

Architectural Guidelines for The Sanctuary

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Explanation of the ARC and the RRAM process

Purpose of the ARC

The Sanctuary Home Owners' Association (HOA) has an Architectural Review Committee (ARC) for handling owners' requests to change their home's exterior or its landscaping. Request changes by submitting a Review Request for Architectural Modification, also known as a RRAM form. Painting projects use a special Paint RRAM, not the general RRAM. Both are available on the Sanctuary community webpage.

A RRAM is required for any exterior change unless this Architectural Guidelines document specifies otherwise.

How the RRAM process works

Along with your RRAM form, other documents are required. See the General RRAM form for the checklist of other items to submit, the calculation for mandatory damage deposits, and the timeline for the approval process. For a description of the procedures that cover rejections and appeals, please see page 14 of this Architectural Guidelines document.

Once a RRAM has been approved

When your RRAM application is approved, the approval is only valid for 90 days. If the project has not started within 90 days, you must resubmit the RRAM or ask for an extension.

Inspections

By submitting a RRAM application, you give consent for the HOA/Property Manager to inspect your property at any point—before the project, while work is in progress, and in a final inspection when work is complete. The HOA monitors for rule violations, damage, and deviations from the approved plans that were submitted in the RRAM.

If violations occur, the property management company notifies the homeowner(s) in writing. The homeowner is responsible for bringing their project into compliance with the approved RRAM.

If there has been damage to community property, the property manager has the damage repaired and deducts the cost from the homeowner's deposit. Any additional amount due is billed to the homeowner.

Please contact the property management company when your project is complete so the ARC can perform a final inspection. Your deposit will be returned to you, minus any fees for damages done, after this final inspection.

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Contractors, Permits, and Job Sites

Licensed contractors must perform all exterior wiring, pool installations and renovations, roof work, pool and patio screen enclosures, and fencing. Contractors must have prior approval by the ARC. Appropriate permits must be obtained from the City of Palm Beach Gardens. Pool permits and roof permits should be visibly posted on site prior to beginning the project.

No signs are allowed at any time before, during, or after completion of the project.

Allowed work hours for contractors: 8 a.m. to 6 p.m., Monday to Saturday.

Delivery and storage of construction materials

You may not deliver or store any construction materials or equipment on preserve or HOA common property. This includes the lake maintenance easement, streets, sidewalks, and concrete swales. Delivery hours are the same as the allowed work hours for contractors.

Access to other property

In order for your contractor to be granted access to any other property, you must get permission in writing from the other homeowner(s). They can submit their written permission via an email to the Property Manager. This rule does not apply to normal maintenance of the zero lot line zero wall.

Job site upkeep

Job sites must be kept in a safe, neat condition. Contractors must take responsibility for removing all trash regularly. If a project requires PODs or dumpsters, you should notify the Property Manager before delivery, and give an estimate of how long the item(s) will be kept on the driveway.

Do not place PODs or dumpsters directly on top of your driveway; this will create issues with rust staining and other damage to the driveway's surface. Instead, please use non-metallic barrier material (like wood or plastic) underneath those containers.

Please do not put any food garbage in dumpsters.

DO NOT PUT ANY WASTE INTO MAINTENANCE EASEMENTS, THE LAKE, STREET SWALES, OR THE PRESERVE AREAS. This includes discarded chemicals, all construction debris, landscaping trash, excavated soil, and runoff water.

Street drains collect runoff and send it into the lake. Rinsing off equipment into street drains or dumping unused paint into them pollutes the lake. Paint waste also does not belong in the garbage.

Correct disposal method: Take leftover paints and any other chemical waste to the SWA Household Chemical and Recycling Center, 14186 North Military Trail, Jupiter.

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Roofs, Exterior House Painting, and House Numbers

Roofs

Only tile roofs are allowed in The Sanctuary. The tiles should be the low-S profile shape (also called Estate-S profile). Flat tile roofs and metal roofs are not allowed. Roofs should be kept clean of mold and debris.

Homeowner(s) must go through the RRAM process and receive approval before installing a replacement roof. A sample tile must be displayed in the front of the home for ARC viewing prior to approval. A Palm Beach Gardens city permit is also required.

The three major tile manufacturers for our area are Boral, Crown, and Eagle. The source of the approved composite tile choice for our HOA is Brava Roof Tile.

Painted tiles, color coat, or slurry coat tiles are not allowed because they only have coloring on the tile's surface instead of throughout the whole tile. Painted roofs are not allowed.

