



Sunrise Fence

704-978-8809

"Because Good Fences Make Good Neighbors"

**Please note: Your HOA will contact you directly with any updates to the status of the application, including approval information. Once you have approval, please let us know so that we can schedule your fence installation! :)

To submit to the HOA, we will need the following paperwork:

- A copy of the architectural review form (The HOA will provide this form)
- A copy of the homeowner's lot survey (this is also called a site plan or lot layout)
- The contact email address for your HOA

You can email this to us at office@mycharlottefence.com or bring it to our showroom.

If you are submitting your HOA paperwork yourself, here are some helpful instructions for you:

- HOA paperwork can typically be submitted by email or mail
- Each community is managed by a different HOA team. There are several major HOA's within the area.

When sending HOA paperwork, make sure the following items are always included or the paperwork will be denied for missing information:

- a copy of the ARC form filled out
- a copy of the lot survey with the proposed fence line drawn on it. Include gate locations.
- a photo of the fence to be installed
- a copy of the fence contract