



# HOMEOWNER BUILDING CODE

## Schedule 2



APRIL 2011





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## 1.0 PREFACE

### 1.1 Purpose of this Review

The Sanctuary Lakes Homeowners' Building Code (The Code) is reviewed from time to time to ensure that the development is kept up to date with changes, to protect and to enhance the values of the properties in the estate. The objective is also to clarify some of the requirements and to further expand on some issues to avoid misinterpretations and uncertainties.

The revised Code is designed to facilitate residential development which is respectful of neighbourhood character and seeks to minimise off-site impacts and maximise on-site residential amenity.

### 1.2 Objective of the Code

The purpose of the Code is to meet two fundamental objectives for the benefit of the complete development and the individual allotments:

- To ensure that the development represents contemporary Australian architecture and sits comfortably within the surrounding built environment; and
- To ensure that an attractive residential environment is achieved for all residents within the completed development, both now and in the future.

## 2.0 INTRODUCTION

This is an explanatory document setting out the Code for undertaking development within Sanctuary Lakes Resort. Sanctuary Lakes Resort is a diverse and unique Residential Development, incorporating an 18 hole Greg Norman designed Golf Course and stylish Clubhouse, Recreation Club with tennis courts, pool, spa, sauna, gymnasium facilities, along with the proposed Village Precinct.

There are a diverse range of allotments to select from within the estate, to cater for your individual needs and requirements, and they are as per the following:

- Standard allotments;
- Boulevard allotments;
- Golf course allotments;
- Reserve allotments;
- Lake frontage allotments; and
- Townhouse allotments (300-450 sm).

Within each of the allotment types, there are specific requirements which require your consideration in addition to this general code. (Please refer to each individual allotment siting requirements.)

The Developer of the estate is committed to the creation of a quality residential development offering a unique lifestyle. To achieve these objectives, the Developer has prepared a set of design guidelines for each allotment, specific to particular stages and locations within the development.

Before you sign a building contract, as the owner, you are responsible for supplying a copy of the Code to your prospective builder, to enable the builder to fully understand the requirements contained within. It is recommended that prior to signing a building contract you undertake a preliminary design assessment of the lot and submit to the Architectural Review Committee (ARC).

The Code sets out the procedures and requirements for the design of your home, along with other requirements such as landscape works and fencing.

You will require specific approval for three main items:

- Building design plans;
- External materials and colours; and
- Landscaping which includes driveway, crossover, letterbox, paving and boundary fencing, where applicable.

The quality of residential design being prescribed within the Code will ensure that all residential dwellings constructed within the estate are of a standard and design which complements the resort style of Sanctuary Lakes.



All items covered in the Code are to be considered in the design of your home and should not be mutually exclusive. Designing your home at Sanctuary Lakes does not just involve the dwelling, but the complete site planning of the home within a carefully planned urban environment. Other items requiring approval are detailed within the Code.

The Code is additional to statutory building and planning requirements, Council and any other relevant Authority. As the owner, you are required to ensure that the dwelling complies with all statutory regulations and requirements in accordance with Wyndham City Council and any other relevant authorities.

Sanctuary Lakes reserves the right to vary the Code at any time as required during the progress of the development of the overall subdivision.

## 2.1 Precedence

Since the commencement of the development, the design requirements of the estate have been an ongoing and evolving process. As a consequence, the ARC has appraised proposals under changing dynamics.

With the advance of the current Code in its current form, there is greater systematic control in ensuring that the process of the ARC operates effectively, in favour of Owner's Corporation Members and the estate as a whole.

For the benefit of all Owner's Corporation Members and the protection of their investment at Sanctuary Lakes, the ARC must assess each proposal under the current Code only and any precedence cannot influence the decision.

## 2.2 Individual Lots

At Sanctuary Lakes, your future house investment is substantially protected by the Code.

The purpose of this document is to explain the architectural design objectives and to promote design solutions that reflect the intent and integrity of the Sanctuary Lakes Development. It is aimed to achieve a modern contemporary design result, with pitched tiled roof form, wide eaves and simple clean line design solution.

You must obtain written approval from the ARC prior to construction on your allotment.

There is an obligation for all lot owners who intend to commence development on a lot to obtain the necessary ARC written approval.

Their experience and standards will ensure that each individual home adds to the overall streetscape appeal, forever retaining Sanctuary Lakes' identity as a very special place to live.

## 2.3 Medium Density

Within the estate, there are areas that have been specifically set aside for smaller lots (less than 450sqm) and for medium density developments. These developments also require assessments and approvals from the ARC. The ARC is required to grant approval for these developments and specific requirements apply which may vary from the requirements of this Code.