Do not place your tile order until you have received written approval of your RRAM from the property management company.

For the full list of HOA-approved tile options, please see the Sanctuary community webpage.

House painting

All exterior painting requires prior approval, and no variation from the approved color schemes is allowed. Information about currently approved color schemes is available from the ARC and from the Sanctuary community webpage.

Homes must be regularly painted. No home may be painted the same or similar color scheme as the home across the street or on either side.

House numbers and address plaques

All homes must have house numbers that face the street. For proper placement of house numbers and plaques, please see the diagram on page 5 (next page).

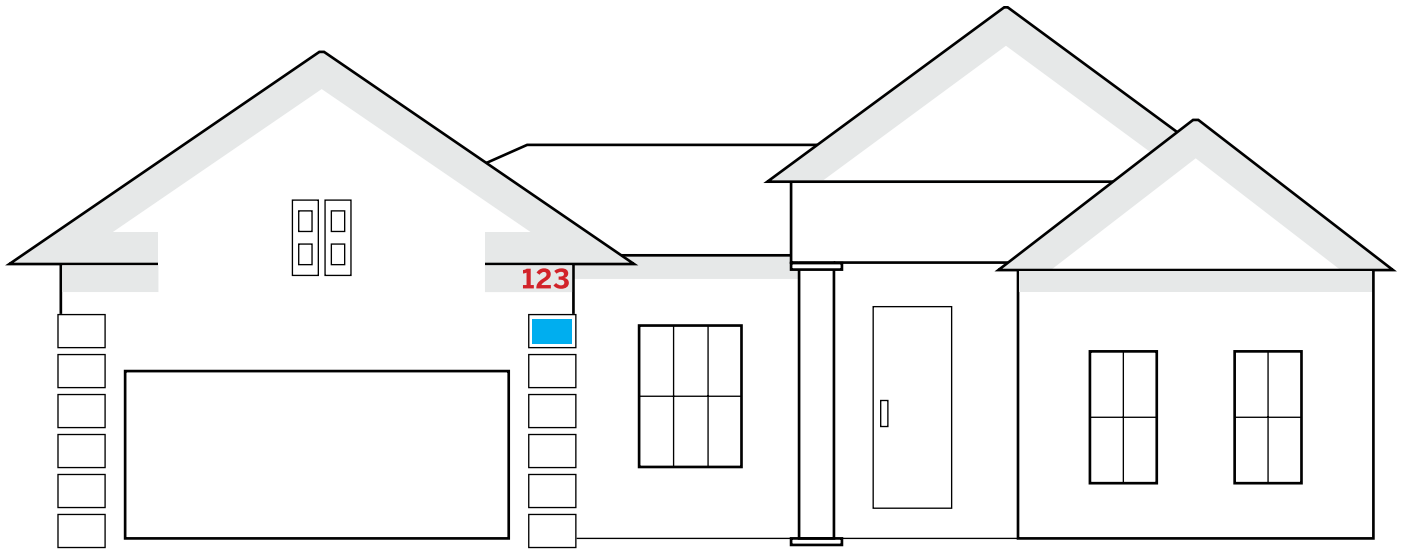
Numbers must be black, a minimum of 3 ½ inches tall, and a maximum of 5 ½ inches tall.

Plaques can be no larger than 15 ½ by 10 ½ inches, and they can only contain the home's address. They should be placed at least 60 inches high.

House numbers and plaques require prior RRAM approval.

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Placement of House Numbers and Address Plaques



House Numbers are shown here in red (not to scale). They should be placed below the roof line.

Plaques should be placed at least 60 inches above the ground, in the area shown here in blue.



If the front door is to the left of the garage, the house numbers or plaque should be left of the garage door.

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Exterior Doors, Windows, and Outdoor Lighting

Exterior door or window replacements require a permit from the city of Palm Beach Gardens, and prior RRAM approval. The RRAM must also include: a copy of the contract; photos or website links to the proposed doors or windows; and technical specifications for each item, including finish information.

Window specifications

All windows and sliding glass doors must have white frames. Grids are allowed but not required.

Homeowners may not remove multiple windows and combine them into a single window without mullions. Windows that open must be replaced with windows that open, or that use mullions so they appear to open.

Casement windows or horizontal roller windows cannot be installed on the front of the house.

Front doors

Front door replacements may be either raised-panel doors, or doors with glass inserts. Solid doors must have a minimum of two raised panels of nearly equal size, or up to six raised panels. Doors with glass inserts must have obscured or opaque glass. Colored glass or clear glass is not allowed. Glass door panels must be in either vertical or horizontal patterns.

