



THE SANCTUARY OF JACKSONVILLE BEACH

HOMEOWNERS ASSOCIATION, INC.

DESIGN STANDARDS

-AND-

ARCHITECTURAL GUIDELINES

2008



October, 2008

Dear Homeowner:

In an effort to clear up many misconceptions surrounding the Architectural Review Committee (ARC), we are pleased to provide each homeowner with a copy of guidelines developed to facilitate the application process and provide a clearer understanding of the role of the ARC within The Sanctuary.

It is the responsibility of the ARC to set design standards and architectural guidelines. The Committee must review all plans and designs for improvement to existing residences and any future new construction in The Sanctuary.

As homeowners, our interests are the same as yours, and that is to keep The Sanctuary a pleasant place to live while maintaining an aesthetically pleasing environment. It is for that reason we have chosen to live in a community governed by a Declaration of Covenants and Restrictions.

We want the review and approval process for your home improvement plans to go as smoothly as possible and encourage you to familiarize yourself with the review process and the guidelines in this booklet. Please note that these guidelines in no way supersede the restrictions imposed by the governing documents.

Also keep in mind that approval by ARC does not assure approval by any government agencies that require permits for construction. Owners are responsible for obtaining or ensuring that their architect or contractor obtains all required permits before commencement of construction.

This handout has been designed for your convenience and guidance when considering improvements to the exterior of your home. We encourage you to contact the management company or a member of the ARC if you have questions about guidelines and restrictions prior to submitting an application.

Sincerely,

The Sanctuary of Jacksonville Beach
Board of Directors and
Architectural Review Committee

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WHY GUIDELINES?

Research has provided information that leads us to believe that the original developer of The Sanctuary was a visionary ahead of his time. His master plan for the salt marshes of Pablo Creek envisioned this marshland that was to become known as The Sanctuary as a wonderful place to live. The setting was developed with sensitivity to nature and ***Living with Nature by Design*** was to become synonymous with The Sanctuary of Jacksonville Beach. Initial development emphasized the preservation of the aesthetic beauty of the property.

In order to maintain the focus of the early development that began twenty years ago and preserve property values, it is essential that guidelines be developed. These guidelines establish the criteria for modification and new construction as outlined in Article V, Architectural Control, of the Declaration of Covenants and Restrictions, and were intended to guide the growth of the community in a predictable and orderly fashion.

THE ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee (ARC) has the responsibility of drafting architectural criteria and administering the design guidelines. This committee is responsible for the review and approval of all plans for improvements to existing residences and new construction, referred to in the documents as New Construction Committee (NCC) and Modifications Committee (MC).

The goal of the ARC is to insure that all plans submitted for review meet the criteria set forth in the design guidelines and that all home improvement and/or construction is completed in accordance with the approved plans.

The ARC consists of at least three homeowners who are not members of the Board of Directors who are appointed by the Board of Directors of The Sanctuary of Jacksonville Beach Homeowners Association, Inc. Meeting dates must be posted and Minutes retained on file.

The Board of Directors has the authority to appoint a Board member to serve on the Committee as a liaison in an advisory capacity but without voting power.

Outside consultants (architects, landscape architects, builders, etc.) may serve on the Committee in an advisory capacity but do not vote.

THE ARCHITECTURAL REVIEW PROCESS

All plans for exterior home improvements, additions or alterations, including major landscape projects, must be approved by The Sanctuary Architectural Control-Modification Committee (ARC-MC).

Deadlines for Application Requests and Meeting dates of the ARC-MC are posted on Reader Board and at the Mail Center.

Request Forms are available electronically from the Management Company or may be picked up at the Guardhouse.

Homeowner completes Request Form, attaches all required documentation, and returns to the Guardhouse to the attention of Management.

Failure to provide required documentation will delay approval to the following month.

Routine applications such as re-painting and re-roofing may be expedited and approved outside of a scheduled review meeting as long as homeowner provides the required amount of samples as indicated on Request Form.

Copy of survey required for: driveway replacement, walkways, fencing, landscaping, pool, hot tub, deck, patio, porch, pool enclosure, screened lanai, sunroom, playset, bulkhead, structural addition.

Two sets of blueprints required for all structural additions.

ARC-MC meets to review applications for all major modification projects.

Letter is generated by Management within a week of the ARC-MC decision.

NO WORK MAY BE COMMENCED WITHOUT PRIOR APPROVAL.

If so indicated, homeowner may be requested to notify adjacent residents of commencement of major modification.

If plans are not approved, or approved with conditions, homeowner will be advised of the reason for denial or conditions. Homeowner can submit revised plans, or appeal the decision of the Committee to the Board of Directors in accordance with Article V, Section 2(c) of the Covenants.

If approved project has not commenced within sixty (60) days of receiving approval, request must be re-submitted.

Work must be completed no later than ninety (90) days from commencement.

Management maintains original ARC file together with one set of blueprints of new construction; committee maintains copies of all applications and supporting documentation.

Rec'd	_____
Rev'd	_____
Mgt Ltr	_____



The Sanctuary of Jacksonville Beach Homeowners' Association, Inc.
Architectural Review Committee Modification / New Construction Request Form

Homeowner Name:	Date:
Phone No.	Alternate No.
Address:	Lot & Unit No.
Architect (if applicable)	Architect Phone No.
Name & Address of Contractor:	Projected Start Date:
Contractor Phone No.	Projected Date of Completion:
Is Street Parking Requested During Project: Yes \ No	
Brief Description of Request: (provide additional comments on back of form or separate sheet)	

Procedure:

Please return application and all required documentation to the guardhouse no later than the **second Tuesday of the month**. The ARC will review your request and will approve, approve with conditions, deny, or request additional information regarding your request providing that all required documentation has been submitted. A letter will be mailed notifying you of the ARC decision. If additional information is required, you will be contacted in order to resolve any discrepancies or obtain additional information for clarification. Approval by the committee does not relieve any additional requirements set forth by the City of Jacksonville Beach, Duval County, SJWMD, or the State of FL. Notice of ARC meetings posted in Mail Center.

Commencement of Work:

Work must commence within 60 days of receiving approval and be completed no later than 90 days from commencement. Deviations from this timeline are considered major and must be addressed during the approval process. Please estimate completion timeline as closely as possible. If the approved project has not commenced within 60 days of approval, request must be re-submitted and re-approved prior to commencement of work. **Any deviation in approved design must be brought to the attention of ARC.** Major construction projects must not affect use of community or personal property surrounding the site of the project. Any dumpsters or construction materials required shall be located on homeowner property. If driveway and garage use will be affected by construction, requests may be approved during the review process for temporary street parking on a case-by-case basis. Please indicate your request in the space above.

