



THE SANCTUARY OF JACKSONVILLE BEACH
HOMEOWNERS ASSOCIATION, INC.

DESIGN STANDARDS &
ARCHITECTURAL GUIDELINES

UPDATED: February 5, 2021

Adopted by the ARC and Board of Directors
On: **February 18, 2021**

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Guidelines

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 of Jacksonville Beach 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 and the surrounding marsh.

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 ensure 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.
- 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, replacements or alterations, including major landscape projects, must be approved by the ARC. This includes major repairs that will alter the external appearance of your home or property. Note that this guide is not all inclusive of covenant regulations and homeowners should contact the ARC if you have a project not included here. ARC will review projects not covered by these Guidelines on a case-by-case basis. All external government permits, or permissions required for the planned work shall be submitted to the ARC for review before work begins. The ARC approval is considered a separate and unique approval from that of Government Agencies.

Receiving approval for a project from a Government entity does not mean it is automatically approved by the ARC or the Board of Directors.

Fines may be levied for violating these Guidelines per the Community Bylaws.

Requests may be submitted electronically via the E-Form located on The Sanctuary of Jacksonville Web Site (<http://thesanctuaryhoa.frontsteps.com>). Refer to Appendix A for an example of this E-Form. Alternatively, a copy of the Request Form/ARC application may be printed out and completed as a hard copy and submitted to an ARC member or to the Sanctuary Management Company.

The steps involved in the ARC review process are listed below. Note that no work may commence prior to approval:

- The Homeowner completes Request Form/Application, attaches all required documentation, and returns the information either electronically or via hard copy to the Sanctuary Management Company. The Web requests are automatically transmitted to the Management Company and then are sent to the ARC members. If request requires a building permit, applicant should receive ARC approval **prior to** applying for the permit.
- Failure to provide required documentation will delay approval to the following month.
- A copy of a survey is required for: driveway replacement, walkways, fencing, landscaping, pool, hot tub, deck, patio, porch, pool enclosure, screened lanai, sunroom, playset, bulkhead, and structural addition. Location of proposed improvements shall be indicated on the survey.
- Two sets of blueprints required for all structural additions.
- The ARC reviews applications for all modification projects.
- If so indicated by the Homeowner or the ARC, adjacent residents may be notified and consulted about the submitted project prior to commencement of work.
- If plans are approved, a notification will be sent to the homeowner from the ARC or the Management Company.
- Homeowner shall allow property access to ARC members after submission of application, and until project is determined acceptably completed.
- If plans are not approved, or approved with conditions, homeowner will be advised of the reason for denial or conditions by either the ARC or the Management Company. The homeowner can submit revised plans or appeal the decision of the Committee to the Board of Directors in accordance with 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 unless otherwise notified by the homeowner (i.e., large scale projects).
- Sanctuary Management maintains original ARC file together with one set of blueprints of new construction; committee maintains copies of all applications and supporting documentation.
- Homeowner shall notify the ARC when project is commenced, and when completed.

2.0 Required Documentation for New Construction, Additions or Improvements

2.1 Site Plan (see Appendix B)

- 5.1.1 Two sets of Plans, together with samples of building and roof materials and colors.
- 5.1.2 Drainage Plan (if relative to new construction).
- 5.1.3 Property lines, setback lines, wetland limits and easements.
- 5.1.4 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).
- 5.1.5 Outline of exterior house walls, decks, driveways and walks on adjacent lots that are within ten feet of any property line.
- 5.1.6 Outline of house foundation walls, decks, roof overhang.
- 5.1.7 Pools or/ spas.

2.2 Floor Plans

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

2.3 Building Elevation

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

2.4 Landscape Plan

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

3.0 Modification of Home

- 3.1 Any modifications to existing construction, or change to the exterior of any building, fence, paving, grading, parking, building addition, landscaping, screen enclosure, Bulkheads, docks, decks, roof gutters or repainting of home, must be reviewed and approved by the ARC.

3.2 Homeowner must submit lot 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 (see Appendix B).

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

7.0 Design Standards for New Construction and Modifications (Any structural or dimensional changes that occur during construction require Homeowner to notify the ARC.)

7.1 Building Type

7.1.1 Structures not to exceed thirty-five (35) feet in height and must have an attached two or three-car garage. No tool, storage room, other buildings or structures of any kind may be constructed separate and apart from the residential dwelling.

7.2 Form and Proportion

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

7.2.2 Design and placement of windows using brick wainscoting, horizontal siding or brick elevations laid in common bond. Window design can vary. Approved designs include double-hung 6 over 6 pattern or no interior panes at all with the occasional use of arched window forms. Side by side slider windows (other than large sliding glass doors typical for a patio) are not permitted.

