

# STOCKHOLDER CHANGE REQUEST – CHAIN LINK FENCE

Name \_\_\_\_\_ Date \_\_\_\_\_

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

I request permission to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFER TO ATTACHED INSTRUCTIONS AND GUIDELINES

**BE AS SPECIFIC AND DETAILED AS YOU CAN. SUBMIT A DRAWING WITH DETAIL AND DIMENSIONS. YOU MUST HAVE A GATE LOCATED ON THE BACK OR ON BOTH SIDES OF THE FENCE. IF YOU LOCK THE GATE A KEY MUST BE PROVIDED TO THE OFFICE. IF WE CANNOT GAIN ACCESS TO A LOCKED GATE THE LOCK WILL BE CUT AT THE EXPENSE OF THE STOCKHOLDER.**

Work will be done by \_\_\_\_\_ Self \_\_\_\_\_ Other \_\_\_\_\_

If other: Name \_\_\_\_\_ Company \_\_\_\_\_

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

- I have read and understand the following:
- The reason to complete this request is because certain The Homes, Inc. Rules and Regulations require prior Board of Directors or Manager approval.
- No work can begin until The Homes, Inc. Board of Directors or Manager approval is granted.
- I am responsible for payment for labor and materials, and obtaining any necessary city permits.
- I have six (6) months to complete the project from the date of The Homes, Inc. Board of Directors or Manager approval or I must reapply for project permission for appropriate approval.
- I MUST INFORM THE OFFICE when the project is complete so the Manager can inspect the work.**

\_\_\_\_\_  
Stockholder Signature

\_\_\_\_\_  
Printed Stockholder Name

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**FOR OFFICE USE**

Approved by \_\_\_\_\_ Manager Date \_\_\_\_\_ Board of Directors Date \_\_\_\_\_

Not Approved by \_\_\_\_\_ Manager Date \_\_\_\_\_ Board of Directors Date \_\_\_\_\_

Reason not approved \_\_\_\_\_

Stockholder Notified on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Employee)

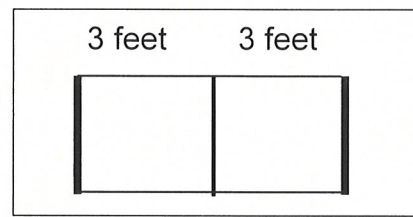
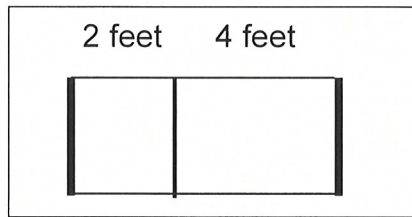
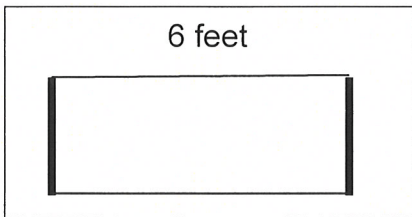
Six month follow-up on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Employee)

Work completed on \_\_\_\_\_ (Date) Inspected by \_\_\_\_\_



# FENCE GUIDELINES

1. A stockholder change request must be completed.
2. A drawing or map showing the layout of the fence with feet and inches indicated on each side of the fence, and gate location, EXAMPLE attached
3. A detailed list of the materials that will be used, EXAMPLE
  - Terminal posts shall be 2 1/2" x 6'
  - Line post shall be 2" x 6'
  - Top rail shall be 1 5/8" x 21'
  - All posts shall be set in concrete
4. You must have a gate in the back or on each side. The opening must be 6'. You can have a gate that is 6' wide or 2' x 4' wide or 3' x 3' wide that opens to a 6' opening. If the gate is going to be locked, you must provide the office with a key to the lock. If we cannot gain access to a locked gate the lock will be cut at the expense of the stockholder. EXAMPLE



5. All fences have to be galvanized (chain link). A vinyl coating of the fence is preferred for durability.
6. If the work is being done by a contractor, a certificate of liability must be provided to The Homes, Inc.
7. All fences must be located in the back yard.
8. Accumulation of materials within the fence is prohibited. If a stockholder repeatedly accumulates materials the approval will be revoked and the fence must be removed at the stockholders expense.

This document must be signed by the stockholder and if not performing the work themselves, a contractor. By signing this document you agree to follow the guidelines listed.

\_\_\_\_\_  
Stockholder Signature

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

\_\_\_\_\_  
Printed Stockholder Name

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





# EXAMPLE DRAWING

