



Meadow Lake Homeowners' Association

REMODEL & LANDSCAPE PACKET

REMODEL & LANDSCAPE PROCESS

1

Application

Submit Remodel & Landscape Application Form with all drawings and materials as needed to show design intent.

2

Design Review

MLHOA GM may schedule a design review meeting on-site with homeowner, ARB and MLHOA GM if needed.

3

Approval

MLHOA GM issues project approval within 3 business days of project application or on-site design review.

4

Project Completion

Homeowner notifies MLHOA GM that project is complete.

Members of the ML HOA are proud of their community and have set high standards for renovation and landscape projects. Please refer to this packet to guide you through the process for major and minor remodel and landscape projects in Meadow Lake. Detailed building standards (*MLHOA Building Standards, Guidelines for Building at Meadow Lake Community*) are posted on the MLHOA website. Please review the relevant sections of the Building Standards in detail before you begin your remodel or landscape 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

1. Gather all necessary drawings, sketches, notes, images, material samples, etc. to properly show the scope and design intent of the remodel or landscape update.
2. Submit the *Remodel & Landscape 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. The MLHOA GM may determine that a design review meeting is needed so that the MLHOA GM and the ARB can review the design with the homeowner to properly understand the scope and design intent of the project.
5. An onsite meeting is scheduled with the homeowner, MLHOA GM and ARB members if necessary to review the project.
6. 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.
7. The MLHOA GM issues an approval within 3 business days of design review with the ARB. If the project is very straightforward, a review meeting may not be necessary, and the MLHOA GM will issue the approval within 3 business days of receipt of the application.
8. When the project is completed, the homeowner/resident emails the MLHOA GM to close out the project.



REMODEL & LANDSCAPE APPLICATION

☐ Remodel ☐ Re-paint
☐ Re-deck ☐ Re-roof
☐ Landscape ☐ Tree Removal ☐ Other

Owner name	
Building Address	Lot
Homeowner Information:	Contractor Information:
Name	Name
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
E-mail	E-mail
Brief Description of Project:	
Project Manager	Phone
Anticipated Start Date	Anticipated Completion Date
Owner Signature	Submittal Date