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

7.3 Lot Siting/Setbacks

7.3.1 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.

7.3.2 Front Yard setbacks shall be no closer than twenty (20) feet from the backside of the curb to any part of a front wall or window.

7.3.3 Side Yard setbacks shall be no closer than five (5) feet from a side property line.

7.3.4 Rear Yard setbacks shall be no closer than ten (10) feet from the rear property line, water line, or environmental control line.

7.3.5 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).

7.4 Exterior Color Plan (Paint Colors)

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

- 7.4.2 Generally, home colors shall be muted earth tones. Typically, these would be of white, cream, grays, muted greens and blues, browns, beiges, and the like. Bright primary colors are not permitted and the colors of reds, oranges, purples, yellows will not be allowed. Lighter shades of these primary colors will be considered on a case-by-case basis by the ARC.
- 7.4.3 Dramatic contrasts in bright colors of siding, trim and doors with that of the parent house color are not permitted.

Addendum added July 2021:

THE SANCTUARY OF JACKSONVILLE BEACH
HOMEOWNERS ASSOCIATION, INC.

DESIGN STANDARDS &
ARCHITECTURAL GUIDELINES
Dated: February 18, 2021

AMENDMENT #1
July 15, 2021*

Existing standard:

7.4.2 Generally, home colors shall be muted earth tones. Typically, these would be of white, cream, grays, muted greens and blues, browns, beiges, and the like. Bright primary colors are not permitted and the colors of reds, oranges, purples, yellows will not be allowed. Lighter shades of these primary colors will be considered on a case-by-case basis by the ARC.

Addition to 7.4.2:

The approvable blue colors are:

- . Zero Gravity – BEHR N450-2
- . Cosmic Quest – BEHR N460-4
- . Icicles – BEHR N490-2
- . Lunar Surface – BEHR N460-3

7.5 Roofs

- 7.5.1 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 ARC. See Appendix C - Sample of roof pitch and design for porch addition.
- 7.5.2 Architectural asphalt shingle roofs are required for all Sanctuary Units I & II homes.

7.6 Garages and Automobile Storage

- 7.6.1 Each lot shall have at least an attached two-car garage. No carports will be permitted. Automobiles should be stored in garages whenever possible. 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. Windows along the top of the garage door will be permitted by review of the ARC. If a home has a side entry garage, the window or windows should be a style consistent with the house windows.

7.7 Siding

7.7.1 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 as prescribed in this document.

7.8 Trim

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

- 7.8.1.1 Fascia boards to include soffits
- 7.8.1.2 Eave trim at the roof
- 7.8.1.3 Gable end trim at the roof
- 7.8.1.4 Window and door trim
- 7.8.1.5 Doors and windows
- 7.8.1.6 Railings
- 7.8.1.7 Gable end vents

7.9 Brick

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

7.10 Windows

7.10.1 Windows shall be of the single or double hung type with a 6 over 6 pattern or no interior pattern at all and occasional use of arched window forms. Colors are to be white, cream, bronze or in the house base or trim color. Side by side slider windows will not be permitted. Reflective tinting is not permitted.

7.11 House Entry Doors

7.11.1 Entry doors are to be consistent with the character, type and proportion to those existing within 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 ARC.

8. Architectural Restrictions

8.1 Air Conditioning Units

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

8.2 Bulkheads/Decks/Docks/Similar Structures

- 8.2.1 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 request can proceed.
- 8.2.2 Bulkheads must be installed by a certified/licensed company. Construction specs will be provided for ARC approval to include dimensions, location, materials and Contractor.
- 8.2.3 Backfilling of property to increase acreage is not permitted.
- 8.2.4 Decks or Docks cannot intrude into water bodies, Environment Easements or neighboring lot lines. Setback rules in section 7.3 apply.

8.3 Driveways and Walkways

- 8.3.1 The minimum standard concrete replacement should be in "broom" finish.
- 8.3.2 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.
- 8.3.3 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.
- 8.3.4 Patterns are permitted. These patterns must follow guideline #2 in that NO contrasting grout, crack, or groove simulation is allowed.
- 8.3.5 All finishes must be in a non-glossy finish.
- 8.3.6 Picture of house, trim, and shingles must accompany application to identify color blends.
- 8.3.7 Brick, concrete or travertine pavers are permitted. All above rules apply to this material.
- 8.3.8 Paver construction materials other than those listed must be reviewed by the ARC before implementation.
- 8.3.9 The ARC shall have final approval of all colors selected.