REMEMBER TO APPLY FOR A CITY OF JACKSONVILLE BEACH BUILDING PERMIT PRIOR TO STARTING ANY CONSTRUCTION PROJECT. ONCE A PERMIT IS RECEIVED, A COPY OF THE PERMIT MUST BE PROVIDED TO MANAGEMENT.

Required Documentation:

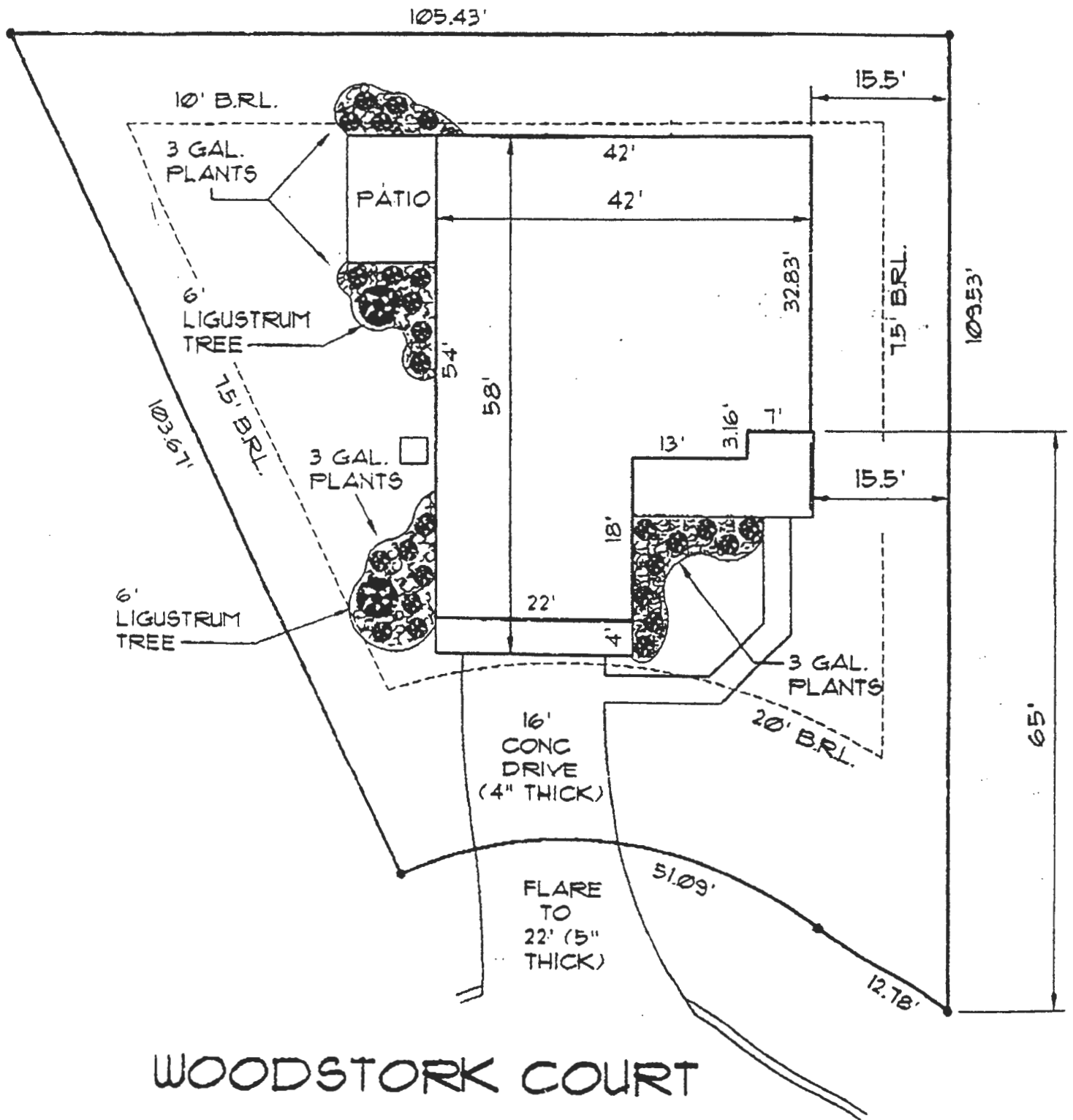
Please include **FOUR samples of paint colors or shingles. One sample of siding and fencing is adequate.** Also include all **dimensions, colors and materials** that will be used. **Please plot out the location of your project on your lot survey**, and include two copies of architectural plans for any building additions or modifications. Be as specific as possible so that the ARC may respond to your request in a timely manner.

Provide brochures and construction details whenever possible. The ARC is responsible for maintaining the look and feel of our community. Any information you can provide to help us better understand your request is highly encouraged. During the course of processing your request it may be necessary to visit the site of the project. Please respond to visit requests as quickly as possible. Existing guidelines are available at Sentry Management, or electronically from the committee. Revisions of existing guidelines and adoption of new guidelines are published in The Sanctuary Newsletter. Please retain for future reference. **PLEASE NOTE: if you do not include sufficient information for the ARC to make a recommendation, you will be asked to provide further details and your project may be delayed until the next month for approval. See checklist for guidance.**

PROJECT REVIEW CHECKLIST:

Please check all appropriate items for modification consideration

- ☐ Paint House/Garage – even if repainting the same color (**provide four color chips of new color**)
- ☐ Roofing (**provide four color samples**)
- ☐ Doors/Windows (provide photo of house and door or window(s) to be installed and location, photo of replacement or new product(s), color chips)
- ☐ Hurricane Shutters (provide samples and/or photos of visible external components, installation details)
- ☐ Siding (type of construction, product sample, code compliance details, colors or paint chips)
- ☐ Driveway Resurface/Paint (provide color chips, texture samples, pattern layout)
- ☐ Driveway Demolition/Replacement/Repour (provide copy of survey w/detailed drawing of plan and type of material/concrete or travertine pavers/finish/paint chips if appropriate, resurface details)
- ☐ Concrete Walkway (provide copy of survey with layout of concrete plan as well as finish and makeup of Concrete)
- ☐ Fence **COPY OF SURVEY REQUIRED** (w/fence location and height details drawn; construction details and color of stain if applicable) *Refer to Guidelines for Fences available from Management*
- ☐ Landscape Plan **COPY OF SURVEY REQUIRED** (provide plan with survey details and drawing)
- ☐ Swimming Pool or Hot Tub **COPY OF SURVEY REQUIRED** (provide plan with survey and construction details) *Attach letter of approval from St. Johns River Water Mgt., if required, for swimming pool installation.*
- ☐ Tree Removal/Tree Relocation **COPY OF SURVEY REQUIRED** (provide tree species, relocation or removal details and purpose for removal) *Must be in compliance with City of Jacksonville Beach*
- ☐ Deck/Patio/Terrace/Screened Porch/Screened Pool Enclosure/Screened Lanai/Sunroom **COPY OF SURVEY REQUIRED** (indicate site location together with construction details and paint or finish samples).
- ☐ Playset – **COPY OF SURVEY REQUIRED** (w/drawing of location and dimension on survey and provide photo of yard indicating placement)
- ☐ Bulkhead **COPY OF SURVEY REQUIRED** (w/drawing of location and dimension of bulkhead). *Attach letter of approval from St. Johns River Water Mgt. if required*
- ☐ Structural Additions **COPY OF SURVEY REQUIRED** (architectural plans, paint chips, siding samples, detail construction material considerations) *Permit from City of Jacksonville Beach required.*
 - Please attach two (2) copies of architectural plans, specifications, site plans, floor plans
 - Landscape plan, drawings
 - Photographs



