

Sanctuary Homeowners Association, Inc.

Below you will find the Design Guidelines for the Sanctuary Homeowners Association, Inc. (“Association”). The Association’s governing documents require that any modifications to the exterior of your home or property be approved by the Association.

These Design Guidelines are provided to you to help establish what modifications would generally be approved, however, each modification is reviewed on a case-by-case basis and based on your specific Lot. These guidelines are not intended to provide any preapproval and are subject to change.

All approvals are subject to the following conditions:

1. The change/improvement must not impede the flow of water in any drainage easement or swale nor restrict or increase drainage across your lot, a neighbor’s lot, or any common area.
2. For any portion construction in any easement, owner/applicant must hold the Association harmless for any costs associated with repair/replacement of change/improvement should the association or local municipality or local utility need to enter such easement.
3. Deviation from approved plans is not allowed. Any changes require re-approval.
4. All completed work is subject to inspection by the Board of Directors or their representatives. All remediation expense required to bring work into compliance with the approved plan will be at the expense of the Homeowner.

At the end of this document you will find the Association’s Request for Modification Form (“Form”). This form should be completed for any modification and returned to your Association Manager with Fieldstone Association Management. The completed form can be sent to:

Fieldstone Association Management
Kyle Waidner
kylewaidner@fieldstonerp.com
2675 Paces Ferry Road
Suite #125
Atlanta, Georgia 30339
Fax: 678-819-5366

A completed Form must be submitted for all modifications. **THE VERBAL APPROVAL OF ANY ASSOCIATION REPRESENTATIVE, DIRECTOR, OR COMMITTEE MEMBER IS NOT SUFFICIENT. ALL MODIFICATION APPROVALS MUST BE IN WRITING.** When plans are required, they must be submitted with the Form. A Form is attached to these Standards. Additional Forms are available from Fieldstone Association Management.

Design Guideline 1

Fences

- Chain link fences or chain link dog runs are not permitted.
- The following types of fences may be approved for installation:
- Six-foot privacy fence that is either cap topped or X braced, be cedar, cypress, #2 or better pressure treated wood.
 2. Maximum five-foot wrought iron or aluminum style fence with an approved tip style.
- The maximum span between posts shall be ten (10) feet. The minimum post size shall be 4 X 4 inches and must have two 2 X 8 inch rails or three 2 X 6 inch rails per section.
- Wrought iron or aluminum fences must be black. Wooden fences may be stained the following Sherwin Williams colors:
 1. Clear
 2. Woodridge SW 3504
 3. Riverwood SW 3507
- Generally, fences shall not be located closer to any street than 10' in front of the rear edge of the home.
- On corner lots, the fence shall not extend toward the side street further than 25 feet from the building line of the lot and must also comply with all county regulations. Sight lines will be considered in evaluating all plans.
- Crossbeam structure shall not be visible from any street and must face inside (toward the yard).
- All fence posts for all fences must be set in concrete.
- Generally fences styles will need to match neighboring fences.
- **Wood fences must have a minimum ground clearance of 2 inches.**

HOMEOWNER WILL BE REQUIRED TO UNDERCUT THEIR NEW FENCE IF POST-INSTALL INSPECTION REVEALS FAILURE TO COMPLY.

Homeowner Acknowledgement signature: _____

All requests for wooden fences will require an onsite drainage assessment by the Board of Directors or their representative prior to approval.

- Fence Examples



Cap Top Privacy Fence



X Braced



Straight Topped Wrought Iron or Aluminum Fence



Spear Topped Wrought Iron or Aluminum fence

DESIGN GUIDELINE 2

Exterior Decorative Objects, Front Porch Flower Pots, Lighting, etc.

