

The Sanctuary PBG HOA

Rules and Regulations

Owners: are responsible for the behavior of their tenants, guests, contractors, vendors, etc. Owners will be held financially liable for any fees and costs incurred by the Sanctuary through the actions of the above.

Personal Items: Personal items (lawn equipment, garbage cans, etc.) must be stored out of view from road and neighbors. Garden hoses visible from the street must be neatly stored in a dispenser, or otherwise be shielded from view from the road by shrubbery.

Signs: No signage other than that placed or authorized by the Board permitted.

Solicitation: No door-to-door solicitation permitted. Placing of materials on resident doors or mailboxes is prohibited, unless authorized by the Board.

Clotheslines: No clotheslines are permitted that can be seen from the road or neighbors.

Changes/Modifications: All exterior modifications require a RRAM be completed. Work may not begin until the owner receives approval. No temporary structures permitted. Outdoor play equipment requires prior approval.

Holiday Lights: Exterior holiday decorations must be removed within THREE WEEKS from the end of the official holiday.

Noise: Residents shall take into consideration all noise levels of radios, televisions, musical instruments or any other items to ensure that the sound will not disturb others.

Lake:

1. No boat or water craft of any type permitted on lake except equipment used by the association.
2. No persons without the prior written approval of the board shall be permitted to use the lake for any purpose whatsoever. The Association shall not be held responsible for any loss, damage or injury to any person, animal or property arising out of authorized or unauthorized use of the lakes, ponds or any other bodies of water within the project by any owner, tenant, guest's invitees or licensees.

Approval of re-sale and rental:

- 1) **Sale** – Seller must notify the Sanctuary of intent to sell and provide copy of the sales contract stating the names of all of the Sellers and Buyers. Upon receipt, a certificate of approval of the sale will be issued after Buyer has completed application form and attended the Welcome Meeting.
- 2) **Rental** – Rental application forms are available to download from the website. Please read instructions as incomplete forms will be returned “unapproved”
 - a) No tenant may move in without receipt of the written Certificate of Approval
 - b) A non-related person who resides in the unit with or without the owner for a period of 30 days or more will be required to complete the rental application forms.
 - c) If owner is delinquent with their assessments the association has the right to collect assessment payment from the tenant.
 - d) ALL leases must be in writing. Minimum lease term six (6) months, maximum lease term one (1) year. No unit may be rented more than two (2) times per year starting with the beginning date of the prior lease.

Conservation Areas and Upland Preserve Areas:

1. Activities prohibited within these areas include, but are not limited to: construction or placing of buildings on or above the ground, dumping or placing of soil or other substances, including trash or other debris, removal or destruction of trees, shrubs or other vegetation, with the exception of exotic or nuisance vegetation which may be removed, and any other activities detrimental to the drainage, flood control, water conservation, erosion control, and/or wildlife, habitat conservation or preservation.

2. Residents may remove materials growing from preserve areas that are encroaching over their yards by cutting up the vertical property line. The offending plant must not be cut in such a way so as to cause it to deteriorate and/or die. Residents may NOT enter into any preserve area to add or remove any materials, including plants. The association shall employ the services of a professional company to maintain the preserve areas as necessary.

Lawns, Plants, Beds, Planting & Trees:

Lawns and plantings must be neatly maintained at all times.

Sod: Only St. Augustine sod is permitted in lawns.

Trees: Proper pruning of trees is required. Hat-racking of trees is prohibited.

All landscaping, fencing or other items in common areas are subject to cutback or removal by the HOA without notice to the owner should they become an eyesore or maintenance work must be completed.

The HOA will make every effort to contact the owner prior.

Hedges: All hedges are required to be maintained at no more than ten feet in height. Hedges between homes may be higher if both neighbors agree.

Lawn Equipment: Use of power lawn equipment is permitted during the hours of 8:00 a.m. to 8:00 p.m. Monday through Saturday and Noon to 8:00 p.m. on Sunday.

Commercial Lawn Services: No commercial lawn service is permitted to place any landscape waste at the street. Street pick up by the city is for homeowners use only. CITY CODE.

Fines: Sanctuary has the authorization to fine unit owners who violate the rules

Overnight Parking: No overnight parking on the road is permitted. Overnight is considered to be between the hours of 1:00 a.m. to 6:00 a.m. seven nights a week. Offending vehicles are subject to tow at vehicle owner expense without further notice to vehicle owner.

Vehicle Repairs Maintenance: Vehicles which cannot operate under their own power, or otherwise are not street legal, and which remain on the property for more than 72 hours, may be towed at the vehicle owner's expense. All vehicles must be street legal. No repairs of vehicles shall be made on the property. Drainage of any fluids into the common elements is prohibited. All vehicles must be kept in proper operating condition so as not to be a hazard or a nuisance by noise, exhaust emission, appearance or otherwise.

Commercial Vehicles: No commercial vehicles, boats, mobile homes, campers, trailers, etc., shall be permitted on the property overnight, unless stored in an enclosed garage.

Oversized Vehicles: Oversized vehicles that cannot fit into a standard garage are not permitted overnight within the Sanctuary.

Pets: Permitted pets include dogs, cats, caged domesticated birds, hamsters, gerbils, guinea pigs, aquarium fish, small turtles, tortoises, domesticated rabbits, rats, mice, and creatures normally maintained in a terrarium or aquarium. All dogs and cats must be walked on a leash and be in full control by their owners at all times. You must pick up after your pets. Pets shall not be left unattended outside of the unit. Commercial breeding of pets within the Association is prohibited.

Limitation of Pets: Excluding caged birds or those in a terrarium or aquarium, are not to exceed **three (3)** per unit. Board may request removal of excess animals. Written complaints from a unit owner and one other witness, addressed to the Board regarding nuisance pets, may result in the animal being removed from the Association.

Generators/Noise Level: Generators are permitted, provided they comply with governmental restrictions for noise levels, etc. Portable generators must be placed in the front of the house only. Permanent generators must be placed at the side of the house & shielded from view of road with shrubbery.

Gasoline containers may NOT be stored on the exterior of your property at any time.

Storm Shutters: From the first hurricane watch through the active hurricane season (generally August 15th through October 30th) shutters will be permitted to remain on the difficult to install and remove windows on the 2nd floor and above the front door. All others at the front of the house must be removed within seven days after the hurricane. At all times it is the unit owner's responsibility to allow for adequate ingress and egress due to the potential fire hazards if windows and doors are boarded up. All shutters must be approved by the ARC and conform to current codes. Plywood shutters are NOT permitted to remain up for any longer than 7 days after the hurricane. Homes vacant over the hurricane season may leave all their shutters in place (but not plywood) for the duration of the season provided written notice of same is provided to the management company.

Garbage Pick-up:

Type of Waste:

Pick-up Days:

Regular Pick-up

Tuesday & Friday

DO NOT PLACE TRASH OUT UNTIL AFTER 6:00 PM EVENING PRIOR & REMOVE CANS SAME DAY AS PICK UP

Recycling Material, Vegetation

Friday

Vegetation only may be placed at curbside after 12:00 noon time on Thursdays

To schedule bulk pick-up contact Waste Management at 561-547-4000