Door hardware

Door hardware changes do not require RRAM approval, but the new hardware should be similar to the old. If you are replacing a whole door, please include photos of the new hardware.

Garage doors

Replacement requires RRAM approval, a city permit, and the same supporting information as other exterior

door replacements. Garage doors can be windowless or use a horizontal row of windows across the top panel. The doors may be short panel or long panel.

Replacement garage doors may not have any exterior hardware. Doors cannot be painted to simulate the look of hardware or multiple (separate) doors.

Lamp posts

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

Lamp posts should be 60 inches from the ground up. The top (light) section should be 19 to 27 inches tall, from the collar to the top of the finial.

Existing lamp posts can be black, bronze, or white. If a lamp is being replaced or repainted, the color must be black.

Lamps must deliver the same amount of light as gas or electric lamps run on regular house utilities. Choices that create very weak light are not adequate.

Lamps must be lit during all hours of darkness.

Other outdoor lighting

Exterior garage lamps require a RRAM for replacement. All other permanent exterior lighting such as landscape lighting must also be approved by RRAM.

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Landscaping

A RRAM is required for most changes

Changes to your planting beds and landscape plants anywhere on the property require prior RRAM approval. Please submit the required documents as specified on the General RRAM form. Two things are particularly important: all the proposed changes must be marked on a copy of the lot survey; and the RRAM should list the quantity, species, and gallon size of the new plants.

Exception for annual planting

Homeowners do not need to submit a RRAM for annual flower planting (meaning, for types of flowers that live only one year).

Exception for resodding grass areas

If a homeowner is not making any changes to existing planting beds, a RRAM is not required before resodding a lawn.

Hedges

Normally, hedges should not be taller than eight feet. Hedge may be allowed to grow to a maximum of ten feet tall only if all affected neighbors give their consent in writing. The lot owner who plants a hedge is responsible for maintaining it on all sides.

Don't put anything into preserve or common areas

Homeowners may not place plants in common areas, preserve, or lake maintenance easements. Landscape trash, extra dirt or sand, and construction waste also do not belong in these areas.

Plants growing across a lot line

If branches are growing from preserve or common area trees or shrubs and reaching over a lot line, the homeowner or their agents (landscape/trimming crew) may prune those branches up the vertical lot line.

No natural content can be removed from preserve, the lake maintenance easement, or common areas.

Artificial turf

RRAM approval is required for installation of artificial turf. This material is only allowed in back yards, never in front or side yards. For proper installation, please refer to the section on Drainage (page 8).

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Landscaping, continued

Drainage

Homeowners should not modify their lot in a way that creates a drainage problem for their neighbors. Some examples of situations that may cause this issue are: changes to the grade (slope) of the yard; incorrect use of gutter downspouts or lawn sprinklers; planting beds or hard surfaces that disrupt the flow of runoff water.

Pool water and waste water

Pool water, wastewater, or discarded chemicals cannot go into preserve, the lake maintenance easement, the lake, or other common areas. This includes water from roof drains. Pool water should go through a hose into the street swale.

Roof gutters for zero lot-line homes

Sanctuary Recorded Documents, Article 2.09, allows storm water runoff/roof gutter runoff to drain down the zero wall onto a neighbor's adjoining property.

Zero-lot-line maintenance easements

The owner of a zero-lot owns the utility side of the lot. The zero wall has a 3-foot maintenance easement. Any potted plants, plants growing into the easement, or decorative objects placed there are subject to removal for maintenance of the zero wall. No planting of palms or trees with trunks that can exceed 6-inch caliper when mature. No areca palms. Do not attach decorative objects or fasteners for plants, trellises, etc. to the zero wall. The property owner is responsible for maintaining adequate access to the zero-lot line wall for the zero wall owner.

Street trees

For information on our street tree program, see the next section of this Architectural Guidelines document (page 9), or the Sanctuary community webpage.

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The Street Tree Program

All homes in the Sanctuary are required to have an HOA and city approved street tree.

Sometimes a street tree must be removed because it has died or because it is interfering with a utility line. In these cases, the lot owner should submit a RRAM for permission to remove and replace the street tree.

If the utility marking of the lot proves that there is no room for a replacement tree, the owner must pay to the community street tree fund. The fee is currently \$650. A Palm Beach Gardens tree removal permit is also required. The link to the form to apply for one is on the city's website, pbgfl.com.