A specific set of design guidelines has been prepared for these types of allotments within the estate. They will have similarity in their built form and colour schemes, hence maintaining the original design intent of the estate.

## 2.4 Fundamental Requirements for New Developments

### Architectural Style and Design Requirements

The concept of contemporary Australian architecture reflecting the residential resort style of Sanctuary Lakes is the main theme of the development. This document includes requirements and guiding comments on the design issues, most of which can be measured and assessed objectively and all of which need to be considered as part of producing a well-designed development. The onus is on the applicant to produce good and appropriate design to meet the requirements.

### Minimal Impact

Each new construction must ensure that its impact on the visual and physical amenity of streetscapes and immediate neighbours is acceptable and that all reasonable options have been explored to avoid unacceptable impact on neighbouring properties.

### Accurate Submissions

Providing incomplete, inaccurate or misleading information on new developments will significantly prolong the approval process. The onus is on the applicant to provide thorough and accurate information to support their application.



## 3.0 THE APPROVAL PROCESS

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There is an obligation for all lot owners who intend to commence development on a lot to obtain the necessary written approval from the ARC.

The Code is administered by the ARC appointed by the Developer. The ARC comprises of representatives from the Developer, qualified architect and/or planner, designer and architectural professionals.

The ARC will assess and review each application to ensure it conforms to the Code. Each application is treated on its own merit in accordance with the Code. From time to time some applications may not fully meet the Code; however may contain sufficient architectural design merit to warrant approval. In these instances, the ARC may meet with the lot owner and/or designer to achieve compliance.

The ARC can decline a submission if, in its opinion, it does not comply. Alternatively, the ARC may request amendments to be made in order to obtain Final Approval.

Once a member's application for approval of their plans and designs has been received, every endeavour will be made to return comments regarding each application within 14 working days. Please ensure that you make allowance for this process in all applications to the ARC.

All applications are to be made to:

### **ClubLINKS Architectural Review Committee**

PGA National Office  
600 Thompsons Road  
SANDHURST VIC 3977

**Tel:** 1300 880 809 / (03) 8320 5393

**Fax:** (03) 9639 2244

**Email:** [arc@clublinks.com.au](mailto:arc@clublinks.com.au)

### 3.1 What Requires Approval

You will require specific written approval from the ARC for three main items:

- Building design plans;
- External materials and colours; and
- Landscaping which includes driveway, crossover, letterbox, paving and boundary fencing, where applicable.

Other items that require written approval from the ARC are:

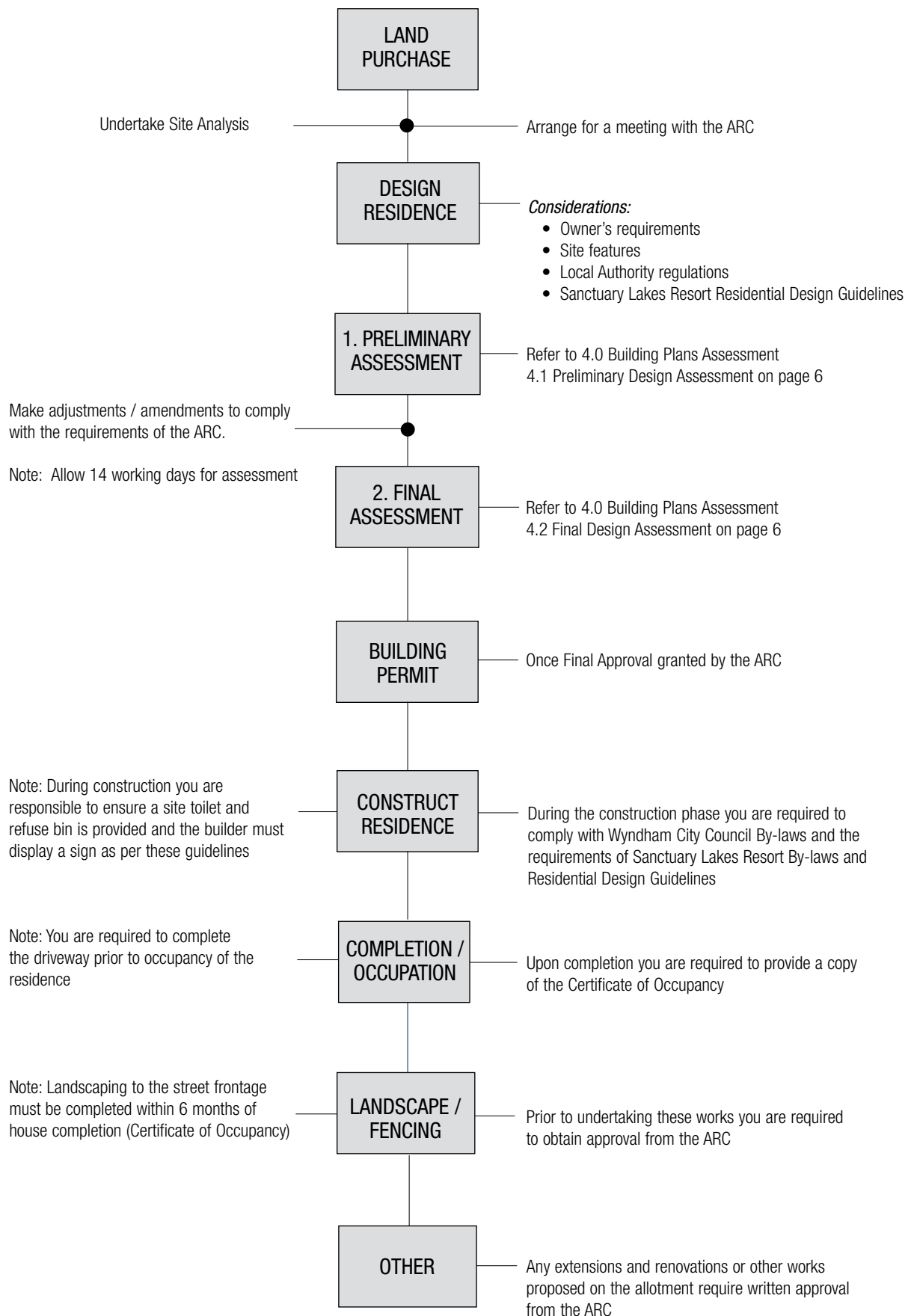
- Externally mounted air conditioning units and evaporative coolers;
- Outbuildings (garden sheds, boat shed, golf cart storage and similar structures);
- Solar hot water heaters – residential dwellings and swimming pools;
- Tennis courts and associated external lighting;
- Pergolas, patios and verandahs;
- Swimming pools and associated structures;
- Rainwater tanks;
- Satellite dishes and communication devices;
- TV and radio antennae;
- Fencing, where applicable;
- Security system; and
- Extensions and renovations.