REQUIRED DOCUMENTS FOR NEW CONSTRUCTION and/or ADDITIONS

Site Plan

- Two sets of Plans, together with samples of building and roof materials and colors
- Drainage Plan (if relative to new construction)
- Property lines, setback lines, wetland limits and easements
- Tree survey showing location of existing trees six (6) inches in diameter and two (2) feet above natural grade (if removal is necessary for construction)
- Outline of exterior house walls, decks, driveways and walks on adjacent lots that are within ten feet of any property line
- Outline of house foundation walls, decks, roof overhang
- Pools or/ spas

Floor Plans

- All interior spaces drawn to scale
- All window and door openings
- Roof overhang
- Garage, decks, porches with materials indicated
- Garage slab elevations
- All dimensions necessary for construction

Building Elevation

- Front, rear, left and right elevation
- Decks, vents (roof and foundation), screening for HVAC compressors
- Fascia, trim, window and door types
- Materials and finishes for all surfaces

Landscape Plan

- Outline of structure and site elements shown on the original Site Plan
- Existing trees and vegetation to be preserved
- Outline of proposed tree and shrub locations
- Natural or mulched areas
- Irrigation plan

MODIFICATION OF HOME

Any modifications to existing construction, or change to the exterior of any building, fence, paving, grading, parking, building addition, screen enclosure, or repainting of home, must be reviewed and approved by the ARC.

Homeowner must submit survey indicating proposed home improvement together with plans and specifications, samples of building materials if appropriate; colors or such other descriptive information as may be requested by the ARC.

If project is a major building addition it may be subject to the same conditions outlined under Required Documents for New Construction.

DESIGN STANDARDS FOR NEW CONSTRUCTION AND MODIFICATIONS

Any structural or dimensional changes that occur during construction require Homeowner to notify the Architectural Review Committee.

Building Type

Not to exceed thirty-five (35) feet in height and must have an attached two or three-car garage. No tool or storage room may be constructed separate and apart from the residential dwelling.

Form and Proportion

Simple gable and hip roofs articulated by window dormers with simple fascias and trim. Colors are primarily muted earth tones.

Design and placement of windows using brick wainscoting, horizontal siding or brick elevations laid in common bond. Windows are to be in a 6 over 6 pattern with occasional use of arched window forms.

Chimney elements are simple rectangular forms free of ornate trim or highly decorative caps.

Lot Siting

ARC shall have the right to impose set back requirements for all lot lines to preserve line of sight of neighboring properties and to assure sufficient open space between structures as deemed necessary for safety or aesthetic purposes.

- Front Yard set backs shall be no closer than twenty (20) feet from the backside of the curb to any part of a front wall or window.
- Side Yard set backs shall be no closer than five (5) feet from a side property line.
- Rear Yard set backs shall be no closer than ten (10) feet from the rear property line, water line, or environmental control line.

The concept of setbacks changes to “required minimums” for homeowners rather than merely “guidelines” as contemplated by city zoning codes for developers of a Planned Unit Development (PUD).

Exterior Color Plan

Homeowner must submit a color plan showing the color of the roof, exterior walls, shutters, trim, front door, which shall be consistent with the dwellings in the surrounding areas.

Roofs

Shed roofs and flat roofs shall not be permitted. All roofs must be a true gable or hip roof at 6/12 or 7/12 slope. Protrusions through roofs for power ventilators or other apparatus, including the color and location thereof, must be approved by the ARC. All roof edge flashing must be painted the same color as the approved house trim unless alternate color is approved by the Committee.

See Appendix A – Sample of roof pitch and design for porch addition.

Garages and Automobile Storage

Each lot shall have at least an attached two-car garage. No carports will be permitted. Automobiles should be stored in garages. No garage shall be converted to living space. Garage doors should be the same color as the house base or trim color. Garage door panels should be of simple rectangular or square shapes. If side entry garage, window or windows should be a style consistent with the house windows.

Siding

Siding shall be true wood, masonite, coquina or Hardiplank lap siding. Textured vinyl is approved on a case-by-case basis and must be installed vertically. Siding may be installed in a vertical fashion on one-story homes to a height of 9' maximum in one continuous sheet. No horizontal joints or flashing shall be permitted for the maximum 9'0" height of vertical siding. Horizontal siding of the lap type with maximum 6' weather may be installed on all house walls. Horizontal is defined as being parallel to the house-finished floor. All siding and exterior coating is to be painted or stained in an approved color.

Trim

Trim for purposes of the color plan shall include the following:

- Fascia boards to include soffits
- Eave trim at the roof
- Gable end trim at the roof
- Window and door trim
- Doors and windows
- Railings
- Gable end vents

Brick

All brick shall be laid in common bond and shall be of an approved color. No imitation brick or stucco brick shall be permitted.

Windows

Windows shall be of the single or double hung type with a 6 over 6 pattern and occasional use of arched window forms. Colors are to be white, cream, bronze or in the house base or trim color.

House Entry Doors

Entry doors are to be consistent with the character, type and proportion to those existing with The Sanctuary. Wood doors may be of a natural finish. All painted doors shall match the house or trim color or as approved by the Committee.

ARCHITECTURAL GUIDELINES AND USE RESTRICTIONS

Air Conditioning Units

No window or wall air conditioning units are permitted. All air conditioner compressors shall be screened from view by fencing, a wall or shrubbery.

Bulkheads

Prior documented approval for any shoreline improvements must be obtained from the St. Johns River Water Management District before consideration for approval. Permit must be obtained from Jacksonville Beach before homeowner can proceed. Bulkhead must be installed by a certified company.

Driveways – Guidelines for Driveways & Walkways have been adopted by the Board of Directors.

See Appendix B

Fences and Walls

The composition, location and height of any fence or wall to be constructed on any Lot shall be subject to the approval of the applicable committee. Wire or chain link fences are prohibited. Fences are prohibited on water adjacent lots. Maximum height for fences is four (4) feet.

