

WELCOME HOME



Welcome to the Sanctuary on Spruce Creek!

Welcome to the Sanctuary on Spruce Creek! We're happy that you've chosen to join this neighborhood; our names are Christina and Anita. As part of the Association Welcoming Committee, we are here to assist with your transition into our community. Included is a packet of information that will help answer many questions you may have as you settle into your new home. We are also here to be a resource for other inquiries that come up along the way. We look forward to getting to know you and your family and having you in our neighborhood!

The Board of Directors of our Home Owners Association meets on the 2nd Thursday of every month at 6:30pm at VFW Post 3282. (5810 S Williamson Blvd Port Orange). You will receive an email reminder prior to each meeting which will include previous meeting minutes and an agenda for the upcoming meeting. The minutes are also posted on our website for quick reference. All residents are welcome and encouraged to attend the meetings! This is the best way to keep informed of what is going on in the community and have an opportunity to address concerns directly with the board at the end of each meeting.

Included in this packet is a summary of our governing documents and details of where the full documents can also be found at. Please be sure to review these documents and become familiar with all the rules and regulations of the community. One important section to note is the Architectural Review Committee section. ARC Applications need to be submitted and approved by the ARC committee prior to any changes to the exterior of your home (i.e.: paint, landscaping, roofs, fence, playsets, sheds, etc.). This application can also be found on our website. The ARC committee meets the first Monday of every month to review all applications that have been submitted the month prior. Please note there may be fines if this process is not followed.

If you have any questions please feel free to reach out to either of us. Our contact information is listed below.

Christina Catanzaro 315-247-7799 (cvcatanzaro@gmail.com)

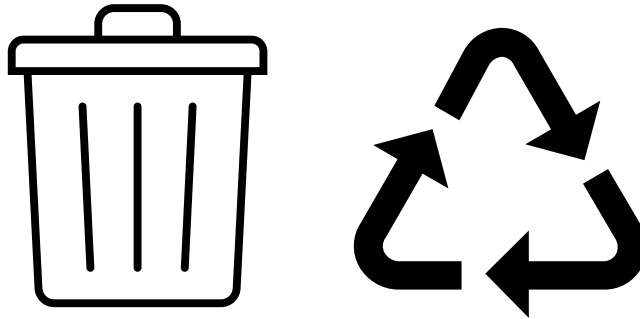
Anita French 603-770-9582 (periwinkleyb@gmail.com)

<http://sanctuaryonsprucecreek.com/>



Sanctuary on Spruce Creek Neighbors

TRASH/WASTE REMOVAL



Garbage – TUESDAY & FRIDAY

Recycling – FRIDAY



Yard Waste – WEDNESDAY

Large Pile Yard Waste- FRIDAY

<https://www.port-orange.org/520/Garbage-Collection>

<https://www.port-orange.org/521/Recycle-Collection>

WATER RESTRICTIONS

The St. Johns River Water Management District watering rules are in effect for all customers, regardless of whether you live within the city or county limits. These restrictions are intended to ensure the efficient use of water for landscape irrigation. The restrictions allow enough water to maintain healthy landscapes year-round. The mandatory restrictions specify the time when watering may occur.

Daylight Saving Time Restrictions

2nd Sunday in March until 1st Sunday in November)

Potable or Well Irrigation

Residential

Odd numbered addresses: Wednesday and Saturday

Even numbered addresses: Thursday and Sunday

No numbered addresses: Wednesday and Saturday

Nonresidential

All properties: Tuesday and Friday

Time

Customers are required to water no more than one (1) hour per zone and no more than 3/4 inch of water per zone per irrigation day. Water only when needed, and not between 10 a.m. and 4 p.m.

Reclaim Water Irrigation

The City of Port Orange has over 6,800 reclaim water customers. By using reclaimed water, we can conserve traditional freshwater supplies and provide an environmentally responsible alternative to disposal of wastewater.

Customers using reclaim water are allowed to water three days per week under City ordinance.

Residential

(Midnight to 8 a.m.)

