



# Madison Green Master Association

2003 Crestwood Blvd • Royal Palm Beach, Florida 33411 • Office: 561.793.1715 • Fax: 561.793.7256

The Architectural Change Application located on the back of this sheet must be completed and submitted to the Madison Green Master Association (MGMA), along with specified attachments, for final approval of requested architectural changes. The intent of the MGMA Application process is to maintain the harmonious visual aesthetics of the community of Madison Green. It is important to note, that the Homeowner must check with their individual Village for any additional Village guidelines. These guidelines may be stricter than the MGMA guidelines and must be complied with, as well. Finally, the approval of any MGMA Application does not constitute conformance with applicable building code requirements of the Village of Royal Palm Beach. Therefore, it is also the Homeowner's responsibility to separately obtain approvals from the Building Department of the Village of Royal Palm Beach.

- ✓ You, the Homeowner, must **complete Part 1 of the Application**. Once you complete this section, return this Application and all of the required attachments to either your Village Management Company or your Village ARC Committee.
- ✓ You, the Homeowner, must **complete the Homeowner's Acknowledgement Letter** and return it with this Application.
- ✓ Please see the attached MADISON GREEN MASTER ARCHITECTURAL GUIDELINES for details on the requirements for your specific project. **All projects require a survey and a lot map of the property, as well as a refundable check deposit made payable to "Madison Green Master Assoc"**. This refundable deposit is to ensure that you, the Homeowner, return the MGMA "Request for Final Inspection" form once the project is completed.
- ✓ NO Architectural Change Application will be approved by the MGMA if you, the Homeowner, are delinquent in your Madison Green Master Dues or owe fees to the MGMA (the only exception to this policy is an Application for beautification, i.e. painting or landscaping).
- ✓ You, the Homeowner, assume all responsibility for any infringement on or interference with existing easements on the property.
- ✓ You, the Homeowner, are responsible for compliance with any required Village of Royal Palm Beach Building Department requirements.
- ✓ Within thirty (30) days after receipt of this Application received by the MGMA in good order along with all required materials, you, the Homeowner, will receive a letter indicating the status of this Application.

If you have any questions, please contact the Madison Green Master Property Manager or the Madison Green Master Club House Manager.

As always, we recommend for your own protection that you use a competent contractor that carries the proper insurance and licenses.

Thank you,  
Madison Green Master Association

**PLEASE NOTE: All Architectural Change Applications must be HAND DELIVERED to MGMA by your Village Management Company or your Village ARC Committee.**

APPLICATION NUMBER: \_\_\_\_\_  
 DEPOSIT CHECK NUMBER: \_\_\_\_\_  
 DATE CHECK DEPOSITED INTO MGMA ESCROW ACCOUNT: \_\_\_\_\_  
 DATE OF MASTER APPROVAL: \_\_\_\_\_  
 DATE OF FINAL INSPECTION: \_\_\_\_\_  
 DATE OF RETURN OF DEPOSIT: \_\_\_\_\_



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**MADISON GREEN MASTER ASSOCIATION  
ARCHITECTURAL CHANGE APPLICATION**

**PART I: TO BE COMPLETED BY THE HOMEOWNER**

Name of Applicant \_\_\_\_\_  
Property Address \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
Village and Lot Number \_\_\_\_\_ email Address: \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Cell Telephone: \_\_\_\_\_

This is a request for approval of an architectural change to my property. This application is submitted in full compliance with the requirements of the Madison Green Master Association's Declaration of Covenants, Restrictions and Easements and the Master Association's Architectural Review Committee Guidelines, as well as, the requirements of the Declaration of Covenants, Restrictions and Easements and Architectural Review Committee Guidelines for the Village Association to which I belong. The change is described as follows:

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

*Further, I agree that no work will commence until this application has been approved by the village association (part 2, below), approved by the Madison Green Master Architectural Review Committee (ARC) (part 3, below), and returned to me, the homeowner.*

Applicant's Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**PART 2: TO BE COMPLETED BY THE VILLAGE ARC COMMITTEE OR VILLAGE MANAGEMENT CO**

Village: \_\_\_\_\_ APPROVED  DISAPPROVED  INCOMPLETE

The following additional information is required or reason for disapproval:

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

MANAGER/COMMITTEE SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Manager/Committee Name and Title (please print clearly) \_\_\_\_\_

**PART 3: TO BE COMPLETED BY THE MADISON GREEN MASTER ARC**

Madison Green Master ARC: APPROVED  DISAPPROVED  INCOMPLETE

The following additional information is required or reason for disapproval:

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

MADISON GREEN MASTER ARC SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Madison Green Master ARC Representative Name (please print clearly) \_\_\_\_\_



## HOMEOWNER'S ACKNOWLEDGEMENT LETTER

By signing this letter, We/I are acknowledging that our/my property is located within a community that is governed by a Homeowner's Association.

We/I also understand:

1. It is our/my responsibility for obtaining the necessary building permits and any other documentation from the Village of Royal Palm Beach.
2. We/I are responsible for complying with any and all easements that may be involved in the installation of our/my project, including, but not limited to Landscape/Drainage/Force Main/Utility easements. Please be advised that the Madison Green Master Association and your Village do not have the power to change the conditions related to the use of any easements that may exist on your property. Architectural approval DOES NOT supersede the rights granted by an easement. If you are applying for permission to invade a Landscape/Drainage/Force Main/Utility easement, you are accepting the responsibility for the removal of those items at your own expense if the party who has the easement wants access to the property.
3. We/I are responsible for obtaining a current survey (if applicable) before beginning the approved project. If there is any potential of the approved project changing the elevation of any part of my/our property, then we/I are responsible for obtaining an elevation survey before any work begins. NOTE: This is not part of the Madison Green Master ARC review process.
4. We/I will NOT change the current elevation of our/my property. If our/my approved project has the potential to cause drainage issues to any of our/my neighbors, it will be our/my responsibility to accept the financial responsibility for the correction of such issue.

We/I am the owner of the real property at: \_\_\_\_\_

We/I am applying for permission to: \_\_\_\_\_

Homeowner's Signature (1) \_\_\_\_\_

Homeowner's Signature (2) \_\_\_\_\_

Date: \_\_\_\_\_