See Appendix C – Guidelines for Fences

Games and Play Structures

All basketball backboards and play structures shall be located at the rear of the property, or on the inside portion of a corner Lot within the setback lines and not be visible from the street. Any such structure must have prior approval of the ARC. The Committee will review the height of such structure to assure the privacy of neighboring owners.

Hurricane Shutters

Must be of a retractable rollup design concealed in a cornice above a window or door or Colonial Style shutters, depending on design of residence.

See Appendix D – Hurricane Shutters

Leases

The leases of any lot shall be for the entire lot and must be for at least six (6) months. Any lease shall automatically be deemed to include a covenant on the part of the tenant to comply with and be bound by the provisions of the Declaration.

Open Houses

Realtor and/or homeowner “Open Houses” requires homeowner being responsible to notify Management in writing and advise Security Guard 24 hours in advance. Guard is to log in all visitors according to procedure. No signs may be posted on common property.

Parking

No commercial or inoperative vehicle may be parked in the street or driveway. Boats, trailers, and recreational vehicles must be contained within the owner's garage unless loading or unloading. No overnight parking on any street or courtyard between the hours of 12 am to 6 am.

Pets

All pets are to be kept under the direct control of their owner so as not to be a nuisance to other persons. Dogs must be leashed and owners must clean up if the dog soils anyone else's property, including common areas, cul-de-sacs and courtyards.

Removal of Trees

No tree of six (6) inches in diameter at two (2) feet above natural grade shall be cut or removed without approval of the ARC, and in compliance with local zoning requirements. It is recommended to call Jacksonville Beach Code Enforcement (904) 247-6232 before planning to remove any trees.

Satellite Dishes, Antennas, Other Devices

Antennas, aerials, satellite receptor dishes or similar devices should not be placed on the front of the house but "placed to the extent feasible in locations that are not visible from the street . . . if this placement would still permit reception of an acceptable quality signal." *Based on FCC OTARD Rules (Over-the-air-Reception Devices)*

Screen Doors – Guidelines for Front Entry Screen Doors have been adopted by the Board of Directors.

See Appendix E – Front Entry Screen Doors

Sight Distance at Intersection

No shrub planting which obstructs sight lines and elevations between two (2) and six (6) feet above the roadways shall be placed or permitted to remain on any corner lot within the triangular area formed by the street property lines and a line connecting them at points twenty-five (25) feet from the intersection of the street line.

Swimming Pools

Any swimming pool to be constructed on any Lot shall be subject to, but not limited to the following:

- Composition to be of material thoroughly tested and accepted by the industry for such construction
- Pool screening may not be visible from the street in front of the dwelling except on corner Lots
- Any lighting of a pool or other recreation area shall be designed so as to buffer the surrounding residences from the lighting;

Wetlands

No construction, fencing, filling, clearing (except hand clearing), tree removal, or anything that will disturb the jurisdictional wetlands, unless permitted through the proper governmental agency or agencies.

THE SANCTUARY OF JACKSONVILLE BEACH BOARD OF DIRECTORS

ARCHITECTURAL CRITERIA FOR THE RESERVE

In accordance with provisions in the Agreement executed April 1, 2005 for development of a 12-lot residential community, the following is provided for guidance for members of the Architectural Committee and future members of the Board of Directors.

The following standards are applicable to the eight (8) lots on Snowy Egret Way. The four lots on Mourning Dove Lane are subject to existing standards in The Sanctuary and existing two-story homes on Mourning Dove Lane.

New Construction and Modifications

- Application for all lots to be developed in *The Reserve* and on Mourning Dove Lane were submitted to, and approved by, the Board of Directors on December 15, 2005. Any deviation requires resubmission to the ARC.
- Application to the Architectural Review Committee (ARC) is required prior to proceeding with any and all exterior modifications.
- The Board of Directors has final jurisdiction and authority on matters of architectural review.

Building Type

- Home elevations on Snowy Egret Way will not blend with existing home elevations in The Sanctuary.
- Two-story homes, with detached or attached garages, or garages with living quarters.
- Homes may have metal roofs; flat roofs not permitted.
- Lot siting and setbacks are in accordance with City of Jacksonville Beach.

Exterior Color

- Although the lots are sold with home plan and exterior color choices, the Board requests that color choices be submitted showing the color of the exterior walls, shutters, and trims. Exterior paint chips must be provided and colors chosen from the Paint Color Chart for *The Reserve* approved June 14, 2007. *Copy attached.*

Note: ARC and Board members are required to refer to the Declaration of Covenants and Restrictions: (1) Article V, Section 4 Architectural Criteria that requires all new construction or proposed modifications be in compliance with the provisions in this Section and (2) Article VI, Use Restrictions setting forth restrictions and conditions to protect the value of the property in The Sanctuary.

Approved: 02/28/2008

**THE SANCTUARY OF JACKSONVILLE BEACH
BOARD OF DIRECTORS**

The Reserve Paint Color Chart

The Board approved that any hue or variation blending with the specific approved colors as noted on the original color chart provided by the developer is acceptable, and approved by the Board for use by homes on Snowy Egret Way only.

The following colors apply to the eight homes on Snowy Egret Way: Lots 5-1, 5-2, 5-3, 5-4, 5-9, 5-10, 5-11 and 5-12:

Benjamin Moore Paint Samples

HC-119	Kittery Point Green
2023-70	Crème Fraiche (pale hint of yellow)
821	Blue Ice
303	Old World Romance (pale yellow)
963	Maritime White (pale beige or sand)
984	Stone Hearth (sand family)
890	Pink Damask (sample appears very light, w/touch of pink)
2022-60	Light Yellow
429	Garland Green

Vote Called: All in favor

HC-72 Branchport Brown

Vote Called: 3 against; 1 in favor Branchport Brown Not Approved

The Tract J Mourning Dove Lane four homes: Lots 4-5, 4-6, 4-7 and 4-8 are not subject to the color chart for *The Reserve*. This section of development is required to comply with the color chart for The Sanctuary.