Odd numbered addresses: Monday, Wednesday and Saturday

Even numbered addresses: Tuesday, Thursday and Sunday

Nonresidential

(6 p.m. to Midnight)

Odd numbered addresses: Monday, Wednesday and Saturday

Even numbered addresses: Tuesday, Thursday and Sunday

Maintenance Days

The reclaimed water system will be on during the below times to allow contractors and residents to check repair work:

Tuesday and Friday 8 a.m. - 12 p.m.

<https://www.port-orange.org/241/Current-Water-Restrictions>

FRONT GATE ENTRY

Code: Contact Tout Management (386) 767-5575 to have them set up your code and phone number for guests to reach you after gates close for entry.

***When a guest arrives and reaches you via gate keypad- Press 9 to open the gate**

Remote: If you did not receive a gate remote from previous home owner at closing you can purchase one directly from Tout Management (approx. \$30 per remote)*

Gates close at 6:30pm

Entrance gate opens at 6:30am

Exit Gate opens at 9:00am

*Tout Management office is located at:

1326 South Ridgewood Ave. # 14 Daytona Beach, FL 32114

Open Monday - Thursday 9:00 am - 5:00 pm

Fridays - Closed at noon to the public

Closed Daily for lunch 1:00 pm - 2:00 pm)

MEET OUR BOARD AND COMMITTEES

BOARD OF DIRECTORS

PRESIDENT

Paul Klein

VICE PRESIDENT

Warren Klemm

TREASURER

Ann Colt

ARC (Architectural Review Committee) COMMITTEE

Carissa Regulbuto

Cisney Hanna

George Colt

Zach Rensberger

Alternate- Lisa Gilbert

Alternate- Kelly Nighswonger

GROUPS COMMITTEE

Connie Pawela

FINES COMMITTEE

James Lincoln

Dave Hampton

COMMUNITY NEWSLETTER

Jennifer Brannan

WELCOME COMMITTEE

Christina Catanzaro

Anita French

GATE & ENTRY

George Colt

Volunteers are always welcome and needed. Even if you do not want to join a committee there are always projects going on around the neighborhood that can use an extra set of helping hands. Our community has run well over the years thanks to neighborhood volunteers; the more help we can get, the more we can keep our community going!

MANAGEMENT COMPANY

TOUT MANAGEMENT, LLC.

1326 South Ridgewood Ave. # 14 Daytona Beach, FL 32114

Open Monday - Thursday 9:00 am - 5:00 pm

Fridays - Closed at noon to the public

Closed Daily for lunch 1:00 pm - 2:00 pm

TEL (386) 767-5575

General Questions

office@toutmgmt.com

ARC & Covenant Enforcement

support@toutmgmt.com

DUES

Our HOA dues arrive in the mail quarterly with our newsletter. You can pay your dues via check in the mail, in person, to the management office or online. The link to pay online can be found either on our website or Tout's website.

<https://www.hoabankservices.com/OnlinePayments/payment>

\$
**KEEP
CALM
AND
PAY YOUR
DUES**

EMERGENCY SERVICES

Port Orange Police Department

4545 S Clyde Morris Blvd, Port Orange, FL 32129

(386) 506-5800

www.port-orange.org

Port Orange Fire Department

1090 City Center Blvd, Port Orange, FL 32129-9614

(386) 506-5900

www.port-orange.org

Advent Health Port Orange ER

5811 Williamson Blvd., Port Orange, FL 32128

(386) 231-6350

portorangeer.com

Open 24 hours

Halifax Health ER of Port Orange South

Corner of Williamson and Airport Rd, Port Orange, FL 32128

halifaxhealth.org

Open 24 hours

UTILITY CONTACTS

WATER/ UTILITIES / CITY INFORMATION

City of Port Orange
<https://www.port-orange.org/>

FPL – Florida Power and Light

Fpl.com
888-988-8249
Mon. to Fri., 8 a.m. to 7 p.m. / Sat., 9 a.m. to 5 p.m.