Finally, as a general rule, you must obtain written approval from the ARC prior to construction or erection and/or installation of any item on your allotment.



### 3.2 Approval Process Flow Chart

#### WHEN YOU HAVE PURCHASED A LOT AT SANCTUARY LAKES RESORT THE FOLLOWING PROCESS OCCURS:



## 4.0 BUILDING PLANS ASSESSMENT

Before signing any building contract, you should supply a copy of the Code to your prospective Builder or Designer so that they fully understand your obligations to it.

It is highly recommended that you undertake Preliminary Design Assessment through the ARC prior to signing building contracts.

This is a free service, conducted with the ARC's architect for the purpose of providing feedback on your plans before they are submitted to the ARC. Simply contact the ARC when you have preliminary drawings to make the appointment.

To avoid any unnecessary delay in the assessment, the ARC recommends a two-step procedure, namely Preliminary Design Assessment and Final Design Assessment.

### 4.1 Preliminary Design Assessment

The purpose of undertaking an assessment of the design at an early stage is to ensure that what is being proposed will comply with the Code. This step is recommended before you have contracts signed and the working drawings prepared.

The ARC will assess the proposal and advise you as to whether the design is acceptable and/or provide a list of requirements or advice that may need to be addressed prior to the submission being taken further.

In regard to any such requirements, you may wish to amend the sketch proposals and re-submit for assessment prior to final design drawings being submitted. This ensures your building design meets the ARC requirements.

For submission details and requirements, please refer to checklist item 9.1 in this document.

### 4.2 Final Design Assessment

After you have made the necessary amendments to your preliminary design proposal you can make a submission for Final Design Assessment. Building plans submitted must be working drawings as sketch plans will not be approved.

If the working drawings are in order, Final Approval can be granted. If the submission does not meet the Code, a list of requirements will be provided which must be fulfilled to obtain Final Approval. You will be required to amend the plans and re-submit.

Once Final Approval has been granted by the ARC you may proceed to the next stage of obtaining your building permit.

Please ensure you read and understand all conditions placed on your Final Approval.

You are advised that an Asset Protection Bond needs to be paid prior to the ARC issuing the Final Approval documentation. Please ensure that this has been paid prior to making application to the ARC for Final Approval.

