MAJESTIC ISLES

10860 Imperial Seas Boulevard
Boynton Beach, FL 33437
(561-424-0952)

ARCHITECTURAL REVIEW COMMITTEE CHECKLIST

(Revised: February 19, 2026)

All Applications Submitted to the ARC Committee Must Include the Following:

1. ☐ A written description of the property
2. ☐ If applicable: Photos, samples of materials, colors, designs, location, dimensions of materials
3. ☐ If using a contractor: Their name, a copy of their license, and proof of insurance
4. ☐ If it's for a tree removal: List the name and type of replacement tree
5. ☐ If applicable: Survey or lot map
6. ☐ Written acknowledgement with the neighbor(s) signature that they've been informed of the request for a roof replacement by Roof-Mate in a Patio Home.
7. ☐ A refundable $500 check, payable to the Majestic Isles Association, is required for structural changes only with submission of the request. The check will be returned after ARC has inspected the completed project and confirmed that the work complies with the approved project.

Signature of Majestic Isles Management_____

Date Received_____

(ARC) ARCHITECTURAL REVIEW AND CONFORMANCE APPLICATION

(Revised: February 19, 2026)

Read and complete all sections of the following application, which will be reviewed at the next ARC meeting. After ARC has completed the review process, you will receive a letter with the decision.

Submit this Application to the Management Office along with a rendition (drawing) of the changes you are seeking for dimensions, material, colors, designs, location, and any other pertinent information. Photos are preferred. A sample roof shingle of the exact color you will be installing is required.

Incomplete applications will be rejected

APPLICATION

_____ _____

Owner's Name **Date**

_____ _____

Property Address **Model Name**

_____ _____

Home Phone **Mobile (cell) Phone**

_____

E-mail Address

We are requesting approval for the following home modifications (attach details):

_____

_____

_____

_____

_____

_____

If using a contractor:

Contractor Name_____ PB License#_____

Insurance Co_____ Policy #_____

(Submit documentation for all of the above information)

(ARC) ARCHITECTURAL REVIEW
AND CONFORMANCE APPLICATION
(Revised: February 19, 2026)

By signing this letter, we acknowledge that our property is located within a community that is governed by the Majestic Isles Homeowners Association. All modifications to the exterior of our home, including landscaping and tree removal, must be approved by the ARC.

We also understand the following:

1. We must be current in our dues and have no outstanding or unpaid fees associated with our property for the ARC application to be considered.
2. We will have 180 days (6 months) to complete the project after receiving approval. If an extenuating circumstance prevents the work from being completed within that time frame, we must contact ARC in writing or by email. Upon completion of this project, we must complete the Request for Final Inspection form and drop it off at the Management Office. Within sixty days (60) after our notice of completion, the ARC may inspect the work. If ARC finds that such work was not completed in compliance with the approved plans, we will be notified in writing, specifying the particulars and what will be required to remedy the situation.
3. It is our responsibility to obtain the necessary building permits and/or any other documentation required by Palm Beach County.
4. We are responsible for complying with all easements that may be involved with the installation of our project, including, but not limited to, Landscaping/Drainage/Force Main Utility easements. We understand that the HOA and the County do not have the authority to change the conditions governing the use of any easements that may exist on our property. Architectural approval DOES NOT supersede the rights granted by an easement. If we apply for permission to encroach upon the Landscape/Drainage/Force Main Utility easement, we accept responsibility for the removal of these items at our own expense.
5. We are responsible for obtaining a current survey (if applicable) before beginning the approved project. If the approved project could change the elevation of any part of our property, we will be responsible for obtaining an elevation survey from Palm Beach County before any work begins.
6. If our approved project has the potential to cause drainage issues to any of our neighbors, it will be our obligation to accept financial responsibility for the correction of such issues.

We have read and understand all of the above:

Homeowner Signature_____ Print Name_____

Homeowner Signature_____ Print Name_____

Date_____

(ARC) ARCHITECTURAL REVIEW AND CONFORMANCE APPLICATION

(Revised: February 19, 2026)

As a result of the modification:

1. If the modification is not completed as approved, the approval will be revoked, and we be responsible for the cost to remove the modification.
2. We are responsible for paying to repair all damage done to the Common Area.
3. The architectural modifications must comply with the State, County, or City Building Codes. All tree trimming must be performed by a licensed vendor who adheres to the Palm Beach County guidelines.
4. We shall abide by the decision of ARC.
5. If the modification is done without authorization, or does not comply with any of the above, we may be subject to court action by the HOA and shall be responsible for all reasonable attorney fees.
6. Some changes may require written documentation that our neighbor(s) acknowledge the requested change.
7. Approval by the HOA does not replace Laws, Permits, or Regulations that may be required by any Governing Authority, and the HOA will bear no responsibility for any work not done in accordance with Governing Laws or Regulations.
8. At the completion of the project, a copy of the Certificate of Occupancy or Project Completion Permit provided by Palm Beach County shall be submitted to ARC. At that time, the committee will inspect the unit to ensure the work conforms to the Approved Request.

We understand and will adhere to the conditions for our request as outlined in the guidelines.

Homeowner Signature_____ Date_____

Homeowner Signature_____ Date_____

Do Not Write Below This Line

Approved_____ Denied_____

ARC Signature_____ Date_____

Notes_____

_____

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