8.4 Fences and Walls

- 8.4.1 The composition, location and height of any fence or wall to be constructed on any Lot shall be subject to the approval of the ARC.
- 8.4.2 Wire or chain link fences are prohibited.
- 8.4.3 Fences are prohibited on water adjacent lots. Exceptions will be reviewed on a case by case basis based on aesthetics and the impact on neighbors.
- 8.4.4 Maximum fence height shall not exceed four (4) feet unless required by law for pool or spa. An exception is allowed for rear fences on the The Sanctuary's property perimeter – fence height allowed up to six (6) feet.
- 8.4.5 Pictures and specifications of proposed fencing material must be submitted for review.
- 8.4.6 Any portion of the fence that can be seen from the front of the house must be obscured by landscaping.
- 8.4.7 Fences can only be erected from one foot forward of the rear wall of the house, back. Exceptions will be reviewed on a case by case basis based on aesthetics and the impact on neighbors.

8.4.8 Fence colors should be of earth tones (browns, grays etc.) or black (iron). White (or any color) vinyl fences are not permitted.

8.4.9 Existing fences that do not meet these guidelines cannot be replaced.

8.4.10 The following fence styles shall be permitted (see Appendices D & E):

8.4.10.1 Wood

"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 V-i 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.

8.4.10.2 Aluminum/Wrought Iron

"D" "universal", 3/4" 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" above the top rail of the fence.

8.5 Backboards, Play Structures, Swings, Gazebos and Similar Structures

8.5.1 All basketball backboards, play structures, large swings, gazebos and similar 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.

8.6 Hurricane Shutters

8.6.1 These 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 F for a diagram of these Hurricane Shutters.

8.7 Decorative Shutters

8.7.1 ARC approval is required for the addition of shutters. Decorative shutters are permitted if they are the appropriate size and color. Shutters must at least be of the height of the window they are next to, but preferably a bit taller. The color of the shutters must be approved and should not be of extreme contrast to the parent house color. The number of shutters and placement of shutters must be approved by the ARC to ensure they do not appear cluttered and are aesthetically pleasing. Bahama shutters are not permitted.

8.8 Removal of Trees

8.8.1 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.

8.9 Satellite Dishes, Antennas, Other Devices

- 8.9.1 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." Requirement based on FCC OTARD Rules (Over-the-air-Reception Devices).

8.10 Screen/Storm Doors (see Appendix G)

- 8.10.1 All front entry screen/storm doors must be either Full View Retractable or Full View Out-Swinging. Full View means unobstructed view, basically the screen or glass covers the entire door opening. Unlike a traditional or conventional screen/storm door, there is no panel in the lower portion of the door to block the view or the ventilation.
- 8.10.2 Full View Retractable screen/storm doors may be mounted inside or outside of the doorjamb.
- 8.10.3 The color of the screen/storm doorframe and trim must be in compliance with approved color standards of the ARC Guidelines.

8.11 Sight Distance at Intersection

- 8.11.1 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.

8.12 Swimming Pools

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

- 8.12.1.1 The setback rules in section 7.3 apply to the location of the pool. The ARC must approve the location of any pool construction. The approved location of a pool is typically in the rear of the home where it is not visible from the street.
- 8.12.1.2 Composition to be of material thoroughly tested and accepted by the industry for such construction.
- 8.12.1.3 Pool screening may not be visible from the street in front of the dwelling except on corner Lots.
- 8.12.1.4 Any lighting of a pool or other recreation area shall be designed so as to buffer the surrounding residences from the lighting.

8.13 Wetlands

- 8.13.1 No construction, fencing, filling, clearing (except hand clearing), tree removal, or anything that will disturb the jurisdictional wetlands is allowed, unless permitted through the proper

governmental agency or agencies, and approved by the ARC.

9. Architectural Criteria for Snowy Egret Way

9.1 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 to members of ARC. The following standards are applicable to the lots on Snowy Egret Way.

9.2 New Construction and Modifications

9.2.1 Application for all lots to be developed on Snowy Egret Way and Mourning Dove Lane was approved by the Board of Directors on December 15, 2005. Any deviation requires resubmission to the ARC.

9.2.2 Application to the ARC is required prior to proceeding with any and all exterior modifications.

9.3 Building Type

9.3.1 Home elevations on Snowy Egret Way will not blend with existing home elevations in The Sanctuary – acknowledged and permitted.

