



Sanctuary Cove Homeowners Association, Inc.
Architectural Review Guidelines

Approved by the Board of Directors
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Items marked with this symbol indicate that a pre-approved palette of designs and colors has been adopted by the Architectural Review Board. Homeowners are encouraged to choose from the pre-approved palette—which do not need review/approval.

Purpose of the Architectural Guidelines

The purpose of the Architectural Guidelines is to familiarize homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of the community.

The guide provides specific design standards and guidelines that have been adopted by the Board of Directors of the Homeowners Association. It also explains the application and review process that homeowners must follow when seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Association. Homeowners are reminded that approval by the Architectural Review Board for a proposed change does not remove the need for the appropriate building permits or other documentation. The Architectural Guidelines will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Board. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

Basis for and Objectives of the Protective Covenants

The legal documents for the Homeowners Association include the Declaration of Covenants and Restrictions. The Covenants impose use restrictions and specify the process for obtaining approval for changes, improvements or alterations to an owner's lot. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants. The primary purpose of this document is to establish design guidelines for the entire community. The promulgation and enforcement of design guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community; and
- Maintain a clean, neat, and orderly appearance.

The enforcement of design guidelines not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners who reside in association communities that enforce protective covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values.

Role of the Architectural Review Board

All homeowners are automatically members of the Homeowners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions. The Declaration of Covenants and Restrictions for the Homeowners Association provides the scope and authority of the Architectural Review Board (ARB). The members of the ARB are appointed by the Board of Directors (BOD) of the Homeowners Association.

As part of its responsibilities, the Architectural Review Board will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible violations of the Association's Design Guidelines.

Alterations Requiring Review and Approval by the ARB

Any changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Board. The review process is not limited to major additions or alterations, such as adding a room, deck or patio. This guide is intended to provide parameters for any and all items that may be considered by the ARB. In some cases a pre-determined scope and/or palette has been set for homeowners to choose from. If homeowners choose from any pre-determined scope or palette in strict accordance with the parameters outlined in this guide, then such modification shall not require approval of the ARB.

If there is any doubt as to whether or not a proposed exterior change is exempt from ARB review and approval, homeowners should first seek clarification from the Architectural Review Board before proceeding with the improvement.

Grandfather Clause

Any change made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the above guidelines, need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause. Conversely, existence of previously approved modifications which do not comply with current restrictions do not set precedence for homeowners to mirror grandfathered elements.

Application and Review Procedures

1. **Applications.** All applications for proposed improvements must be submitted in writing using the application forms authorized by the Architectural Review Board. A copy of these forms is available for download on the HOA web page. The management company can also provide a copy of the form. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.
2. **Supporting Documentation.** The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Review Board, exhibits supporting the application are required. Such exhibits include plans, specifications and plot plans showing all details of each proposed improvement, construction, landscaping, alteration, modification, repair, replacement and/or addition, including but not limited to, the dimensions, design, shape, finished grade elevation, size, materials, composition and color, together with a landscape plan and a plot plan showing the location relative to Lot boundaries and adjacent improvements of all proposed improvements, alterations, construction, modifications, replacement and/or additions.
3. **Time Frame for Completion of the Review.** The Architectural Review Board is required to approve or disapprove any proposed improvement within sixty (60) days after the receipt of a properly completed application. However, the review period will only commence upon the receipt of a complete application form, including any required exhibits. The ARB will endeavor to approve all complete applications within thirty (30) days of receipt.
4. **Notice of Approval/Disapproval.** Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Board by email and/or by regular mail correspondence.

Completion of Approved Work

After the Architectural Review Board has approved an application, the homeowners shall diligently prosecute the work approved in the application to the end in strict conformity to the approved application so that all work is completed as expeditiously as is reasonable, but in no event shall the work last longer than twelve (12) consecutive months from the date application is approved by the Architectural Review Board. Homeowners will be required to resubmit their request if not completed in the prescribed timeline.

