

ARCHITECTURAL GUIDELINES

The SANCTUARY PALM BEACH GARDENS

REVISION DATE - AUGUST 2018

The Sanctuary Architectural Review Committee (ARC) is responsible for approving all exterior modifications to your home and landscape. This includes but is not limited to any house painting, door and window replacements, new roofs, sidewalks, driveways, satellite dishes, all trees and landscaping anywhere on the property, and any decorative objects placed on front porches or front lawns.

RRAM APPROVAL FORMS

NO ALTERATIONS TO HOME EXTERIOR, LAWN OR LANDSCAPE MAY BE MADE UNTIL OWNER IS IN RECEIPT OF WRITTEN APPROVAL BY THE ARC

All change requests must be submitted on a current RRAM (Request for Review of Architectural Modification) form which is available on the Sanctuary website (www.hoaSanctuary.com), from your Sanctuary welcome packet, from the property manager (Sea Breeze 561-626-0917), or from an ARC member. Supporting documents must also be provided as requested. This will include changes to the landscape marked on a copy of the lot survey provided to the owner at the closing sale of the home. Lists and sizes of proposed trees and plants are required. A contract from the vendor for the work proposed is always required unless the homeowners are making the changes themselves. Building plans, diagrams, and photographs might also be necessary. It is advisable to include copies of proof of insurance and contractor licenses of the vendors. A damage deposit check to the Sanctuary HOA is also required if work is more than \$1,000.

The request should include plans and specifications showing the materials, color, structure, dimensions, and locations of the proposed alterations in sufficient detail to assure compliance with the criteria established for approvals. The minimum criteria for approval shall include the following:

- a. Uniformity of type and design in relation to existing adjacent improvements
- b. Comparable or better quality materials as used in existing improvements

RRAM APPROVAL PROCESS

The ARC will approve or deny the request within 45 days from the receipt of the completed RRAM. Incomplete forms will be returned unapproved. If the ARC fails to approve or deny the request in writing within 45 days of receipt of the completed RRAM, approval will be automatically given. IT IS IMPORTANT THAT NO CHANGES, ALTERATIONS, OR ADDITIONS BE MADE UNTIL THE OWNER IS IN RECEIPT OF WRITTEN APPROVAL BY THE ARC. CHANGES MADE WITHOUT APPROVAL ARE SUBJECT TO REMOVAL AND/OR RESTORATION TO THE PRIOR CONDITION AT THE PROPERTY OWNER'S EXPENSE.

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The SANCTUARY PALM BEACH GARDENS

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RRAM ARC DECISION APPEAL PROCESS

1. A resident who wishes to appeal an ARC decision to the Board must provide the following at least 45 days prior to the date of their proposed appeal:
 - a. A written note of two pages or less stating the basis for their appeal, sent by mail or Fedex to the HOA management company with email copies to all HOA Board members and ARC committee members.
 - b. Sketches showing the ARC approved decision and the proposed change.
2. The ARC will respond in writing and email at least 15 days prior to the appeal date with copies to the resident, all HOA board members, and ARC members stating why the appeal should be denied.
3. The ARC or its designated representative shall be given equal time at the Board meeting to explain the basis for the appealed decision and to make a recommendation to the Board.
4. The Board may do any of the following after hearing the resident's appeal and the ARC's response:
 - a. Reverse the ARC decision and accept the resident's requested disposition.
 - b. Reject the appeal.
 - c. Amend the ARC decision.
 - d. Refer the matter back to the ARC with guidance related to the matter.
 - e. Defer action to a future date.
5. Upon hearing and evaluation of the resident's appeal, a Board decision evidenced by a majority vote of the Board members present at the appeal shall be final and may not be reversed except in the case of a resident making any misrepresentations or false claims in the appeal

LICENSED CONTRACTORS AND PERMITS

All exterior wiring, pool enclosures and fencing must be performed by a licensed contractor and must have PRIOR approval by the ARC.

Appropriate permits must be obtained from the City of Palm Beach Gardens and posted on site prior to beginning the project.

DISH ANTENNAS

Permission by an approved RRAM is required PRIOR to installation of a satellite dish antenna. No short-wave radio antennas are permitted. The location of the dish should be at the least visible location from the street and neighboring properties that gives an adequate signal. This location should be ½ way back on the utility side of the home and at the gutter line or eve of

ARCHITECTURAL GUIDELINES

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REVISION DATE - AUGUST 2018

the house not to extend above the ridgeline. A dish can be placed on the back of the home except for a lakeside property.

The dish must be removed when the owner sells the home or when a renter vacates the property.

DRIVEWAYS

The Sanctuary follows the sidewalk and driveway building standards from Palm Beach Gardens outlined in Code 62-146. All driveway changes require prior RRAM approval. The HOA owns the community sidewalk to the roadway at all driveways.