GAS/PROPANE

A1 Propane Gas Services
(386) 236-8005
<https://www.a1propanegas.com/>

Suburban Propane
(407) 847-3582
<https://www.suburbanpropane.com/>

CABLE/INTERNET

AT&T / Direct TV
Spectrum

Summary of HOA Governing Documents

Below is a summary of each section of our governing documents. All of these can be found at one of the sources listed below. Please be sure to review the full documents.

- <https://www.toutmanagement.com/sanctuary-on-spruce-creek>
- <http://sanctuaryonsprucecreek.com/documents.html>
- Contact Tout Management if you do not have access via internet for further assistance on how to obtain a copy.

Articles of Incorporation

- 8/4/1995
- Establishment of the Homeowner Association for The Sanctuary on Spruce Creek. This defines the purpose and powers of the association, establishes Board of Directors and voting rights.

Amendment to Articles

- November 15, 2015
- Declaration of Covenants and Restrictions changes; this addresses some changes to permitted use of building quality and materials and fencing, gates and hedges.

By-Laws

- 9/7/1995
- This document provides definitions for terms, establishes requirements of meetings, quorum, proxies, establishes powers, duties and terms of Board, budget and financial reporting and record keeping policies.

Declaration

- 9/7/1995
- In addition to stating common definitions, this document discusses Property Rights including use of common areas, defines Class A and B voting rights, responsibilities for maintenance of surface water facilities, conservation easements, Assessment uses and fines, insurance and operating expenses.
- Amended: 11/12/2015 Amendment addresses the Architectural Review Committee (ARC) review of construction and responses to applications.

1st Amendment Declaration

- 11/25/1997
- Amendment to the Declaration of Covenants and Restrictions regarding Class A members and establishes that any lot adjacent to or abutting any retention area has to be mowed and trimmed by that homeowner.

2nd Amendment Declaration

- 8/9/1999
- Detailed descriptions and restrictions on fencing, walls, gates and hedges, including specially to lots abutting retention areas. It also addresses games and play structure restrictions.

3rd Amendment Declaration

- 11/7/2001
- This amendment establishes a change from 355 lots to 310 lots within the subdivision.

Disclosure Summary

- No date
- This states that as an owner in this development, you are member of the HOA, will follow the rules and pay all necessary fees established by the HOA.

Approved Roof Colors:

- No date
- This identifies four colors and companies with approved roof colors

ARC Application

- An application to the ARC Committee is required on all new construction, and any exterior changes and additions to ensure it is in compliance with the Covenants and Restrictions.

**THERE ARE NEW STANDARDS & PROCEDURES POSTED ON THE WEBSITE AS WELL-
PLEASE REFER TO THE ARC-INFO TAB TO REVIEW**

LOCAL EATS



Italian

The Garlic (New Smyrna)
Limoncello (New Smyrna)
Don Giovannis

Mexican

La Fiesta
Dahlia Mexican Kitchen

Breakfast

First Watch
Another Broken Egg
Flap Jacks
Mel's Diner
Hannah's
Cinnamon Tree Café

Pizza

Bronx House
Gabbie's Pizza
Luigi's Pizzeria and Ristorante
Giuseppe's Steel City Pizza

Hibachi/Sushi

Takara (located in the Pavilion)
Sushi 99
Ginza

Sports Bars

Mckenna's Place
Mulligans Grille
Miller's Ale House

VIEWS

Tiki Docks
Bistro 424
Land Shark/Crabby's Oceanside
Hidden Treasure
Down the Hatch
Our Deck Down Under

Steakhouse

Chart House
Hyde Park
Stonewood





LOCAL SHOPPING



(All on Williamson or Dunlawton)



Publix

Walmart

Target

Home Depot

Lowes

Aldi

Pavillion

***Dollar Tree**

***Five Below**

***Marshalls**

***HomeGoods**

***Belk**

***Michaels Arts and Crafts**

***Bath and Body Works**

***Petco**

***Sally Beauty**

LOCAL PARKS & REC

Airport Road Park

All Children's Park

Spruce Creek Park

Riverwalk Park

Port Orange Adult Center

REC Center (City Center)



<https://www.port-orange.org/Facilities?clear=False>

<https://www.port-orange.org/884/The-REC>