Homeowner of the Lot on which improvements, repairs, replacements, modifications, structures, buildings, landscaping, alterations and/or additions are being made shall keep the streets, sidewalks, drainage structures and all areas adjacent to that Lot free from damage, dirt, mud, garbage, trash, refuse, building materials and/or other debris occasioned by the work being performed in accordance with an approved Architectural Review Board application.

Architectural Guidelines & Standards

The specific Architectural Guidelines detailed herein have been adopted by the Board of Directors. **Please note: These guidelines will not cover every situation. If you wish to make a permanent or significant visual modification to your property that is NOT explicitly covered in these Design Guidelines, you still must submit an application to the Architectural Review Board for review and approval prior to implementation.**

Approval Requirements

Each item is marked with one of the following approval requirements:

ALWAYS REQUIRED—this type of improvement will always require approval of the ARB

PREAPPROVED—this type of improvement may be preapproved within certain parameters and does not require approval of the ARB within those parameters.

Additions & New Construction

Approval Required: ALWAYS REQUIRED

Any architectural modifications to an existing structure including additions or other structural changes require approval of the ARB. Homeowner must submit application along with detailed plans of construction. Plans must be approved by the relevant local agencies and proof provided as part of the application.

Antennas / Satellite Dishes

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Antennas and Satellites up to three (3) feet in diameter are permitted to be installed without submitting application; however, the following guidelines shall be observed with regard to any/all antenna or satellite dish placement:

Provided that such placement does not impair the signal or unreasonably increase installation cost, the antenna or satellite dish shall be attached to the dwelling as follows:

- On a side of the home that does not face the street
- Set back at least twenty (20) feet from any side that faces the street.
- When using a post, placement shall be as close to dwelling as possible but never in the front yard. Posts shall not be taller than six (6) feet.
- May not block or hinder pond views of neighboring dwellings.

Clotheslines

Approval Required: ALWAYS REQUIRED

Semi-permanent clotheslines or similar apparatus for the exterior drying of clothes are not permitted.

Cameras (security / doorbell)

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation of security systems, including outdoor cameras and doorbell cameras does not require ARB approval. However, any installation of a cameras which expressly impedes upon the privacy of another residential dwelling shall not be permitted.

Decks

Approval Required: ALWAYS REQUIRED

All deck installations must adhere to the following guidelines:

- Structure must be a permanent installation.
- May only be located in the rear yard.
- The scale of the deck shall be compatible with the home site and elevation.
- Shall not extend beyond the edge of the foundation of the home.
- Shall be compatible with the style of the home to which it is attached.
- Must be constructed of smooth, high-quality pressure treated lumber or comparable composite material.
- Decks should be treated with waterproof sealant or wood color stain/sealer and may be painted with approval of the ARB.

Exterior Décor

Approval Required: ALWAYS REQUIRED

Decorative items including bird baths, feeders, plant stands, exterior signage or pictures, fountains, globes, figurines, and other similar items may not be displayed without approval of the ARB. While these items may add character and charm to a home, allowing such items without oversight can lead to an incohesive and cluttered community.

Exterior Doors

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Exterior doors replacements or painting of exterior doors is preapproved as long as the replacement matches the existing type/color. If homeowner wish to install a new door type/material and/or change the color of the door, they may choose from the pre-approved palette attached to the end of this document. As long as the type/material/color is chosen from the pre-approved palette, no ARB application is required. Any/All other exterior door alterations will require ARB approval.



Exterior Lighting

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Replacement of exterior lighting is preapproved within the following parameters:

- The replacement matches the existing model and/or style of light.
- The replacement is similar in style and color to the existing installation
- Security Lights and/or Flood lights do not require preapproval but must not affect neighboring properties.

Flags & Flagpoles

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Temporary flagpole staffs that are attached to the first-floor level of the dwelling and do not extend higher than the first-floor roofline do not require approval by the ARB. No more than two (2) flags shall be displayed.