Approved: 06/14/2007

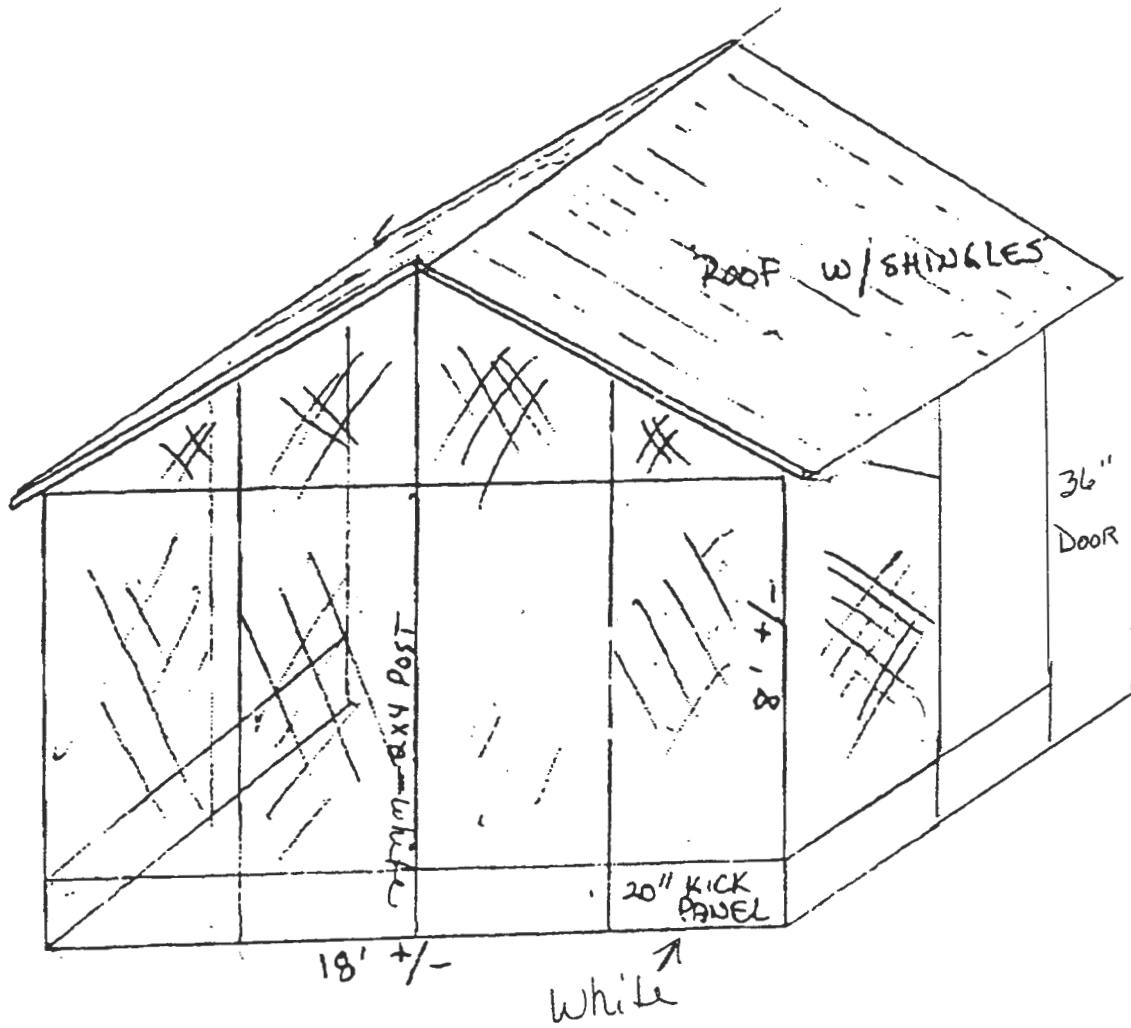
ENFORCEMENT

The Design Standards and Architectural Criteria developed by The Sanctuary Board of Directors and Architectural Review Committee have been provided to encourage good design and preservation of property values within The Sanctuary and The Reserve, and are in compliance with the Declaration of Covenants and Restrictions. Additional specific Architectural Criteria has been established for The Reserve.

In the event an owner constructs an improvement that is not approved, or is in violation of the Covenants, the Board of Directors shall give written notice to the owner to remove the unapproved improvement. In the event that the owner fails to remove or begin to remove such improvement within fourteen (14) days from the date of the Notice, then the Association may take such actions to enforce the removal as more fully described in Section 19 of Article VI, Page 17, and in compliance with Florida Statute 720.305(2)(a), as outlined in the Hearing and Fining Procedure for The Sanctuary adopted October 7, 1999.

See Appendix F – Hearing and Fining Procedure

For complete text of Article V Architectural Criteria and Article VI Use Restrictions, please refer to the Declaration of Covenants, Conditions, Restrictions and Easements The Sanctuary Unit Two-A dated July 14, 1994.



APPENDIX A

SANCTUARY ARCHITECTURAL REVIEW COMMITTEE
Guidelines for Driveways & Walkways

1. The minimum standard concrete replacement should be in "broom" finish.
2. Coated driveways will consist of one base in a light gray or earthtone color that blends with the color of the home and its surroundings. *earthtone: any various soft colors like those found in nature.*
3. A second color that blends with the color of the home and its surroundings may be used as an accent color only for edges and cross-joints. This border may not exceed 8" in width.
4. Patterns are permitted. These patterns must follow guideline #2 in that NO contrasting grout, crack, or groove simulation is allowed.
5. All finishes must be in a non-glossy finish.
6. Picture of house, trim, and shingles must accompany application to identify color blends.
7. Brick, concrete or travertine pavers are permitted. All above rules apply to this material.
8. Paver construction materials other than those listed must be reviewed by the ARC and approved by the Board of Directors before implementation.
9. The Architectural Review Committee shall have final approval of all colors selected.

Adopted 8/21/2003
Revision 1: 10/16/2003
Revision 2: 9/27/2007

Guidelines for Fences

1. Approvals will be made on a case-by-case basis. Pictures and specifications must be submitted for review.
2. All fences should be selected from one of the sample designs approved by the Board. No chain link fences are permitted.
3. Fences can only be erected from one foot forward of the rear wall of the house, back.
4. Maximum height of fence shall not exceed 4 feet unless required by law for pool or spa.
5. No fences are permitted on water-adjacent lots.
6. All fences must be painted the same color as the house or **treated with bleaching oil**. Whichever treatment is selected must be applied to both the inside and outside of the fence.
7. Any portion of the fence that can be seen from the front of the house must be obscured by landscaping.
8. Existing fences that do not meet these guidelines cannot be replaced.
9. The ARC recommends that only the following fence styles shall be permitted:

Wooden

“A” “open” 2x2 vertical slats with top and bottom rails and support posts that extend above the top rail of the fence.

“B” “open” style ¼ vertical slats with top and bottom rails and support posts that extend above the top rail of the fence.