9.3.2 Two-story homes, with detached or attached garages, or garages with living quarters - permitted.

9.3.3 Homes may have metal roofs; flat roofs not permitted.

9.3.4 Lot siting and setbacks will comply with section 7.3.

9.4 Exterior Color – Snowy Egret

9.4.1 Although these lots were sold with home plan and exterior color choices, the ARC requests that color choices be submitted showing the color of the exterior walls, shutters, doors, shutters and trims. Exterior paint chips must be provided and colors chosen from those listed below (or equivalent):

9.4.1.1 Any hue or variation blending with the specific approved colors as noted on the original color chart provided by the developer is acceptable on Snowy Egret Way only. Prior approval of the color by the ARC is required.

9.4.1.2 The following Benjamin Moore Paint Color Codes (or equivalent) are acceptable (Approved by the BOD, June 14, 2007). Prior approval of the color by the ARC is required:

HC-119:	Kittery Point Green
2023-70:	Creme 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

Note: The Tract J Mourning Dove Lane homes are not considered part of aforementioned Snowy Egret Way. This section of development is required to comply with the color chart for The Sanctuary in section 7.4.

10. Enforcement

10.1 In the event an owner constructs an improvement that is not approved, or is in violation of the Covenants or ARC Guidelines, 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 such improvement, then the Association may take such actions to enforce the removal as more fully described in the Covenants and Restrictions and in compliance with Florida Statute 720.305(2)(a), as outlined in the Hearing and Fining Procedure.

10.2 Hearing and Fining Procedure

Note: The ARC and Board members are required to refer to the Declaration of Covenants and Restrictions that requires all new construction or proposed modifications be in compliance with the provisions in this Section to protect the value of the property in The Sanctuary.

For complete text please refer to the Declaration of Covenants, Conditions, Restrictions and Easements The Sanctuary Unit Two-A (this can be located at: <http://thesanctuaryhoa.frontsteps.com>).

11. Appendices

Appendix A (Example of E-Form ARC Request)



The SANCTUARY

of Jacksonville Beach Homeowners Association

MAIN MENU

- Home ➤
- What's New ➤
- Resources ➤
- Sanctuary Life ➤
- Contact Us ➤
- My Account ➤
- Logout ➤

Architectural Review Request Property Improvement

All exterior modifications and projects require ARC approval. When in doubt, please call to learn if your particular project requires approval. A new set of guidelines is soon to be published, in the meantime please refer to the ARC Guideline on the website's document section.

The ARC meets as needed to review project requests. Only homeowners of record may request project approval. Residents who lease will need to have the homeowner submit for project approvals. Approved projects must commence within 60 days and be completed within 90 days of approval.

It's the homeowners responsibility to secure necessary permits from the City of Jacksonville Beach and/or SJRWMD and comply with all building codes and conservation easements. Copies of the permits or exemptions must be submitted to the ARC.

A survey of the property is required for projects such as exterior structures, bulkheads, and major landscaping.

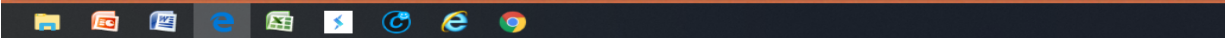
Contractor Hours
Monday -Saturday 8:00 a.m. to 6:00 p.m.

The ARC cannot overrule local, state, and federal regulations. Homeowners must comply with all association covenants and restrictions affecting the property. The Sanctuary HOA may be more restrictive than government entities within limits set by law. (April 2017)

