

**THE SANCTUARY ON SPRUCE CREEK
HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
ARC MEETING AND DECISION PROCEDURES**

DISCUSSION DRAFT

For Review and Comment Prior to Formal Adoption

Proposed Effective Date: April 9, 2026

Board-Adopted: MM/DD/YYYY

Effective Date: MM/DD/YYYY

I. PURPOSE

These procedures ensure statutory compliance with Florida law and establish consistent, defensible decision-making processes for the Architectural Review Committee.

II. AUTHORITY

These procedures are adopted pursuant to Article VIII of the Declaration of Covenants and Restrictions and Florida Statutes Chapter 720.

III. MEETING NOTICE REQUIREMENTS

- Notice of ARC meetings shall be posted at least 48 hours in advance.
- The property manager shall post notice on the community website.
- Notice shall include the date, time, location, and general purpose of the meeting.
- All ARC meetings are open to Association members.

Meetings are typically held via Zoom on the first Monday of each month, unless otherwise posted.

IV. APPLICATION REVIEW PROCESS

A. Application Requirements

A complete application must include:

- Description of the proposed modification or structure
- Site plan, sketch, or photograph showing the location

Depending on the nature of the request, additional information required by the ARC may include:

- Dimensions (height, width, depth as applicable)
- Description of materials to be used
- Color samples, if applicable
- Any other information that may be reasonably requested by the ARC

An application is deemed complete only when all required information has been submitted. Incomplete applications will be returned with a written explanation of what is missing. The 45-day review period does not begin until a complete application is submitted and acknowledged in writing or via email by the property manager.

B. Pre-Application Consultation

Homeowners are encouraged, but not required, to consult informally with an ARC member before submitting an application. Pre-application consultations can help identify potential issues early and reduce the likelihood of denial or required modifications. Pre-application consultations may be arranged informally or through the property manager.

C. Review Timeline

- Applications are deemed submitted only when the ARC provides written acknowledgment of receipt of a complete application.
- The ARC has 45 days from written acknowledgment to respond, per Article VIII, Section 3 of the Declaration.
- If no response is provided within 45 days, the application is deemed approved.

D. Expedited Review

An applicant may request expedited review for urgent situations (such as contractor scheduling constraints, time-sensitive repairs, or similar circumstances). The ARC will make reasonable efforts to accommodate expedited requests but is not obligated to do so.

E. Emergency Situations

In true emergencies posing an immediate threat to health, safety, or property (such as a tree at imminent risk of falling on a structure), the homeowner may take necessary protective action without prior ARC approval. The homeowner must submit an application for retroactive review within 14 days, explaining the emergency circumstances.

F. Withdrawal and Resubmission

- An applicant may withdraw an application at any time before a decision is rendered.
- If an application is denied, the applicant may resubmit with modifications at any time. There is no waiting period for resubmission.

G. Approval Expiration

Approvals expire 180 days from the date of approval if work has not commenced. The homeowner may request a one-time extension by submitting a written request to the ARC before the expiration date. Extensions are granted at the ARC's discretion.

H. Conditional Approvals

The ARC may approve an application subject to specified conditions or required modifications. Any conditions shall be clearly stated in the written approval letter. The homeowner is responsible for ensuring the completed work conforms to the approval, including any conditions.

I. Informal Committee Action

The ARC may address minor or routine matters, including applications for simple modifications, through informal consultation among committee members outside of a formally noticed meeting, provided a quorum of committee members concurs with the decision. All such decisions shall be documented and reported at the next regular ARC meeting.

V. DECISION DOCUMENTATION

A. Approvals

- All approvals shall be provided in writing and retained in the application file maintained by the property manager.

B. Denials

All denial letters must include:

- The specific Declaration section or published guideline violated
- The specific aspect of the proposal that does not conform
- What modifications would make the proposal acceptable, if applicable
- Notice of appeal rights (10 days to the Board, per Declaration)

VI. APPEAL PROCESS

- An owner may appeal an ARC denial to the Board of Directors within 10 days of the denial, per the Declaration.
- The Board shall review the appeal at a regular or special meeting, which shall occur no later than 60 days from receipt of the appeal. The Board may defer review to a subsequent meeting to ensure adequate Board participation, provided the 60-day limit is met.
- The Board has 30 days from the meeting at which the appeal is heard to render a decision, per the Declaration.
- The Board's decision is final.
- The Board's reasoning shall be documented in the meeting minutes.

VII. CONFLICT OF INTEREST

Any ARC member who is the applicant, or who has a personal or financial interest in the outcome of an application, shall recuse themselves from discussion and voting on that application. The same recusal requirement applies to Board members when hearing an appeal.

VIII. COMMUNICATIONS

For purposes of this policy, "written" communication includes email. Certified mail is not required except where specifically stated in the Enforcement Procedure.

IX. RECORDS RETENTION

1. All applications, approvals, denials, and supporting photographs shall be retained for a minimum of seven (7) years.
2. A searchable database of precedent decisions shall be maintained to ensure consistency in similar future requests.

X. SEVERABILITY

If any provision of this procedure is held invalid or unenforceable, such determination shall not affect the remaining provisions, which shall continue in full force and effect.