Permanent, freestanding flagpoles are prohibited.

Fences

Approval Required: ALWAYS REQUIRED

Fence Design: fences shall be of wood construction only; the design shall be chosen from the preapproved list of designs included at the end of this guide.

Fence Stain: the staining of fences is permitted as long as the stain color/type is chosen from the list of preapproved stain included at the end of this guide.

Fence Height: fences shall be six (6) foot in height; homeowners on pond lots must install fencing at a height of four (4) feet on the side facing the pond.

Fence Setback: the perimeter of the fence shall not encroach upon easements shown the plot map of the lot; the front of the fence is permitted to come up along the sides of the dwelling in a side yard or between homes, and may come up to, but not forward of the gas meter or electric meter.

Gutters

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The addition of the gutters to an existing dwelling does not require approval of the ARB as long as the following parameters are met:

- Gutters must be white in color or match the color of the existing trim of the home.
- Seamless gutters are recommended.
- Leaf guards do not require approval.

Hot Tubs / Spas

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The addition of a hot tub or spa to the rear of a dwelling is permitted only for those lots with privacy fencing installed.

Landscape Edging

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation of edging material to define existing landscape beds does not require approval of the ARB when the edging type, material, and color are chosen from the pre-approved palette included at the end of this guide.

Landscaping: Flowers

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation of perennial or annual flowers in existing landscape beds does not require approval of the ARB.

Landscaping: Existing Beds

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation or replacement of planting material within existing planting beds does not require approval of the ARB.

Landscaping: New Beds

Approval Required: ALWAYS REQUIRED

The addition of new landscaping beds on the homeowners lot requires approval of the ARB. Application must include a detailed plan, including measurements, border and plant materials, etc. Landscape beds are not recommended in easements.

Mulch

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation or replacement of mulch within the existing landscape beds does not require approval of the ARB when the type and color of mulch is chosen from the pre-approved palette provided at the end of this guide.

Mailboxes

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Replacement of mailboxes shall not require approval of the ARB as long as the mailbox is an exact match to the existing design. Mailboxes which do not match the current neighborhood design will not be considered. New mailbox placement must be submitted to the ARB for review and approval

Paint

Approval Required (same color): PREAPPROVED

Approval Required (new color): ALWAYS REQUIRED

Exterior elements which require painting from time-to-time shall not require approval of the ARB as long as the element is painted using the exact color as exists prior to painting. New paint colors will require review and approval of the ARB. Vinyl siding may not be painted and requires replacement to change color.

Parking Pads/Driveway Extensions

Approval Required: ALWAYS REQUIRED

Installation of additional parking pads adjacent to the driveway of the lot shall require review and approval of the ARB. Only concrete of the same color and mixture as the existing driveway shall be permitted and no other materials will be considered. Free standing parking pads are not permitted and must be connected to the existing driveway.

Pergolas / Arbors

Approval Required: ALWAYS REQUIRED

The installation of Pergolas and/or arbors shall require review and approval of the ARB. Any such installation to be considered must be a permanent installation, and must be anchored in such a way that hurricane force winds will not cause the item to become a projectile.

Porch Furniture

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Homeowners are permitted to place patio type furniture at the front of the home without prior approval of the ARB. Any such furniture shall be compatible and complimentary as to the color and design of the dwelling, of a scale that does not overwhelm the front of the home, and shall be maintained in excellent condition. Items such as storage chests are prohibited and the front porch shall not serve as storage area. Only items related to patio type furniture and décor should be placed at the front of the home for any period of time.

Potted Plants

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Potted plants are permitted at the front of the dwelling without prior approval of the ARB when the following requirements are met:

- No more than 5 potted plants shall be placed at the front of the home.
- The design and color of the pots shall be compatible and complimentary with the look of the home.
- The plants must be kept in good condition; dead plants and empty pots are not permitted.