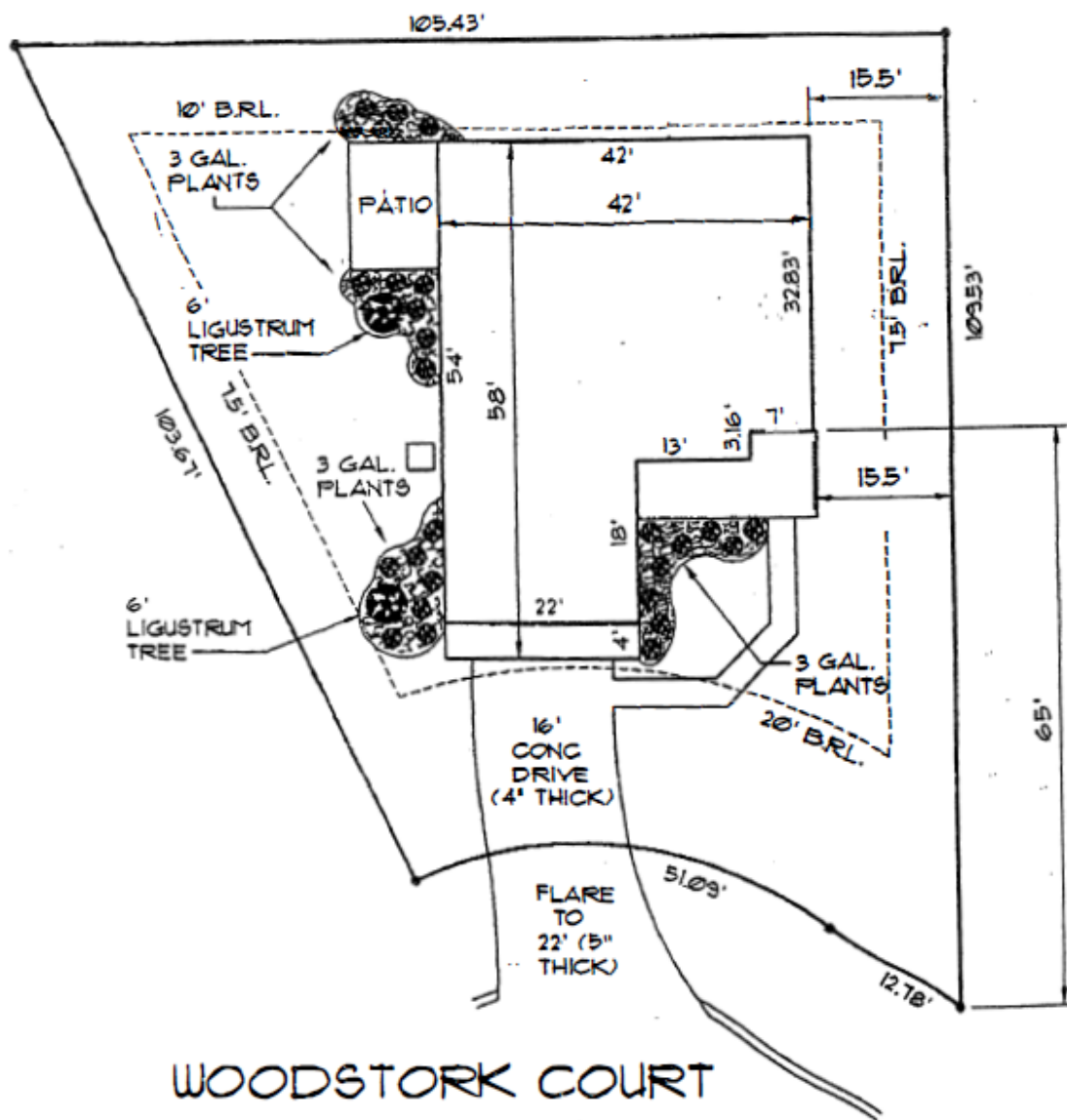
Date:	5/20/2019	*
Homeowner Name:	Timothy Hallberg	*
Address:	3335 Whipoorwill Ct.	*
City:	Jacksonville Beach	*
State:	FL	*
City:	Jacksonville Beach	*
Phone:	9043156813	*
Email:	fsu051982@aol.com	*
Project:	Enclosure	*
Additional Information:		
City Permit Required?:	☐	
SJRWMD Permit Required?:	☐	
Contractor:		
Contractor Phone:		
Expected Start Date:		
Sample(s) to be provided:	☐	
XXXXXXXX:		
Date Received by ARC:		
ARC Member:		
ARC Decision:		
Decision Date:		
Member Signature:		
Comments:		

