

**THE SANCTUARY ON SPRUCE CREEK
HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE**

STANDARDS ADOPTION AND PUBLICATION PROCEDURE

Board-Adopted: 4/9/2026

Effective Date: 4/9/2026

I. PURPOSE

This procedure ensures that all architectural standards are legally enforceable and accessible to homeowners, as required by Florida Statute §720.3035.

II. AUTHORITY

This procedure is adopted pursuant to Article VIII of the Declaration of Covenants and Restrictions and Florida Statutes Chapter 720.

III. PROCEDURE FOR NEW STANDARDS

Step 1: Development

- The ARC or a Board committee drafts proposed standards
- Include specific, measurable requirements
- Cite the Declaration authority for each standard
- The ARC may recommend standards, but only the Board of Directors has authority to adopt architectural standards binding on homeowners.

Step 2: Legal Review (Recommended)

- Have the management company and/or attorney review for statutory compliance
- Verify the standard does not conflict with Florida law (e.g., solar rights, flagpole rights)
- Ensure the standard is authorized by the Declaration

Step 3: Board Review

- Present the draft to the Board at a properly noticed meeting
- Board discusses and may amend
- Vote on adoption

Step 4: Formal Adoption

Board adopts by resolution stating:

- "The Board adopts the following standards as authorized by Article [X] of the Declaration"
- Effective date (typically 30–60 days after adoption for new standards, unless otherwise stated in the resolution)
- Location of publication

Document in meeting minutes with vote count.

Step 5: Publication

- Post immediately on the Association website
- Mark document as "Board-Adopted [date], Effective [date]"
- Email notice to all homeowners with link
- Include in newsletter announcement
- Add to new owner welcome packets

Step 6: Waiting Period

- Allow 30–60 days before enforcing new standards
- Exception: Clarifications that do not impose new restrictions or materially alter existing rights or obligations under the Declaration may be effective immediately.

Unless expressly stated otherwise, newly adopted standards apply prospectively and do not require modification or removal of structures installed in compliance with standards in effect at the time of installation.

IV. PROCEDURE FOR EXISTING UNDOCUMENTED PRACTICES

If the ARC has been applying standards not formally adopted:

- Document current practice in writing
- Board ratifies by resolution
- State effective date as original practice date (if known) or adoption date
- Publish immediately
- This cures any documentation defect going forward

Enforcement of such standards shall occur only after formal ratification and publication in accordance with this procedure.

V. PROCEDURE FOR VOLUNTEER-CREATED DOCUMENTS

A. If Board Previously Approved (Even Informally):

1. Board formally ratifies with resolution
2. Clean up document formatting and clarity as needed
3. Mark as "Board-Adopted [original date], Effective Date [date standard put into effect]"
4. This validates retroactive application

B. If Board Never Approved:

5. Board reviews and adopts (or modifies then adopts)
6. Effective date is adoption date going forward
7. Cannot enforce retroactively before adoption date

VI. 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.