- A Form must be submitted for all exterior decorative objects, both natural and manmade, including, but not limited to, items such as bird baths, wagon wheels, flag poles, and items attached to approved structures.
- Landscape lighting should not exceed twelve (12) inches in height
- The number of landscape lights should not exceed sixteen (16) for front and side of home.
- The total wattage of landscape lighting should not exceed 100 watts, all lights are white or clear, non-glare, and located so as to cause minimal visual impact on adjacent properties and streets.
- Front doors and front entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers in pots must always be neat and healthy. Neatly maintained front porch flowerpots (maximum of four (4)) that blend with the exterior color of the house, containing evergreens/flowers do not require the submission of a Form.
- Objects will be evaluated on criteria such as location, proportion, color, and appropriateness to the surrounding environment.
- Holiday decorations and lighting may be installed in a reasonable manner for the various recognized holidays. Holiday decorations and lighting may be in use until thirty (30) days after the Holiday.

DESIGN GUIDELINE 3

Garden Plots

- All garden plots should be located behind the rear of the house
- The size of the plot is generally limited to 150 square feet or 1/4 of the rear yard, whichever is smaller.
- The maximum height of plants is less than four (4) feet at full growth.
- Garden plots for homes set on lots at angles and homes on corner lots will be considered on an individual basis
- Raised beds require submission and approval of detailed plans prior to installation.

DESIGN GUIDELINE 4

Play Equipment

- Play equipment should be installed within the extended right and left sides of the house in the rear yard.
- Play equipment should not exceed fifteen (15) feet in height and will have a minimum visual impact on adjacent properties.
- All play equipment, including, but not limited to, swing sets, slides, seesaws, jungle gyms, etc., exclusive of wearing surfaces (slide poles, climbing rungs, swing seats, etc.) will generally be required to blend into the surrounding environment through the use of earthen colors comparable to dark green or brown.
- Playhouses must be located where they will have a minimum visual impact on adjacent properties. In most cases, material used must match existing materials of the home, and the playhouse may not be larger than 100 square feet.

DESIGN GUIDELINE 5

Basketball Goals

- Basketball Goal backboards should be perpendicular to the primary street on which the house is located.
- The backboard should be white, beige, light gray, or clear.
- The backboard post should be painted black.
- Basketball goals may not be attached to the house.
- Portable goals may not be maintained for periods of more than twenty-four (24) hours in the street or at the curb.
- Permanently affixed poles must comply with the above and be removed on demand if backboard, rim, net, or pole falls into disrepair.

DESIGN GUIDELINE 6

Private Pools and Hot Tubs

- A Form is not required to be submitted for children's portable wading pools (those that can be emptied after use) that do not exceed eighteen (18) inches in depth and whose surface area should not exceed thirty-six (36) square feet.
- Swimming pools exceeding thirty-six (36) square feet located above the ground are not allowed.
- In-ground pools must have adequate fencing. Generally, the maximum allowable pool area is 1,000 square feet.
- Glaring light sources that have a visual impact on neighboring lots will not be permitted.
- Spas and hot tubs must be screened from adjacent properties and streets.
- Free standing pre-manufactured hot tubs may not exceed 8' x 8' total exterior dimensions
- Submitted plans must detail drainage easements, buried utilities, and include detailed plans to prevent drainage issues on adjacent lots.

DESIGN GUIDELINE 7

Patios and Walkways

- A patio should not extend beyond the left and right sides of the house and should not extend to within ten (10) feet of the side property lines nor further than twenty (20) feet from the rear of the home
- A patio should not exceed six (6) inches above the ground at any point.
- A walkway should not extend beyond the left and right sides of the house and should not extend to within ten (10) feet of side property lines.
- A walkway should not exceed four (4) inches above the ground at any point.
- Material may include concrete, stone, or pavers
- All materials and colors must be submitted and approved prior to work beginning