* indicates required field

The Sanctuary Homeowners Association of Jacksonville Beach-FL



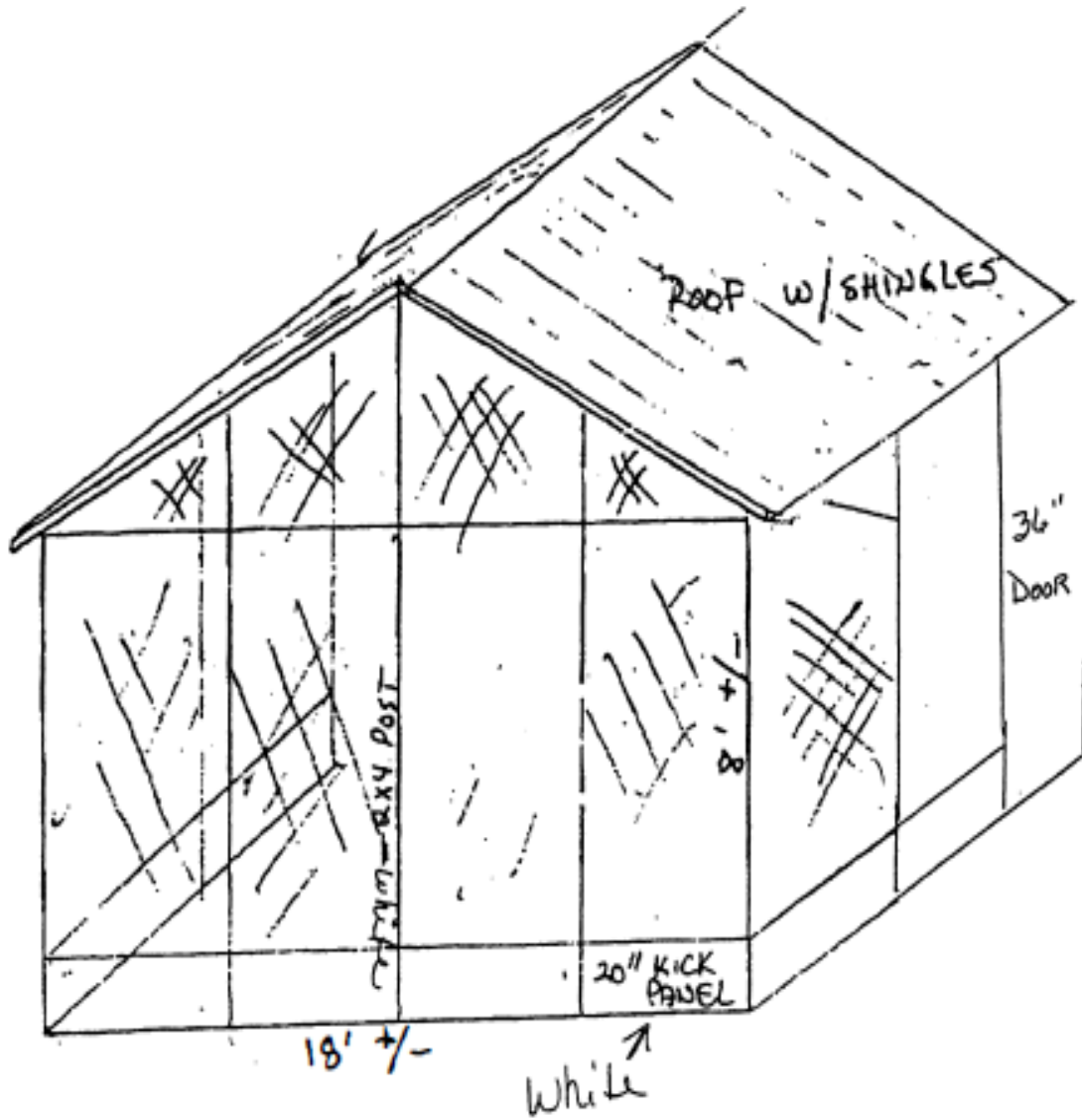
Appendix B
(Example of Site and Landscape Plan)