For the non-sidewalk side homes, the code requires that the driveways have the enhanced base of 8 inches of compacted material under the paver driveways with a reinforced concrete 8x8 header curb at the roadway and a 1/4 inch pre-molded expansion joint. For smooth driveway replacements the concrete must be 6 inches thick of 3500 psi concrete with a 1/4 inch pre-molded expansion joint. Driveways may be expanded to the edge of the garage portion of the house.

For the sidewalk side homes, the driveways must have the same building standards as above. If the driveway is replaced with a smooth concrete or a Bomanite driveway, the section that crosses the sidewalk area must be 6 inches thick. The owner of a Bomanite driveway must maintain the driveway from garage to street. The HOA owns the community sidewalk and apron.

For sidewalk side homes replacing a Bomanite driveway with pavers, the pavers must continue to the street and meet the Palm Beach Gardens building standards in Code 62-146. The area that crosses the community sidewalk must be reinforced as well as the header curb where the driveway apron meets the roadway. The owner of the driveway is required to maintain the full length of the pavers to the street.

For smooth driveway replacements with smooth concrete, Code 62-146 applies to these as well with 6 inches of 3500 psi concrete, ½ inch expansion joints at 5 feet on center and at each side of the driveway. All control joints are to be ¼ inch deep troweled joint and no wooden form boards to be used as expansion joints.

Proof of a Palm Beach Gardens permit approval is required for driveway replacement RRAM approval.

Smooth concrete driveways may not be painted. A RRAM is required to repaint a smooth driveway previously painted. Driveways may be sandblasted and require a RRAM.

For skim coat applications to driveways, only neutral tones with little contrast are acceptable. For sidewalk side homes, the owner may only apply skim coat to the portion they own, stopping

ARCHITECTURAL GUIDELINES

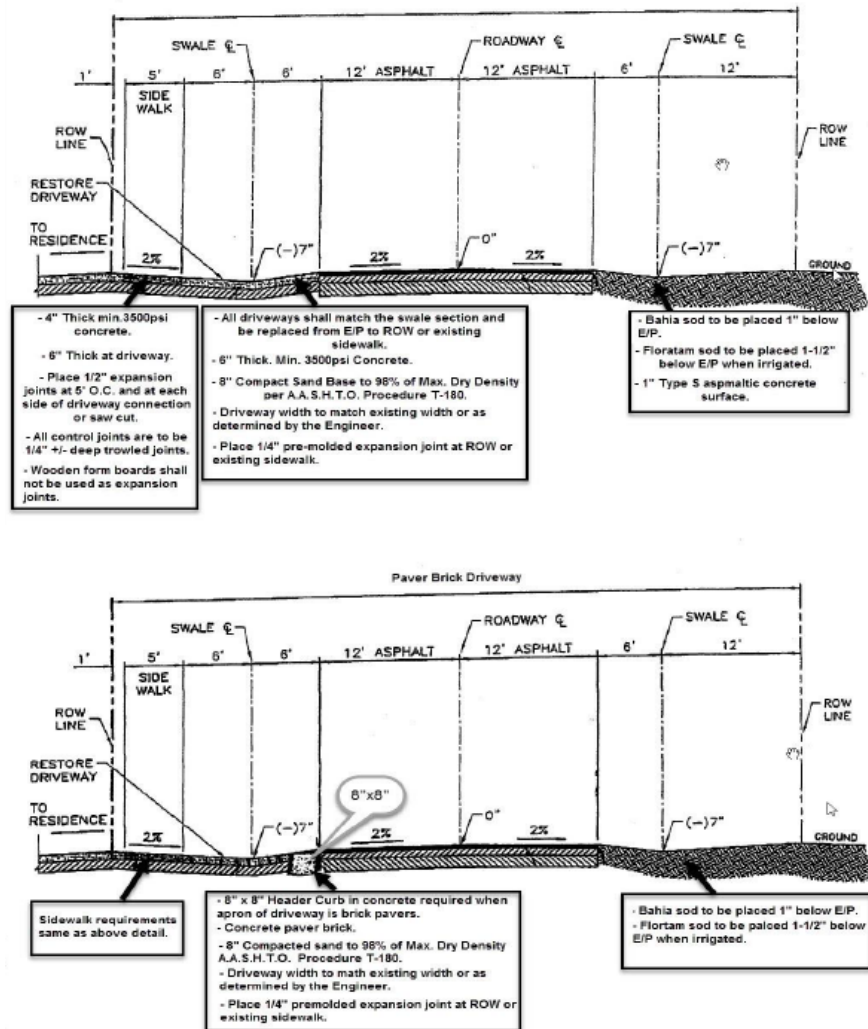
The SANCTUARY PALM BEACH GARDENS

REVISION DATE - AUGUST 2018

at the community sidewalk. Skim coats are not allowed on the community sidewalk and apron. A RRAM for skim coat is required.

Driveways may be smooth concrete, stamped concrete (Bomanite), or brick pavers. A RRAM is required to replace or modify driveways. Only stamped concrete (Bomanite) driveways may be painted and only with prior RRAM approval. Smooth surface driveways may not be painted but driveway "stone look" overlays may be added with prior RRAM approval.