Rock Ground Cover

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation of rock or replacement mulch with rock within existing landscaping beds does not require approval of the ARB when the type and color of rock is chosen from the pre-approved palette provided at the end of this guide and is only permitted where landscape borders or edging has been installed to prevent runoff or scattering of rocks.

Screen Porches / Glass Sunrooms

Approval Required: ALWAYS REQUIRED

Screened porch and glass sunroom installations shall require ARB review and approval with the following parameters being required:

- Structure must be permanent and must be located at the rear of the home.
- The scale shall be compatible with the scale and elevation of the home.
- Shall be constructed using aluminum of which the color matches the trim of the home.

Sheds / Structures

Approval Required: ALWAYS REQUIRED

The installation of a shed or other permanent structure upon the lot shall require review and approval of the ARB. Any such installation shall meet the following parameters:

- Only fenced in lots are permitted to install sheds or other similar structures
- The shed shall sit at the rear of the home; the placement of the shed shall be determined by the ARB; in no case shall a shed on a pond lot inhibit the view of another lot owner.
- The dimensions of the shed shall not exceed 10x14 feet
- The roof and siding of the shed shall match in color and type to that of the main dwelling.
- The shed or structure shall be installed and anchored in such a way that hurricane force winds will not cause the structure to become a projectile.

Temporary, plastic or quick-setup sheds of any type are strictly prohibited.

Sidewalks / Pathways

Approval Required: ALWAYS REQUIRED

ARB review and approval will be required for all sidewalk or pathway construction, extensions, modifications and additions. Primary considerations are aesthetics, and drainage impacts to adjoining lots or common areas. Sidewalks and pathways should be constructed flush with the ground and those visible from the street must be constructed of the same material, style and color as the existing driveways and sidewalks.

Solar Panels / Heat panels

Approval Required: ALWAYS REQUIRED

Installation of any type of solar panel (or heat panel for pools) must only be on the back side of the dwelling, not visible from the street, and requires ARB review and approval.

Sprinkler / Irrigation Systems

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

The installation of an irrigation system upon the lot shall not require approval of the ARB, but must be buried and use retractable sprinkler heads, so it is only visible while operating.

Storm Doors / Screen Doors



Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Screen doors (wood/aluminum) shall not be permitted at the front of any dwelling. The installation of a storm door shall not require ARB review and approval within the following parameters:

- The design of the storm door is chosen from the pre-approved palette at the end of this guide. Storm doors with screen elements are included in the palette.
- The color of the storm door should be black or white in color.

Storm Shutters

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Storm shutters are permitted and will not require ARB review and approval when installed shutters match the color of the homes existing trim.

Swimming Pool: In-Ground

Approval Required: ALWAYS REQUIRED

The installation of an in-ground swimming pool shall be permitted but required ARB review and approval. In-ground pools will only be permitted at the rear of the dwelling and only on fenced-in lots.

Swimming Pool—above-ground

Approval Required: ALWAYS REQUIRED

The installation of an above-ground swimming pool shall be permitted with ARB review and approval. The ARB reserves the right to approve the aesthetics around the proposed pool including decking, plants, etc. All above ground pool installations must meet the following parameters:

- The pool must be constructed of high-quality materials.
- The pool must sit at the rear of the dwelling and is only permitted on fenced-in lots.
- The pool must be installed 18 inches below ground to minimize the impact of views from neighboring lots.
- Pools must always be maintained and kept in working condition. Above ground pools that are no longer functional with operating pumps and filtration, broken, or are abandoned must be removed.

Swing Sets / Trampolines

Approval Required: PREAPPROVED WITHIN CERTAIN PARAMETERS

Installation of play equipment shall be permitted without prior approval of the ARB as long as the following parameters are met and maintained:

- Equipment shall only be installed on lots that are fenced-in.
- The equipment shall not exceed 10ft in height.
- The equipment shall be kept in good and operable condition.
- Equipment shall not obstruct the view of any neighboring lots owners.
- All equipment must be anchored to prevent becoming a projectile during severe weather.