Full list of approved street trees (all must be Florida Fancy Grade)

Tree name	Minimum installation size, and other specifications
Live Oak	12 ft tall, 6 ft canopy, 3 inch caliper
Pigeon Plum	12 ft tall, 5 ft canopy, 2.5 inch caliper
Small Leaf Clusia	8 ft tall, 5 ft canopy, 2.5 inch caliper
Orange Geiger	8 ft tall, 5 ft canopy, 2.25 inch caliper
Flowering Vera Wood	8 ft tall, 5 ft canopy, 2 inch caliper
Christmas Palm	10 ft tall, triple stem
Silver Buttonwood	8 ft tall, 6 ft canopy, 2-inch caliper
Gumbo Limbo	12 ft tall, 6 ft canopy, 4-inch caliper
Crepe Myrtle (Natchez, Muskogee, Tuskegee)	8 ft tall, 5 ft canopy, 2 inch caliper. Single stem. White, purple, or melon red.

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Pools and Decking

New pools

A RRAM is required to install a new pool. This must include a city permit, and a survey marked with the location of the new pool and its equipment. A separate RRAM is required for pool screening or fencing.

Fencing around the work site

A temporary fence **MUST** enclose the work area during construction unless the lot is already fenced.

Grading and drainage

Pool construction must not impact the drainage of lots. Sanctuary lots are graded for the natural flow of water to the street.

Pool water, wastewater, or discarded chemicals cannot go into preserve, the lake maintenance easement, the lake, or other common areas. Any wastewater from the construction site must be pumped through a hose to the street swale.

Screen enclosures and permanent pool fencing

Pool area screen enclosures may be black, white, or bronze aluminum. Do not include screen enclosure information with your RRAM for a new pool; the pool and the enclosure require separate RRAM submissions.

For information on permanent pool fencing, please refer to the section of this document titled "Fencing and Walls" (page 11).

Renovating an existing pool

A RRAM and a city permit are mandatory for pool renovations other than replacing the water line tile or the surface finish. Changes of pool equipment also do not require a RRAM submission.

Decking

Pool decks require a city permit and RRAM approval.

Pool cleaning and maintenance

After completion of a pool, normal use and cleaning sometimes require draining water from it. That water must go through a hose into the street swale.

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Fencing and Walls

Both walls and fences require a permit from Palm Beach Gardens, and RRAM approval.

Fencing

The following types of fencing are allowed: black, white, or bronze powder-coated aluminum (pool type fences); or black or green vinyl-coated chain link material.

Maximum fence height is 5 feet.

Privacy fences and wood fences are NOT Permitted. Temporary fences are only allowed for short-term use. During pool construction or renovation you must have temporary fencing of the construction site.

If you wish to to screen fences from the street with hedges or other landscaping, those must receive RRAM approval before being planted.

Chain-link fences require RRAM-approved landscaping in front of them to screen them from street view.

Fences on zero lot-line properties should attach to their own posts, unless the owner of the zero wall gives permission in writing to the HOA to allow the post to be attached to the zero wall.

Walls

For zero lot-line homes, owners may add walls no more than 25 feet beyond their lanai. Added walls must be no more than 5 ft tall, made from concrete or concrete block. Their construction must meet city codes.

Footers for walls or fencing must be installed only on the homeowner's property. They should not go into any neighbor's property, the preserve areas, or the zero wall maintenance easement.

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Driveways, Sidewalks, and Mailboxes

The Sanctuary's types of driveways

Driveways may be smooth concrete, stamped concrete (Bomanite), smooth concrete with overlay, or brick pavers. All driveways must be kept clean, free of mold, and in good repair.

The Sanctuary follows the official driveway and sidewalk building standards from Palm Beach Gardens city codes. Your RRAM must include proof of a valid Palm Beach Gardens permit.

Who controls the driveways and sidewalks

The HOA owns the driveway aprons, swales, and the sidewalk to the roadway at the sidewalk-side driveways. These are community property; homeowners cannot modify, paint, or replace these areas. A homeowner can only make changes to their driveway, excluding any sidewalk and apron. Changes require RRAM approval.

Driveways made with pavers

An exception exists for homeowners replacing their driveway with pavers. In this case, you must replace the entire length of the driveway, including the sidewalk. The pavers must meet the Palm Beach Gardens building standards. The area that crosses the sidewalk must be reinforced, as well as the header curb where the driveway apron meets the roadway.

The owner of the driveway must maintain the full length of the pavers, all the way to the street. Swales cannot be modified or painted.