Driveways must be kept clean, free of mold and in good repair. On the sidewalk side of the community the homeowner's property stops at the house side of the sidewalk. Therefore, the community sidewalk in its entirety and the apron extensions of the driveways are the property of the association and must not be modified.



Culverts may be permitted in LIMITED CASES per Code Section 62-146

Any damage to roadways caused by construction and not covered by the HOA deposit will be billed to the owner of the driveway. Proposed roadway protection must be clearly outlined and approved in advance of construction, completed, and removed prior to deposit return.

ARCHITECTURAL GUIDELINES

The SANCTUARY PALM BEACH GARDENS

REVISION DATE - AUGUST 2018

EXTERIOR DOORS AND WINDOWS

Exterior door and window replacements of any kind require prior RRAM approval and a permit from the City of Palm Beach Gardens. The RRAM must include a copy of the contract, photos or catalog copies of the proposed doors or windows and Specification Sheets for each item. Door finish information should be included.

Door hardware changes do not require RRAM approval but should be similar to the existing door hardware. The City of Palm Beach Gardens requires a permit for exterior door changes.

Garage door replacement requires RRAM approval, a city permit and require the same supporting information as other exterior door replacements.

EXTERIOR LIGHTING

Every home is required to have a lighted lamp post in the front lawn. To convert an original gas lamp to electricity or solar or to install a new lamp an approved RRAM is required. A photo of the proposed lamp must accompany the RRAM along with a contract from the installer.

Solar lamps must be in a style similar in look as well as size to the existing gas or electric lamp and must be able to have the power to deliver the same amount of light as gas or electric lamps run on regular house current. Lamps must be lit during all hours of darkness.

Exterior garage lamps may be replaced with similar coach type lamps of equal or better quality than the original and do not require a RRAM for replacement. All other permanent exterior lighting such as landscape lighting must be approved by RRAM.

FENCES

Black, white or bronze powder coated aluminum pool type fences or black vinyl coated chain link fences are acceptable. Maximum fence height is 5 feet.

Privacy fences and Wood fences are NOT Permitted.

Hedges or other ARC approved landscaping must be planted with prior RRAM approval to screen fences from the street.

HOUSE PAINTING

Homes must be regularly painted and roofs cleaned. A RRAM is required for all house painting and stamped concrete driveway painting even if no change in the paint scheme is planned. Permitted color schemes are displayed in the Sanctuary Color Scheme Book which is available for loan from the ARC. A \$100 refundable deposit check to the Sanctuary HOA is required to borrow a copy of the book. No home may be painted the same color scheme as the home across the street or on either side. NO VARIATION FROM THE APPROVED COLOR SCHEME IS ALLOWED. The RRAM should state the brand and paint color for each element of the project. A copy of the painter's contract must be attached.

ARCHITECTURAL GUIDELINES

The SANCTUARY PALM BEACH GARDENS

REVISION DATE - AUGUST 2018

MAILBOXES

Sanctuary mailboxes are the property of the association. No modification of the mailboxes or painting of the mailboxes by homeowners is allowed. However, owners should keep boxes and posts clean and insure that landscapers do not damage the post or box. If you have a problem with a mailbox contact the property manager.

ROOFS

Only tile roofs are allowed in The Sanctuary.

Roofs must be kept clean of mold and debris. New roofs require prior approval by RRAM and a copy of the roofer's contract. Roof tiles must be single color Estate-S tiles in the same or similar colors as existing roofs in The Sanctuary. The ARC will assist in selecting new roof tiles. A sample tile must be displayed in the front of the home for ARC viewing prior to approval.

TANKLESS WATER HEATERS

Tankless water heaters are allowed inside all homes. The exterior tank must only be placed on the utility side of the home and screened from view of the street by pre-approved landscaping. Tanks may also be vented through the garage roof. These water heaters require permits from the City of Palm Beach Gardens and require prior RRAM approval.

ZERO LOT LINE MAINTENANCE EASEMENT

It should be understood that when referring to zero-lot line homes, the owner of a zero-lot owns the utility side of the home lot. The zero wall has a 3-foot maintenance easement. No planting is allowed in that maintenance easement. Any potted plants, plants growing into the maintenance easement, or decorative objects placed there are subject to removal for maintenance of the zero wall. The property owner is responsible for maintaining adequate access to the zero-lot line wall for the zero-wall owner.

NO PRIOR ARC APPROVAL REQUIRED FOR THE FOLLOWING

Annual flowers in existing beds, front door hardware provided it is similar in design to the original hardware, garage entry lights that are of similar coach type design and are equal or better quality than the original, portable basketball goals. These goals must be well maintained with nets intact and must be secured in the garage upon issuance of a hurricane watch. Basketball playing hours are controlled by the HOA. Contact Sea Breeze for these hours.