Trash Container Screening

Approval Required: ALWAYS REQUIRED

Homeowner who wish to install a screened area at the side of the dwelling for the purpose of storing trash cans are required to submit their plans for ARB review and approval. Any such installation shall be harmonious with the design of the dwelling and neighborhood and shall prevent view of the receptacle from any street or dwelling. Installations must use fencing styles selected from the preapproved list of designs included at the end of this guide and shall be of wood construction only.

Trees

Approval Required (replace existing): PREAPPROVED WITHIN CERTAIN PARAMETERS

Approval Required (new tree placement): ALWAYS REQUIRED

The replacement of existing trees upon a lot shall not require approval of the ARB regardless of the specie of the new tree. However, trees installed in a new region upon the lot shall require prior review and approval of the ARB.

PREAPPROVED PALETTE: DOORS

Materials:

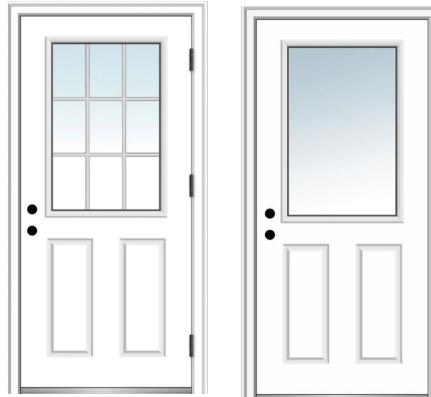
Fiberglass, Wood, Steel

Designs:

Solid—no windows



Half-glass



Third Glass (round or square)



Sidelight(s)



Colors:



* Colors not identified in this palette will be considered when submitted for ARB review and must include a color swatch.

PREAPPROVED PALETTE: STORM DOORS

Materials: Fiberglass, Steel, Aluminum

Designs:



Glass w/Screen

Midview w/screen

Highview

Beveled Glass

Full panel glass

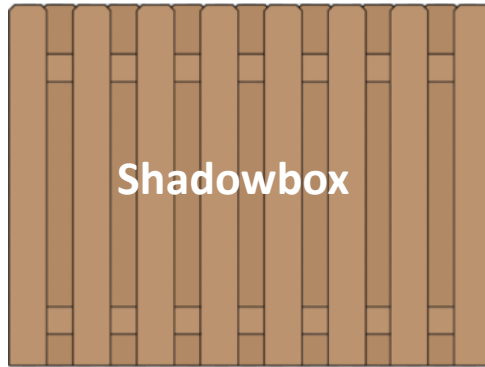
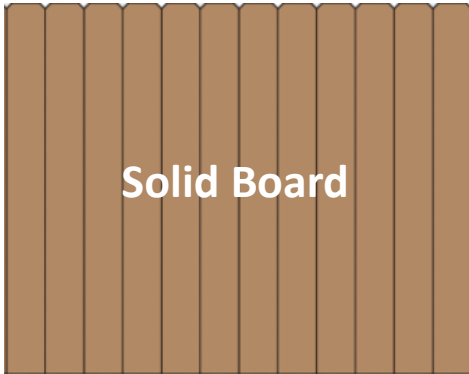
Parameters:

- The design of the door must be chosen from this pre-approved palette
- The color of the storm door must match the front door or be white in color
- The storm door may not have a metal kick plate on the exterior.
- Screens must be maintained without rips, tears, or mold and must be replaced or removed immediately if damaged.