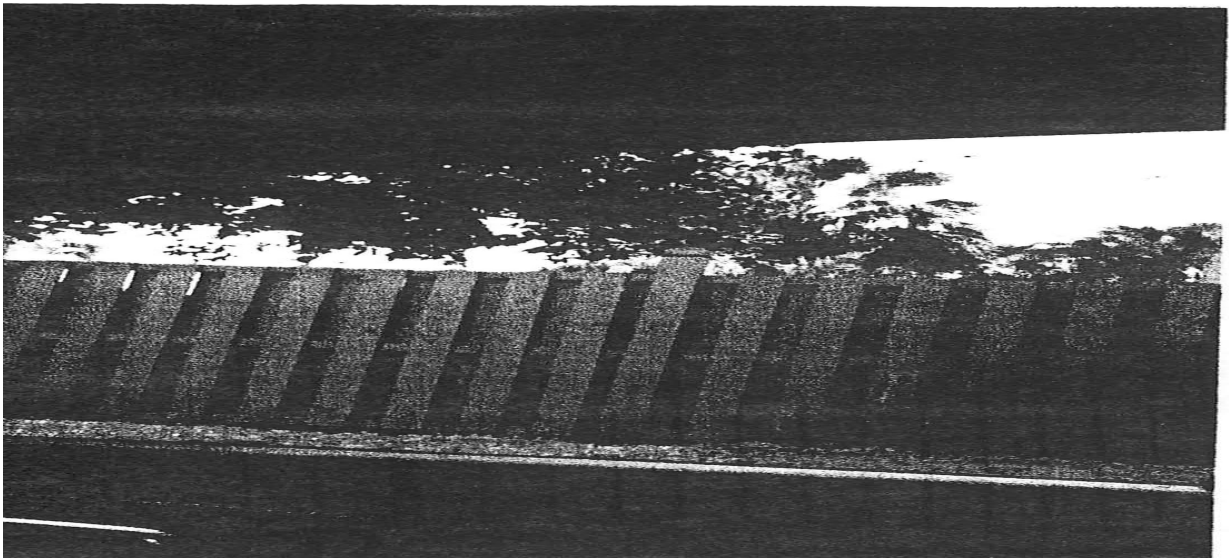
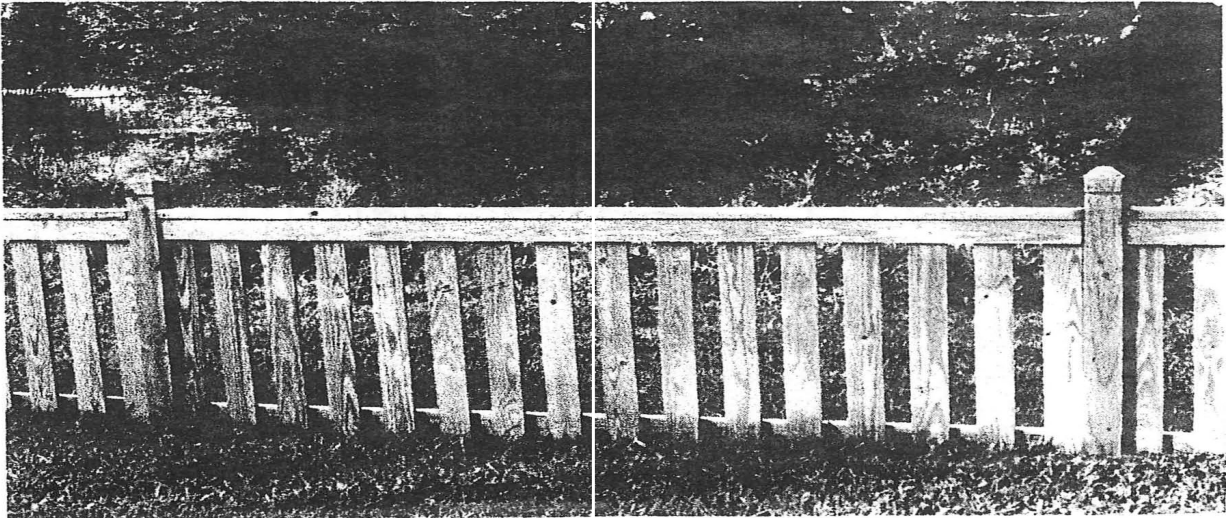
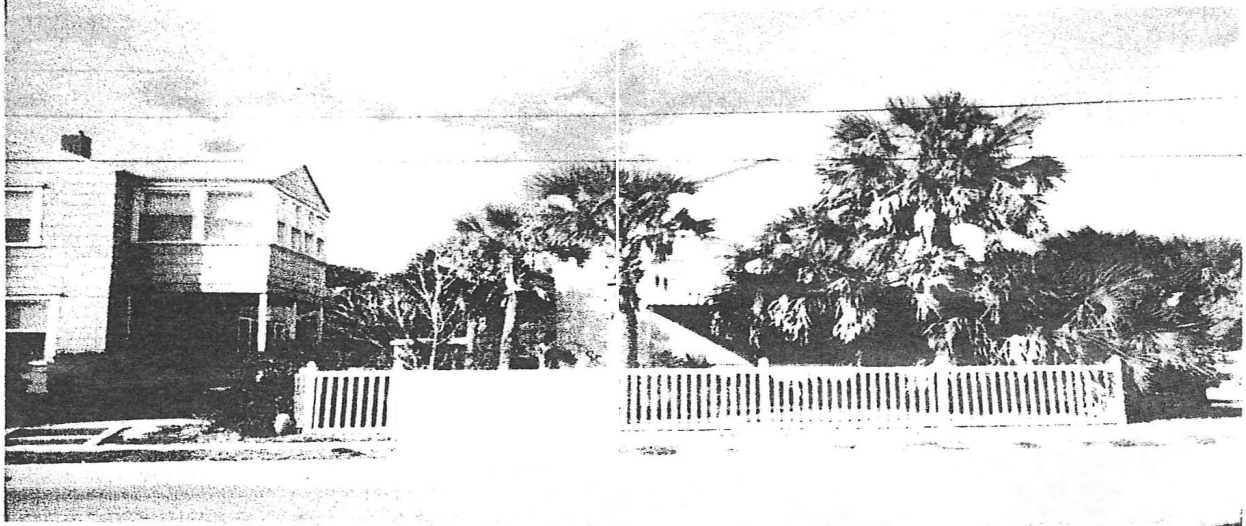
WOODSTORK COURT

