



# APPLICATION FOR EXTERIOR MODIFICATION

Please deliver to:

The Lakes Homeowners Association  
4019 River Lakes Parkway  
Whitefish MT 59937  
(406) 863-2691

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**Please print legibly. Submit required support documentation as described on page 2.**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**GENERAL DESCRIPTION OF PROPOSED CHANGE:**

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, cost estimates and any other pertinent information required to evaluate the proposed change.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated starting date: \_\_\_\_\_

Completion date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

Cost Estimate: \$ \_\_\_\_\_

Owners & Contractors are required to abide by the standards set out in the Lakes Architectural Design & Construction Guidelines, as well as, all covenants governing the property.

Small Projects (\$5,000 or less) will require a fee up to \$100.

Large projects (\$5,001+) will require a fee and deposit, as follows:

- Nonrefundable review fee: \$250 payable to The Lakes HOA
- Refundable Contractor Deposit: \$1,000 payable to The Lakes HOA (to be refunded after final inspection, which shall be requested by the contractor at the time of completion)
- A pre-construction meeting with the contractor is also required on large projects. Please call the Lakes HOA Office 406-863-2691 to set up the meeting.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**FOR ASSOCIATION USE ONLY**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

**Required Support Documentation:**

The supporting exhibits listed below must accompany this application for exterior change.

- A. Cost estimate from contractor.
- B. Paint or stain colors (new or changed only require approval) – A sample of the color(s) to be used for all exterior surface of proposed improvements.
- C. Finish Materials – A sample of all finish materials to be used for the exterior surface of proposed improvements.
- D. Site plan – A site plan drawn to scale showing the location and dimensions of the proposed improvements, including orientation with respect to the property lines for decks, patios, walls, storage sheds, fences, major landscape changes and structural additions to the home.
- E. Architectural drawings and landscape – Detailed architectural drawings or plans must be provided for decks, storage sheds and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan.
- F. Photographs – the inclusion of photographs, brochures and catalog illustrations are appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions.
- G. Other Exhibits – other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Association prior to the submission of an application.

**NOTES:**

- A. These exterior modifications shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions. (See Omnibus pg. 9; Section 1)
- B. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Association.
- D. Owner further understands and agrees that any exterior alteration undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.
- E. Owner agrees to give the Association and/or Managing Agent express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.
- F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications of said alterations.
- G. Owner understands the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 180 days following approval and completed within 360 days or other time frame authorized by the Association.