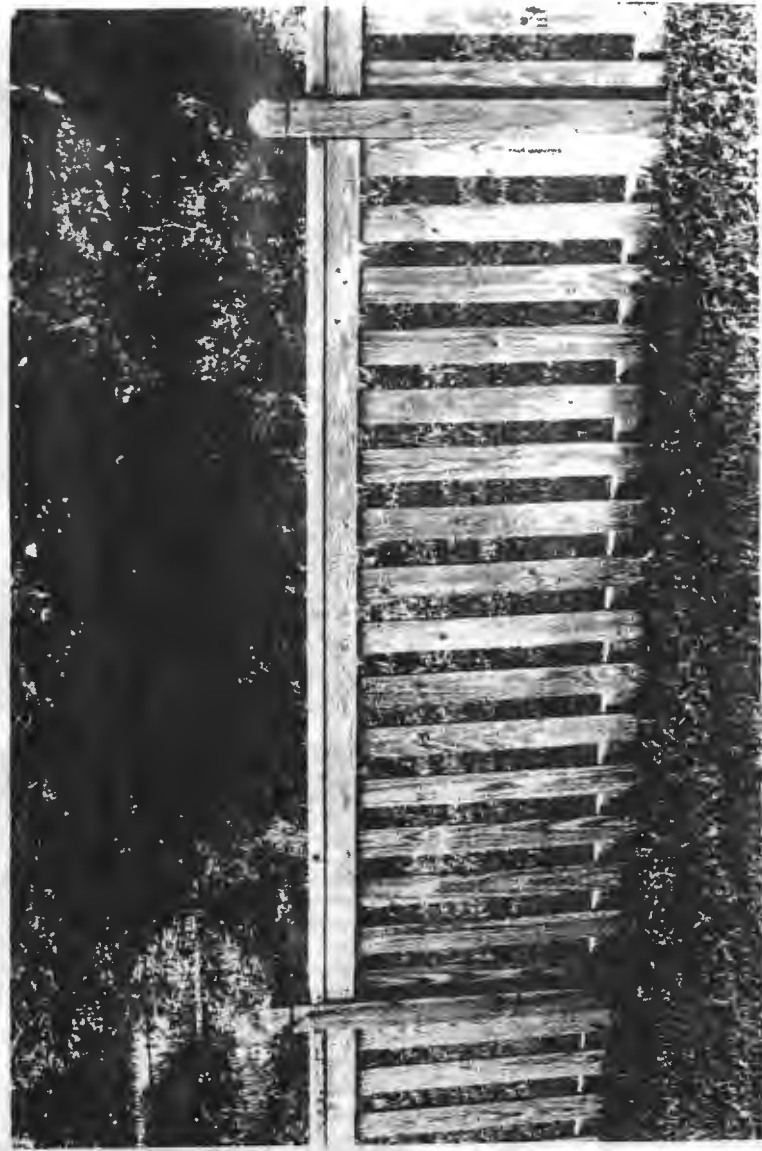
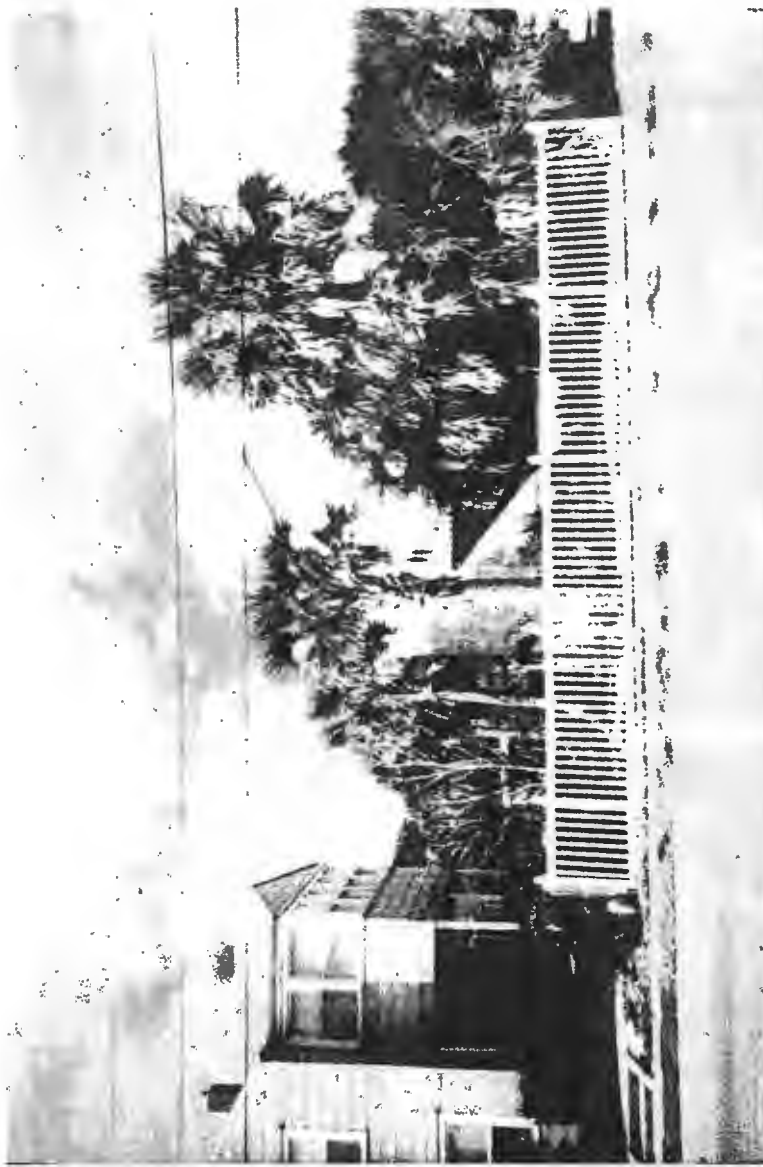
“C” “shadowbox” style with all support posts to extend above the top rail of the fence.