DESIGN GUIDELINE 8

Exterior Landscaping

- Landscaping should relate to the existing terrain and natural features of the lot. The amount and character of the landscaping must conform to the precedent set in the surrounding neighborhood.
- All landscape beds must be covered with natural pine straw, chopped pine bark mulch, or wood shavings.
- Rocks are not permitted as landscape bed ground cover.
- Rock may be used for drainage areas but must be unobtrusive, fit into the scheme, and be approved prior to installation.
- The preferred landscape bed edging is a neat four to six (4" – 6") inch deep trench. Other edging, if used, shall not exceed three (3") inches above the turf height and be of a uniform type. Color should compliment the existing landscape.
- Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a deck or porch must also be screened from view.
- You do not need to seek written approval if you want to **ONLY** add "Black or Brown" mulch around your tree beds or flowerbeds. Any other type of mulch will be a violation and the homeowner will be required to promptly remove it. Any additional changes to lot require written approval and **MUST** be sent in for Board approval.
- All submitted plans must detail platted county drainage easements and provide detailed drainage plans for your lot as well as affected neighboring lots.

DESIGN GUIDELINE 9

Decks

- Generally, the deck may not extend beyond the right and left sides of the home.
- Materials must be cedar, cypress, #2 or better pressure treated wood, or an artificial board product like TREX brand decking. Approved deck STAIN colors are any of the primary exterior home colors, clear, Woodridge (SW3504), or Riverwood (SW3507). Trex or other manufactured decking must comply closely with the above color scheme and a sample must be provided for approval prior to installation. Paint will not be approved for decks or railings.
- Vertical supports for wood decks must be a minimum of four by six (4" X 6") inch wood posts or painted metal poles, boxed in to give the appearance of wood columns. Owners are advised that a building permit may be required for deck construction.

DESIGN GUIDELINE 10

Exterior Building Alterations

- Repainting of the house or trim should not require a Form if the color(s) are not changed.
- The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
- A paint color change requires that the following information be submitted along with the Form:
 1. A paint sample or picture of the paint color used in or approved for this neighborhood or similar nearby neighborhood with the same type home. The address of the home and neighborhood where the color has been approved must be identified.
 2. Area of home to be re-painted.
 3. Photograph of your home and homes on either side (in most cases, adjacent homes cannot be painted the same color).
- Storm windows and doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the house.
- Plastic or metal storage sheds or other structures are not allowed.
- Garbage cans and air conditioning units may be concealed on the side of your home using a board approved lattice screen.

Lattice Screen Example:



Design Guideline 11

Driveway extensions and widening

- Application must include county building permit and name of contractor to be used.
- All buried utilities and plumbing must be identified on submitted plan
- Must include review and detailed plans to deal with water drainage issues, including drainage of affected adjacent lots
- Must include structural wall review and plans as required. Wooden retaining walls will not be approved
- Must follow contour and elevation change of existing driveway.
- Cannot extend past rear edge of existing garage.
- Onsite inspection by member of the BOD or their representative will be required.

SANCTUARY REQUEST FOR MODIFICATION REVIEW

PER ARTICLE 6.2, THIS APPROVAL MAY TAKE UP TO 45 DAYS FOR APPROVAL AFTER ALL REQUIRED INFORMATION IS RECEIVED

Name: _____

Street Address: _____

Lot number: _____

Phone Number: _____

Email: _____

Please provide the Architectural Control Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community. Modifications without approval from the Committee are a violation of the Covenants and may result in fine and legal action by the Association.

Description of requested modification: _____

Estimated start Date: _____ Estimated Completion Date _____

Acknowledgment of Adjacent Homeowners (*all homeowners sharing common boundary line, or those with a direct view*) will be considered by the Architectural Control Committee but will not be binding upon the Committee. No application will be considered unless this section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed.

Lot: _____ Signature: _____ Approve: _____ Disapprove: _____

Lot: _____ Signature: _____ Approve: _____ Disapprove: _____

Lot: _____ Signature: _____ Approve: _____ Disapprove: _____

LANDSCAPING, including gardens, landscape blinds, landscape edging

- Asbuilt/HLP/Lot Plat/Survey *identify location of landscaping modification
- Description: _____
- Photo(s) of the requested location(s) to be modified
- Plan denoting hardscape/plant materials, location and quantities
- Drainage Plan
- Material list and pictures