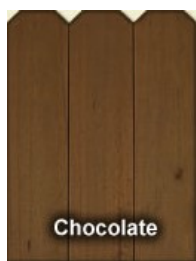
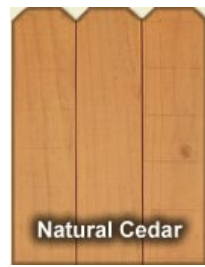
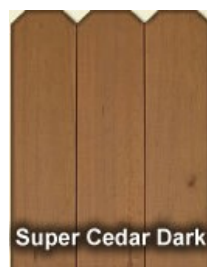
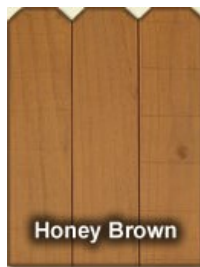
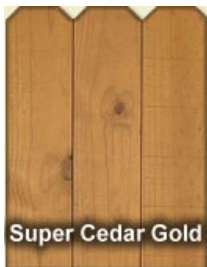
PREAPPROVED PALETTE: FENCES

Materials: Wood

Fence Designs:



Stain colors:



PREAPPROVED PALETTE: LANDSCAPE BED EDGING

Materials: concrete, landscape blocks

Design: same or very similar in style to the examples below:



Colors:



Pecos Beige CC550/3



San Jose Buff CC715/1.5



Phoenix Tan CC575/1



Desert Tan CC275/4



Soft Gray CC802/5



Silver Gray CC770/1



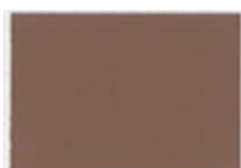
Dark Gray CC230/4



Slate CC785/3



Tile Red CC895/3



Navajo CC510/2



Terra Cotta CC875/4



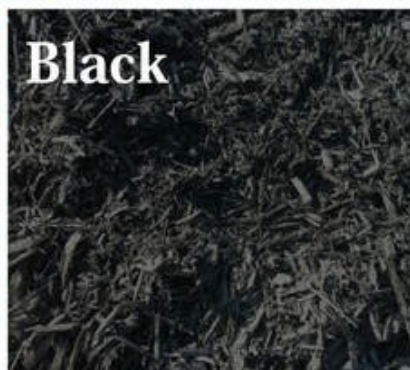
Sun Buff CC840/6
Requires White Cement

PREAPPROVED PALETTE: MULCH

Mulch Materials: cedar, pine park, pine straw



Colors:



Rock Syles: smooth medium river rock



Colors: White, grey, tan, neutral colors

Rock is only permitted where landscape borders or edging have been installed to prevent runoff or scattering.

Sanctuary Cove Homeowners Association, Inc.

Architectural Review Board Application

Homeowners are encouraged to review the ARB guidelines posted on the HOA website at www.sanctuarycovehoa.com. These guidelines provide information on various types of improvements. Some improvements may be 'preapproved' when certain parameters are met in accordance with the ARB guideline document. If there is uncertainty as to whether something requires approval, please submit for review.

The ARB has sixty (60) days to issue a decision per the CC&Rs; however, the Board will endeavor to review and decide on all applications within a thirty (30) day time-period after submission of a complete application packet. If the packet is not complete – i.e. supporting information is missing – the timeline for approval does not begin until a complete packet has been received.

Homeowners are cautioned against making improvements without approval of the ARB where applicable, in accordance with the ARB guidelines. Failure to receive the appropriate approval may result in the association forcing redo, reversal, or removal of the unapproved addition/improvement at the owner's cost.

Homeowner Name (s): _____

Property Address: _____

Email Address: _____ Phone Number: _____

Please supply details regarding the improvement including, but not limited to: location, size, materials, colors, pictures, etc. If a new structure is proposed, please include a site survey with a sketch of the approximate location of the new structure (i.e. fence, play equipment, pools, sheds, etc.) Homeowners are reminded that certain improvements may require a permit prior to installation.

Proposed Improvement Details: _____

Please email complete application packet to:

Architectural Review Board
Scarb2021@gmail.com

Homeowners will be notified of the Board's decision via phone call or email, followed by a formal letter of approval via US mail. Please keep all correspondence as part of the homes records, and be sure to pass on to any future new owners.