Aluminum/Vinyl/Wrought Iron

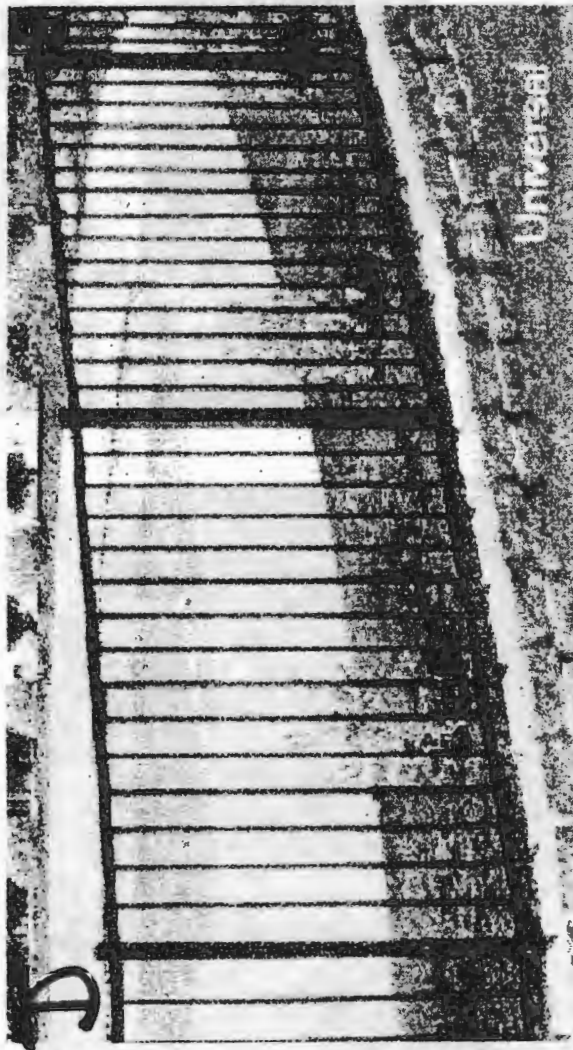
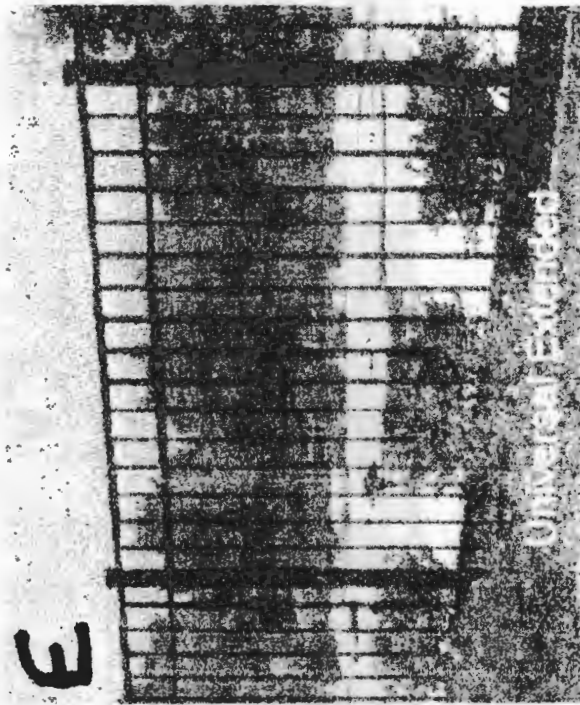
“D” “universal” ¾” or 1” pickets with vertical slats spaced between 3.5” and 4” and with top and bottom rails and support posts that extend no more than 3 inches above the top rail of the fence.

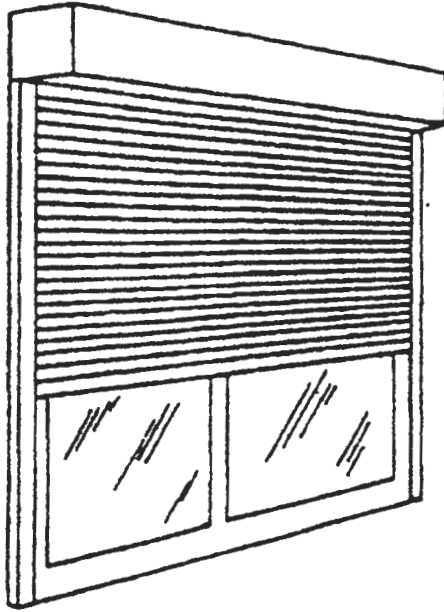
Adopted	3/21/96
Amended	3/19/98
Revised	7/24/03

APPENDIX C

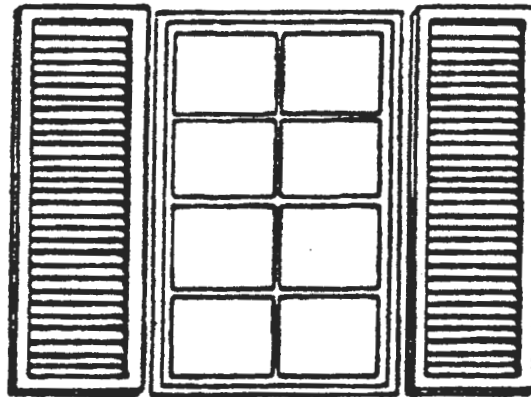


PHOTO'S REPRESENT STYLE ONLY





Rolling Shutters



**Colonial
Shutters**

**Rolling Shutters and Colonial Shutters
Approved by Board of Directors October 7, 1999**

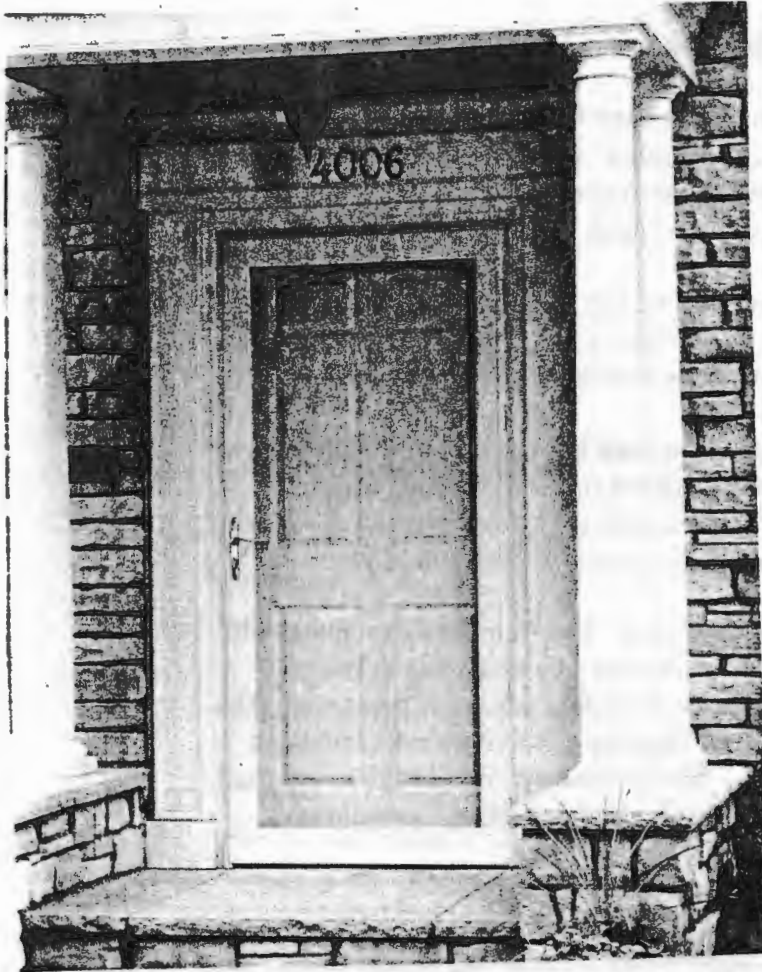
SANCTUARY ARCHITECTURAL REVIEW COMMITTEE

Guidelines for Front Entry Screen Doors

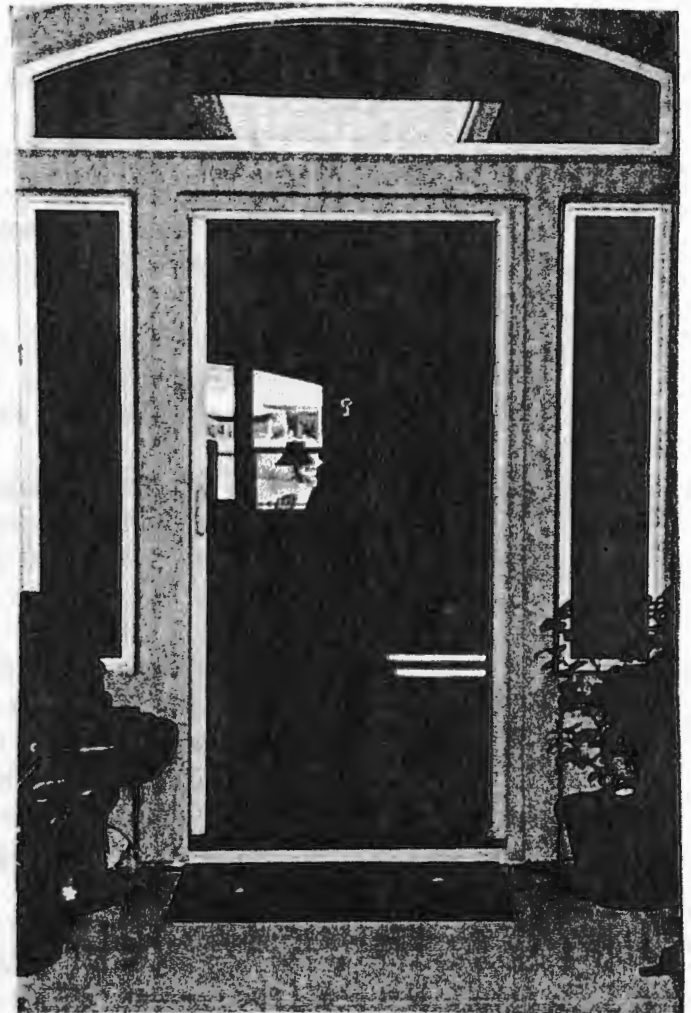
1. All approvals will be made on a case-by-case basis. Pictures and Specifications must be submitted for review with the New Modification/Construction Request Form.
2. All front entry screen doors must be either Full View Retractable or Full View Out-Swinging. Full View means unobstructed view, basically the screen covers the entire door opening. Unlike a traditional or conventional screen door, there is no panel in the lower portion of the door to block the view or the ventilation.
3. Full View Retractable screen doors may be mounted inside or outside of the doorjamb.
4. The color of the screen doorframe and trim must be in compliance with approved color standards of The Sanctuary Homeowners' Association.
5. The Architectural Review Committee and the Board of Directors shall have final approval of all colors selected.

Adopted 04/26/2004

EXAMPLES OF APPROVED FRONT ENTRY SCREEN DOORS



FULL VIEW



RETRACTABLE

Note: For clarification of approved color standards, please contact an ARC member.

**THE SANCTUARY OF JACKSONVILLE BEACH
HOMEOWNERS ASSOCIATION, INC.**

**HEARING AND FINING PROCEDURE
COVENANT AND RESTRICTION ENFORCEMENT**

As required by FL Statute Chapter 720.305

Adopted by the Board of Directors October 7, 1999

1. The Board of Directors shall appoint a Hearing Committee consisting of at least five (5) members, plus two (2) alternates, of the Association who may not be officers, directors, employees of the Association or a relative of any officer, director or employee of the Association.
2. Once a violation is noted, the owner will be sent a letter citing the violation, which may cause a fine to be imposed. Owners are responsible for the actions of their tenants, guests, etc. Owners have fourteen (14) days to comply.
3. If referred to the Hearing Committee, a second letter is sent with notification of intent to fine and the homeowner is offered recourse through the Hearing Committee. The homeowner is given fourteen (14) days notice of the hearing date, which will be confirmed in writing, stating the time and place.
4. Homeowner may appear and plead their case. The Hearing Committee will determine if the action or lack of action noted as a violation is in fact a violation of the Association's documents after all evidence is presented. The owner will be notified in writing of the Hearing Committee's decision and payment terms of the fine, if in fact a fine is imposed. Fines will be imposed the date immediately following the meeting of the Hearing Committee.
5. Fines may not exceed \$50 per violation against any member or any tenant, guest or invitee. A fine may be levied on the basis of each day of a continuing violation, with a single notice and opportunity for hearing, except that no such fine shall exceed \$1,000 in the aggregate.
6. Continued violations may cause the fines to be levied each day the violation continues to exist.
7. Fines will be due and payable fourteen (14) days after notification of the Hearing Committee's decision to impose a fine.
8. Should the owner fail to make payment within the allotted time, the matter will be turned over to the property manager who will assess the amount to the owner's account.

APPENDIX F

CLOSING COMMENTS

According to the Declaration of The Covenants, Conditions, Restrictions and Easements of The Sanctuary of Jacksonville Beach, it is the responsibility of the Architectural Review Committee to set design standards and guidelines.

The ARC reviews plans in order to establish and preserve a harmonious and aesthetically pleasing design for improvements to existing residences and any future new construction in The Sanctuary.

Approval by ARC does not assure approval by any government agencies that require permits for construction. Owners are responsible for obtaining, or ensuring that their architect or contractor obtains all required permits before commencement of construction.

The enclosed booklet is a compilation of material published over the years in the Newsletter and Homeowner Directory. This is not in place of the recorded Declaration of Covenants and Restrictions – it is merely for your reference in one convenient package.

Design and building standards for new construction and modification were professionally prepared as a reference tool for architectural review committee members for their use in the early stages of development of The Sanctuary, and are still used as reference today. This information has been incorporated into the booklet for your information.

This booklet would not have been possible without the contributions of current and former homeowners who have served on the Board of Directors and Architectural Review Committees. Thank you for volunteering your time and talent for the benefit of all homeowners in The Sanctuary:

Marianne Hillegass
Laura Petralgia
Karen-Kelton Satchell
Lee Dorson
Patricia Callan

Kim Hum
Ted Latour
Ed Parpart

Wayne Gariepy
Richard Matthews

Janet Linger
Jill Sheen
George Jones
Kim Popovich
Steve Armstrong

Dan O'Brien
Phil Peasley
Jan Holman
Casey Carrigan

Tom Rothenbuhler
Joseph Wilson