EXTERIOR LIGHTING, including exterior and landscape lighting

- Description: _____
- Number of lights: _____
- Photo(s) of the requested location(s) of the lighting
- Photo of the lighting

EXTERIOR DECORATIVE OBJECTS, including planters, statuaries

- Description: _____
- Photo(s) of the requested location(s) of the object(s)
- Photo(s) of the object(s)

FENCING, including fenced blinds

- Fencing must conform to the standards stated in the Design Guidelines
- Fence type: _____
- Height and maximum width of spans: _____
- Color/stain: _____
- Fence beams must be inside facing (*interior*), not visible to streets or lots
- Asbuilt/HLP/Lot Plat/Survey *identify location of fencing and existing neighboring fencing
- Permit (*if applicable*)
- Materials: _____
- All nails, screws or fasteners shall be aluminum or hot-dipped galvanized
- All posts shall be anchored in concrete
- Signature acknowledging 2" clearance requirement beneath all wooden fences:

Homeowner Signature: _____

PLAY EQUIPMENT, including basketball goals

- Asbuilt/HLP/Lot Plat/Survey *identify location of play equipment modification
- Location must have minimum visual impact
- Photo example of modification, requested location
- Materials used should match existing materials of home

DRIVEWAY, PATIO or WALKWAY

- Asbuilt/HLP/Lot Plat/Survey**identify location of driveway/patio/walkway modification*
- Photo(s) of the requested location(s) to be modified
- Materials: _____
- Driveway - drainage Assessment and Plan
- Driveway – Permit from county
- Driveway - Structural wall plan (if required)
- Driveway – Depiction of all buried utilities and plumbing on plat

DECK or PORCH, including screened porches

- Asbuilt/HLP/Lot Plat/Survey**identify location of deck/porch modification*
- Photo of the location of the deck/porch
- Design rendering or scope of work
- Dimensions: _____
- Color must be clear or stained to match existing color scheme
- Stain color code: _____
- Materials: _____
(Cedar, Cypress, No. 2 grade or better PT, or manufactured deck board)
- Picture, brand, and specific color description if manufactured decking is used

EXTERIOR BUILDING ALTERATIONS, including painting and roofing

- Colors/Materials to be used that are different than those existing
- Paint Brand, color name(s) and color code(s)
- Photos of your home and the homes on either side and those facing
(*In most cases adjacent/facing homes cannot be painted the same*)
- Permit (*if applicable*)

STORM DOORS and WINDOWS

- Description and photo example of the storm door/windows including color
- Color must be compatible with existing primary and trim colors
- Photo(s)of the requested location(s)to be modified

BUILDING ADDITIONS

- Asbuilt/HLP/Lot Plat/Survey**identify location of building addition*
- Photo(s)of the requested location(s)to be modified
- Photo(s) from the location of the area to be modified of adjacent lots
- Scope of work from contractor
- Size, color, and detailed architectural drawing of addition
- Exterior materials used must match existing exterior materials of home
- Permit
- Drainage assessment and plan

PRIVATE SWIMMING POOL, including hot tubs

- Asbuilt/HLP/Lot Plat/Survey **identify location of pool, pool deck and pool equipment*
- Pool type: _____
- Swimming pool dimensions (maximum size 1,000sqft): _____
- Pool color (must be white or blue): _____
- Lighting (if any): _____
- Permit
- All pool related landscaping modifications must meet requirements of the Landscaping category
- Manufactured Hot tub dimensions _____

**** Submit this form and all documents to the Association Manager in one email/file ****

Owner Acknowledgement: I understand and agree that no work on this request shall commence until written approval of the Covenants Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

I agree that all modifications will be completed as approved and that completed modifications may be inspected for plan compliance. I further agree that all remediation costs necessary to bring completed modifications into compliance with approved plan will be the sole responsibility of the homeowner.

Neither Fieldstone Realty Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Architectural Control Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner Signature: _____

Date: _____

Architectural Control Committee Use:

Date Received:

Date Reviewed:

Approved as submitted:

Approved with Stipulations:

Stipulations:

Disapproved: