

**REQUEST FOR ARCHITECTURAL REVIEW  
MADISON LAKES HOMEOWNERS ASSOCIATION INC.**

**\*\*\*\*\*PLEASE SEND (2) COMPLETE SETS OF YOUR REQUEST\*\*\*\*\*  
\*\*\*\*\*APPLICATIONS WILL NOT BE ACCEPTED UNLESS SENT TO CAS\*\*\*\*\***

Name: \_\_\_\_\_  
paperwork requested.  
Address: \_\_\_\_\_  
Lot #: \_\_\_\_\_ (W) \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Directions:**

1. Fill in requested information. Send all additional
2. Sign form
3. Mail with proper postage and postmark to:  
Banyan Property Management  
2328 S. Congress Ave.  
Suite 1-C  
West Palm Beach, FL 33406  
561-649-8585 phone  
561-649-0188 fax

**A.** Brief Description: In the space below and if more space is needed use a separate sheet, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (*to avoid delays, be as clear as possible*). Please include such detail as the dimension, materials, color, design, location and other pertinent data. **PLEASE PRINT OR TYPE.**

\_\_\_\_\_

\_\_\_\_\_

**B.** Please attach to this application the following items (see also attachment 1):

- Property survey showing the location of the improvement
- Plans, elevations or detailed sketch
- Paint color chip or tint color sample (where applicable) - all house paint colors must be one of the ten approved Madison Lakes colors and must coordinate with the roof color. Driveway paint/stain must coordinate with the roof color.
- Name of contractor, insurance papers, and appropriate licenses

**HOMEOWNER AFFIDAVIT**

I have read, understand and agree to abide by the Covenants and Restrictions of the Association. I understand and in return for approval, I agree to be responsible for the following:

- For all losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- For any encroachment(s);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval can be revoked and the modification shall be removed by the owner, at owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from the home. The Association shall not be responsible for any affect the proposed landscaping installation may have on this drainage. The applicant shall be responsible.

I also understand that the ACC does not review and assumes no responsibility for the adequacy, capacity or safety features of the proposed construction. alteration or addition, for soil erosion of uncompactable or unstable soil conditions, for mechanical, electrical, or any other technical design requirements for the proposed construction, alteration, addition, or for performance, workmanship, or quality of work of any contractor, or of the completed alteration or description. Work must be completed within 6 months of issuance of permits or paperwork must be resubmitted to the ACC.

I agree to abide by the decision of the Architectural Control Committee. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such an event, I shall be responsible for all reasonable attorneys' fees.

\_\_\_\_\_  
Date of Request  
Homeowner

Signature of

\_\_\_\_\_ Do not write below this  
line \_\_\_\_\_

Approved by Architectural Review Board  
Approved subject to following conditions:

\_\_\_\_\_  
Pending. Insufficient information. Resubmit requested information. Be sure to include the  
following. \_\_\_\_\_  
Denial, not approved for following reason:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_  
Signature of ACC Member

Signature of Board Member

MADISON LAKES HOMEOWNERS ASSOCIATION, INC.

ATTACHMENT 1

GUIDELINES FOR INFORMATION TO BE PROVIDED WITH REQUEST

To expedite your request, please include the information listed below for the specific category. This list may not be inclusive: the Architectural Control Committee reserves the right to ask for additional information.

1. Fences

- a. Survey indicating the location with respect to property lines and existing improvements

b. Only type fence allowed is 5 or 6 foot white shadowbox except on lake lots

c. Location and swing of gate

d. Proposed landscaping plan surrounding fence

2. Painting - All trim including doors must be white

a. Provide color sample from approved colors including color number

b. All exterior paint must be eggshell, satin or semi-gloss

3. Driveways-Staining or Pavers

a. Color of stain or pavers

b. Provide color and pattern information

c. Color must match roof color

4. Screen enclosures

a. Survey depicting location of proposed screen enclosure

b. Description of proposed type of screen enclosures

c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat). Location(s) of screen door(s) and accessories (e.g. kickplates)

d. Plan and elevation views of screen enclosure

e. Identify colors including, as appropriate, colors for screening, aluminum framing and kick plates must be white

f. Proposed landscaping plan surrounding screen enclosures

5. Pool Additions - In ground only

a. Survey depicting location of proposed pool on lot

b. Architectural rendering

c. Plans for fencing or screening (see 1 and 4 above)

d. Identify pool deck type, color and pattern, preferably samples

e. Identify coping material and color

f. Proposed landscaping plans surrounding pool, fence, or screen enclosure

6. Landscaping

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b. Drawing illustrating placement of proposed landscaping
- c. Description of proposed landscaping including type, height and quantity of planting materials)

7. Satellite Dishes –Rear of house only

- a. Survey depicting location of dish
- b. Description of proposed dish, including width, height, color and type of mounting, i.e. on pole, in ground or affixed to the building

***Note: Improvements and/or alterations are subject to applicable permits (city or county). Permitting process is the sole responsibility of the homeowner. Improvements and/or alterations shall not encroach common area.***