Painting of driveways

Smooth concrete driveways may not be painted. A RRAM is required to repaint a smooth driveway that has been previously painted.

For homes with stamped concrete (Bomanite) driveways, the homeowner is responsible for maintaining the entire length, stopping at the swale.

Driveways may be sandblasted to remove the paint, and this requires a RRAM.

Skim Coat Overlays

For skim coat overlay applications to driveways, RRAM is required, and only neutral tones with low contrast are acceptable. For sidewalk side homes, the owner may only apply an overlay to the portion they own, stopping at the community sidewalk. Overlays are not allowed on the community sidewalk and apron.

Damage to sidewalks, aprons, or roadways

Any damage to roadways or other common property caused by construction and not covered by the RRAM deposit fee will be billed to the owner of the driveway.

If your project could affect any common areas, your RRAM should include proposed roadway protection, which should be in place before any work begins. This roadway protection must be removed before your damage deposit can be returned.

Mailboxes

Mailboxes are the property of the Homeowners' Association and cannot be modified, painted, or moved by any homeowner or their vendor.

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Miscellaneous

Lawn furniture

A RRAM is required for lawn furniture on front porches, front yards, or side yards. Benches must be backless. All front porch and front yard furniture must be made of natural materials such as teak or stone.

Lawn Ornaments and Holiday Decorations

RRAM approval is required for any lawn ornaments on front porches and in front yards. This includes but is not limited to pots, statues, plaques, trellises, decorative flags, and candle holders. No RRAM is needed for HOA-approved delivery boxes on front porches (see the Sanctuary community webpage).

No fountains are allowed in front yards.

Holiday decorations do not require prior approval by RRAM. They must be removed from the property within two weeks of the end of the holiday. Christmas lighting must be removed within three weeks after Christmas.

Front door wreaths do not require a RRAM.

Children's play sets

Children's play sets require RRAM approval. The RRAM submission must specify how the play set is anchored; concrete anchoring is preferred.

Tankless water heaters

Tankless water heaters are allowed at any home. The exterior components must only be placed on the utility side of the home, and pre-approved landscaping must screen them from street view. Tanks may be vented through the garage roof.

Tankless water heaters require a Palm Beach Gardens city permit and an approved RRAM.

Delivery boxes

See the Sanctuary community webpage for information on HOA-approved delivery boxes. Two models from the Step2 brand are pre-approved. These are available from various online retailers.

Satellite dishes

An approved RRAM is required for installing a satellite dish. Short-wave radio antennas are not permitted.

Satellite dishes must be installed at the least-visible position from the street and neighboring properties, without blocking an adequate signal. This is at least halfway back on the utility side of the home, along the gutter line.

A dish can be placed on the back of the home except for the lakeside properties. Components should not extend above the roof's ridgeline.

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

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RRAM Rejections and the Appeal Process

How to start the appeal process

When the ARC rejects a RRAM, the homeowner may appeal the decision. An appeal requires submitting the following items:

1. A written note of two pages or less, stating the basis for the appeal.
2. If applicable: visual renderings showing the differences between the current configuration and what the homeowner is proposing in the appeal.

The homeowner should send these materials to the property management company in hard copy, by mail. The homeowner must also email digital copies to the property management company.

Next steps

The HOA requires 10 business days to process the appeal packet. The homeowner then receives an official date for their appeal meeting.

The property manager notifies the resident(s), the ARC, and the Board of the appeal date.

At the Board meeting

On the appeal date, the homeowner and the ARC attend a meeting together with the Board.

The ARC (or its designated representative) and the homeowner shall be given equal time to explain their interpretation of the situation and to make a recommendation to the Board.

The Board's decision

The Board may do any of the following in response:

- Reverse the ARC decision and accept the solution the homeowner proposed in the appeal documents.
- Reject the appeal. The ARC's original decision stands.
- Amend the ARC decision.
- Refer the matter back to the ARC with guidance.
- Defer further action until a future date.

The Board members who are present at the meeting vote on the decision, and the majority vote is final. The outcome may not be reversed, except in the case of the homeowner making misrepresentations or false claims in the appeal.

SANCTUARY ARTICLE 14.05: NO WAIVER OF FUTURE APPROVALS

The approval of the ARC of any proposals or plans and specifications or drawings, for any work done or proposed, or in connection with any other matter requiring the approval and consent of the ARC, shall not be deemed as to constitute a waiver of any right to withhold approval or consent as to any similar proposals, plans and specifications, drawings or matters whatever subsequently or additionally submitted for approval.