



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Ph: (561) 641-8554 / www.grsmgt.com

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY UNIT AND/OR PROPERTY

Please note there is a required **Architectural Modification Application Processing Fee** in the amount of **\$25.00 payable to GRS Community Management** in the form of a money order or cashier's check.

CONTRACTOR/VENDOR GUIDELINES

All Homeowner and Condominium Associations require the following documents to be **provided by the Contractor/Vendor to the Homeowner** and submitted in whole with the Modification Application and Fee to be processed expeditiously:

1. _____ Current copy of Contractor/Vendor Occupational License.
2. _____ Current copies of a Contractor/Vendor Certificate of Liability Insurance, Automobile/Vehicle Insurance and Workers Compensation Insurance (or an Exempt Certificate must be provided).

The COI's Certificate Holder must reflect the following verbiage:

"Name of Association" (*in which the project is contracted*)
c/o GRS Community Management
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

The Association must be named as an Additional Insured.

3. _____ No Application will be processed without being completed in its' entirety and submitted without all required supporting documentation as listed above and/or the fee(s).
4. _____ Applications and/or documentation submitted in part(s) or through a third party will not be accepted and will be returned to the Homeowner.

Please submit payment with the attached application and ALL required documentation.

Thank you.



Madison Green Master Association

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

The Architectural Change Application must be completed and submitted to your Village management company along with the specified attachments. Once approved by the Village management the application will be hand delivered to the Master Association for final approval of the 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 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.

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

If you have any questions, please contact the Madison Green Master Property 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

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: _____

Note: The individual Village management companies are not agents or contracted employees of the Madison Green Master Association. MGMA is not liable for the actions or inactions of the Village management companies. Each governing Board is responsible for the selection and hiring of their own Village management company.

**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 _____
If Corporation OR LLC, Title and Capacity of Signor (Print): _____
Signor's PRINTED NAME: _____

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. Homeowners must be current in their Madison Green Master Association (MGMA) dues and have no outstanding unpaid fees associated with their property in order for their Architectural Change Application to be considered. The exception to this regulation is applications for beautification, i.e., painting, front landscaping, or the installation of a satellite dish.
2. As per the By-Laws of Madison Green, you have 180 days (6 months) to complete your project. If there is an extenuating situation where the work cannot be completed within that time frame, you must contact the MGMA ARC in writing or by email (madisongreeninfo@madisongreen.net). Upon completion of this project, you must complete the MGMA ARC "Request for Final Inspection" form and drop it off at the Clubhouse. Within sixty (60) days after receipt of your notice of completion, or 180 days after the MGMA approval, the MGMA ARC (or representative) may inspect the work. If the Committee finds that such work was not affected in substantial compliance with approved plans, you will be notified in writing of any issues specifying the particulars, and you will be required to remedy the situation (Section 10.7C).
3. **Once the project is fully completed, you will have to provide the required written confirmation (as described above) to the MGMA in order to have your refundable ARC deposit of \$100 returned to you. This request to have your refundable ARC deposit returned to you must be completed within seven (7) months of the MGMA approval, or your deposit will be FORFEITED.**
4. It is our/my responsibility for obtaining the necessary building permits and any other documentation from the Village of Royal Palm Beach.
5. 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.
6. 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.
7. 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) and Title: _____ Date: _____

Print Name and Title: _____