

# FENCES – SPECIFICATION SHEET

[Effective July 2008]

Here are the procedures and policies to erect a fence in the Westhaven Plat (which must be followed in every case):

1. Petitions to install a fence must be formally submitted to the Chair of the Architectural Review Board [ARB] on the Association's form called "Application for ARB Review and Approval".
2. The application must be hand delivered to the ARB Chair at which time a receipt acknowledging delivery will be given. Requests may also be mailed by Registered Mail, Return Receipt Requested, and sent to Westhaven Trails Community Services Association, P. O. Box 45348, Madison, WI 53744-5348. Please note that applications mailed to the Postal Address may not be reviewed as quickly as those hand-delivered due to the postal box not being checked daily.
3. The countdown period for reviews begins on the date the ARB receives the plan, as evidenced by the date on the ARB or postal receipt.
4. The ARB may take up to 15 days to review a completed application and may request additional time for clarification of information submitted.
5. A completed application includes the submission of all information requested on the Application Form along with a map/sketch showing the location of the fence on the property and its relationship to the house.
6. The reason for installing a fence must be included on the application.
7. A picture of the type fence must accompany the application [can use a brochure or other information provided by the manufacturer].
8. Installation should be by the vendor selling the fence or by an installer having credentials evidencing the ability to do professional work.
9. Fence specifications are as follows:
  - a. It may be of a picket style or solid fence, in a material appropriate to a residential neighborhood. The following types of fences may be approved: vinyl, aluminum, wrought iron, and in some cases, wood. Chain link will not in any event be approved.
  - b. The maximum fence height is 4 feet.
  - c. The fence material must carry a minimum of a 15 year warranty on maintaining durability and color.
  - d. Fences are limited to the back yard, as defined as that area behind the house.

- e. Fences may not go beyond the backside of the house when looking toward the front yard.
- f. Support posts must be on the inside of the fence [facing the area to be enclosed].
- g. Residents who: 1) erect a fence without prior approval by the ARB, or 2) after it is approved and erected, do not maintain their fence, should expect to be sanctioned by the Association. Sanctions may include a fine.
- h. It is the homeowner's responsibility to ensure that the proposed fence, its location and installation is not in violation of any city codes or ordinances.