LOT #31 SANCTUARY

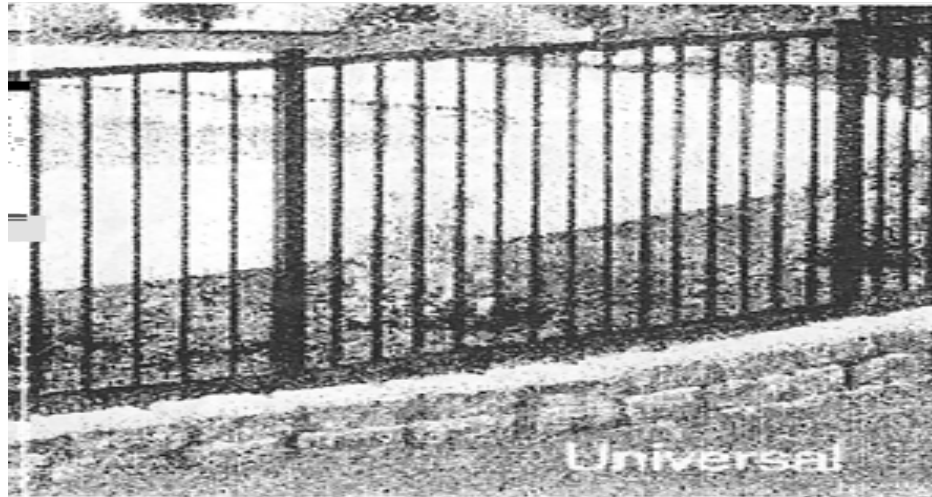
Appendix C
(Example of Roof Pitch and Design for Porch Addition)



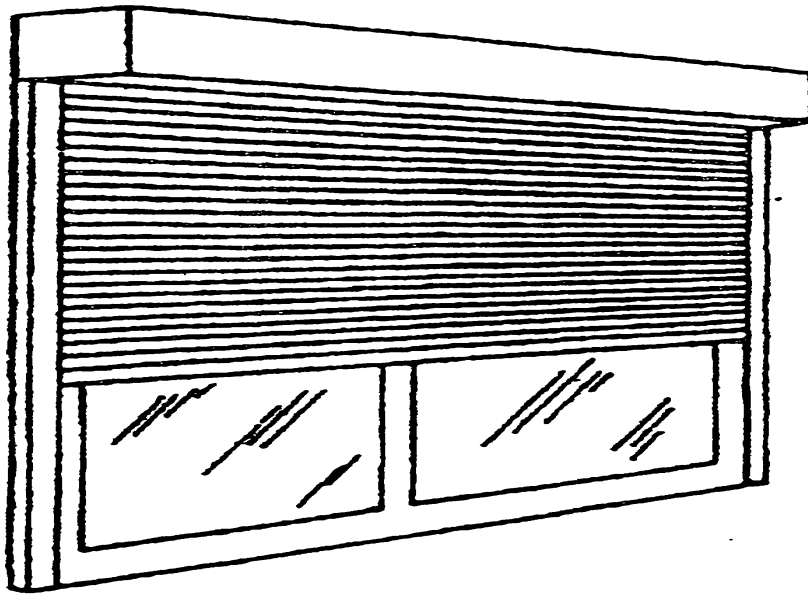
Appendix D
(Example of Approved Fences)



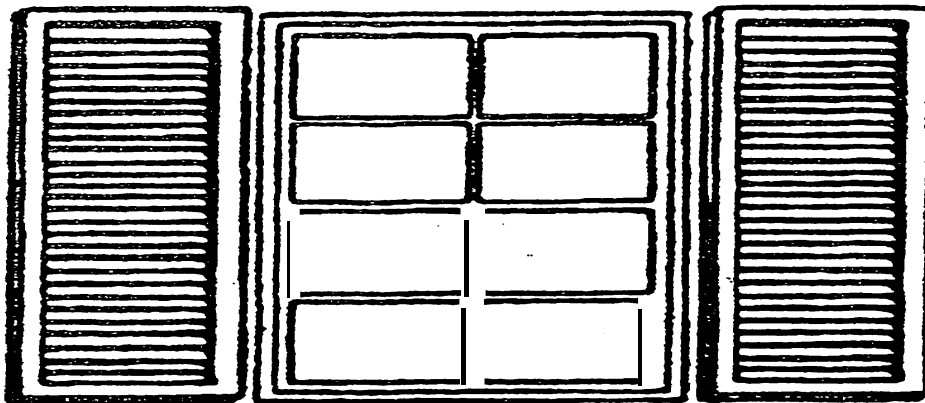
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(Another Example of Approved Fences)



Appendix F
(Example of Approved Hurricane Shudders)



Rolling Shutters



Colonial Shutters

Appendix G
(Example of Approved Entry Screened Doors)

