approved landscaping must be complete within 12 months of project start date.

8

Milestone Visits

ARB members schedule meetings with builder at 3-month intervals to check on progress.

9

Project Completion

Builder schedules a project completion inspection I with MLHOA GM. Project completion must be approved prior to occupying home.

10

Approval & Refunds

All compliance deposits are refunded after project approvals are issued and if there are no fines.

Welcome New Meadow Lake Homeowner!

The Meadow Lake Homeowners' Association (MLHOA) General Manager and the Architectural Review Board (ARB) are pleased to work with you as you begin your project as owner and/or builder. The MLHOA General Manager and ARB will be your main points of contact to guide you throughout your project. Please feel free to contact us with any questions.

Members of the ML HOA are proud of their community and have set high standards for new construction and renovation projects. Please refer to this *New Construction Welcome Packet* to guide you through the process of designing and building your new home at Meadow Lake. Detailed building standards (MLHOA Building Standards, Guidelines for Building at Meadow Lake Community) are posted on the MLHOA website. Please review the Building Standards in detail before you begin designing your home.

The MLHOA GM and ARB are committed to working together to guide you through a positive experience throughout the architectural review and construction process.

We look forward to working with you and welcoming you to our neighborhood!

Melanie Brooks, MLHOA General Manager

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Meadow Lake Country Club Estates

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Columbia Falls, MT 59912

NEW CONSTRUCTION REVIEW PROCESS

1. New Construction Application

- a. Submit *New Construction Application Form* to the [MLHOA General Manager](#) .
- b. The MLHOA General Manager will respond within two business days, acknowledging receipt of your New Construction Application form. Feel free to schedule a phone call with the MLHOA GM to discuss your project and ask any questions.

2. Preliminary Design Review

- a. The owner submits all items for the Preliminary Design Review one week prior to the ARB Preliminary Design Review meeting. The ARB meets the second and fourth week of each month:
 - i. General site plan including grading and landscaping ideas (1 printed set dropped off at HOA Office and 1 digital PDF emailed to the [MLHOA General Manager](#)).
 - ii. Rough elevations and material suggestions. Floor plans are optional (1 printed set and 1 digital PDF).
 - iii. Notes, sketches or additional information to help communicate the design intent to the ARB.
- b. If any items are missing from the submittal, the MLHOA GM will let the homeowner know what needs to be submitted before the meeting can be scheduled.
- c. The Preliminary Design Review is held on the agreed date with the Homeowner, builder, project manager (if applicable), MLHOA GM and ARB. No formal approval is given at this time. This meeting will establish the scope and design intent and the project timeline. The ARB will discuss the overall process and next steps to set expectations with the owner and builder.

3. Final Design Review

- a. The homeowner or builder submits all items for the Final Design Review as outlined in the MLHOA Building Standards Appendix 'B' - Plan Submittal Requirements & Checklist. All items in the checklist must be submitted one week prior to the ARB Final Design Review meeting. The ARB meets the second and fourth week of each month. All items in the checklist must be received to schedule the Final Design Review meeting.
- b. If any items are missing from the submittal, the MLHOA GM will let the owner know what needs to be submitted before the meeting can be scheduled.
- c. The Final Design Review is held on the agreed date with the owner, builder, project manager (if applicable), MLHOA GM and the ARB. The meeting will review each item on the Plan Submittal Requirements Checklist.

4. On-Site Review Meeting

- a. This meeting is held on the construction site prior to any lot clearing or tree removal.
- b. The site must be prepared by the owner or builder as outlined in Appendix 'B' - Plan Submittal Requirements and Checklist.
- c. This meeting can be held on the same day as the Final Design Review, after the Design Review in the HOA office, or on another date. The owner is responsible for scheduling this meeting with the builder and the MLHOA GM. The ARB will also attend this meeting.
- d. The purpose of this meeting is to review all items outlined in Appendix 'B' – Plan Submittal Requirements and Checklist. All items must be completed to receive approval from the ARB to proceed.

5. Approval

- a. After the Final Design Review and On-site Review meetings, the MLHOA GM and ARB will discuss the design submittal and on-site review to determine if the project is approved to proceed.
- b. All fees, deposits and HOA dues must be paid for the letter of approval to be issued.
- c. The MLHOA GM will issue a letter of approval within three business days of the On-site Review to the owner. This letter may include items that need to be resolved as part of the project approval.

6. Project Start

- a. When the project is approved, the builder can begin lot preparation work which will include removing trees from the building footprint as well as any other brush and trees as agreed to by the ARB at the On-site Review.
- b. The builder must notify the MLHOA GM when lot preparation begins. This will be the start date of the project, and the project timeline will be measured from this date.

7. Project Timeline/Length of Construction

- a. The exterior of the home and the approved landscaping must be complete within 12 months of the project start date if the project start date is from June-August.
- b. If the project start date is September-May, then the exterior of the home must be complete within 12 months of the start date and the approved landscaping must be complete by the following June 1, per the MLHOA Conditions, Covenants and Restrictions (CC&Rs).
- c. The interior of the home does not have to be complete within twelve months of the project start date and will not be reviewed by the ARB.

8. Milestone Visits

- a. Two ARB members will be assigned to monitor each project throughout the construction process. One of the members will contact the owner and/or builder to schedule milestone visits as outlined in Appendix 'H' – ARB Construction Milestones in the MLHOA Building Standards.
- b. These informal meetings are an opportunity to ask questions, address concerns, or notify the ARB of any potential changes to the originally approved plans.
- c. The main items that the ARB members will be monitoring are:
 - i. the timeline to ensure that the project is tracking according to the intended completion date
 - ii. The exposed concrete foundation of 8" or less
 - iii. A well-maintained construction site that is neat and clean per section VI. Construction Activity Regulations of the MLHOA Building Standards.
- d. At the 9-month Milestone Visit, the ARB members will review the expectations for the Exterior Construction and Landscape Completion Inspection.

9. Exterior Construction and Landscaping Completion

- a. The owner and/or builder must contact the MLHOA GM or an ARB member (an ARB member who conducted milestone visits) to schedule the Exterior Construction and Landscape Completion Review per Appendix 'K' in the MLHOA Building Standards.
- b. The owner must also request their intended date of occupancy when scheduling the Construction and Landscaping Completion Review. The owner must not move into the home until this review is complete and the ARB has issued an approval.
- c. The Exterior Construction and Landscaping Review will be held with the owner, builder, MLHOA GM and at least two ARB members. All items in Appendix 'K' of the MLHOA Building Standards will be reviewed.
- d. After the Exterior Construction and Landscaping Review meetings, the MLHOA GM and ARB will discuss the onsite review to determine if the project is approved.
- e. A letter of approval will be issued by the MLHOA GM within three business days of the review meeting.
- f. There may be two letters of approval issued, one for the exterior construction of the home, so that the owner can move in, and one for the landscaping if done at a later date as noted above.

10. Completion Compliance Deposit Refund

- a. The Completion Compliance Deposit and Road Damage Compliance Deposit will be refunded after all letters of approval have been issued and there are no outstanding fines.