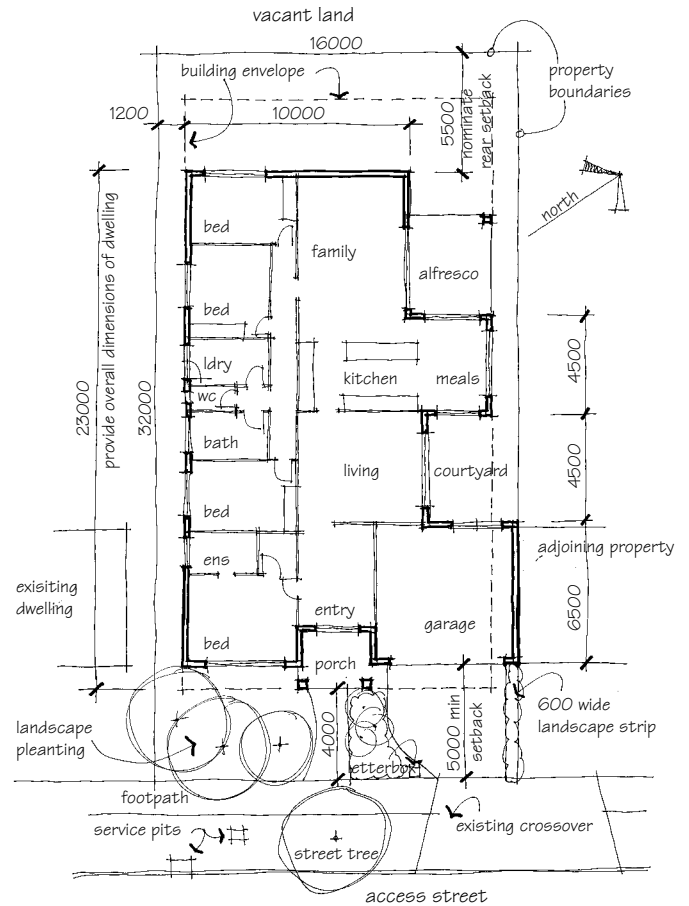


diagram 1  
**Preliminary Assessment Diagrams**

For submission details and requirements, please refer to checklist item 9.2 in this document.

Please inform the ARC of your builder's contacts details and construction commencement date.

If your submission does not conform to the Code, you must provide compelling reasons or justification as to why dispensation should be granted. The executive ARC meets on a regular basis to review issues or requests that may not necessarily conform to the Code.



## 5.0 SITE PLANNING AND BUILDING DESIGN

### 5.1 Siting Of Residence

It is a requirement of the ARC that you undertake a site analysis of the lot prior to commencement of design. This analysis sets the criteria for the positioning of the residence in relation to services, crossovers, parking bays and landscaping.

Some of the key points to consider are:

- Site design plan/building setbacks;
- Orientation and slope;
- Trees and other significant vegetation;
- Adjacent buildings;
- Access points to the site and/or restrictions;
- Drainage and services;
- Potential views;
- Prevailing winds;
- Easements;
- Privacy requirements; and
- Potential noise sources.

In addition to the above design considerations, the house design and ultimate layout needs to address the overlooking and potential overshadowing of the adjoining properties.

Responsibility resides with the owner and builder to gain approval from a building surveyor; however, the ARC needs to have a general assessment of overshadowing. As such, shadow diagrams are to be prepared to minimise such overshadowing.

To assist you with this process, it is recommended that you refer to the ResCode for details of preparing a site analysis plan.

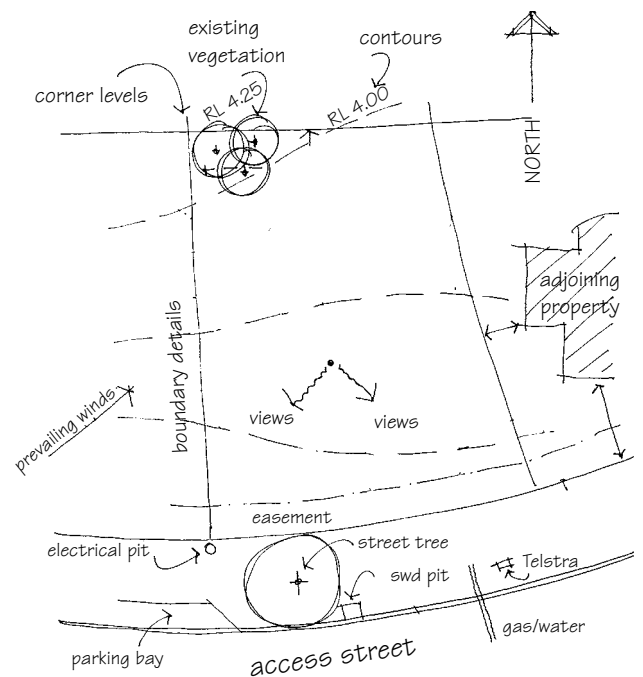


diagram 2  
**Site Analysis Plan**

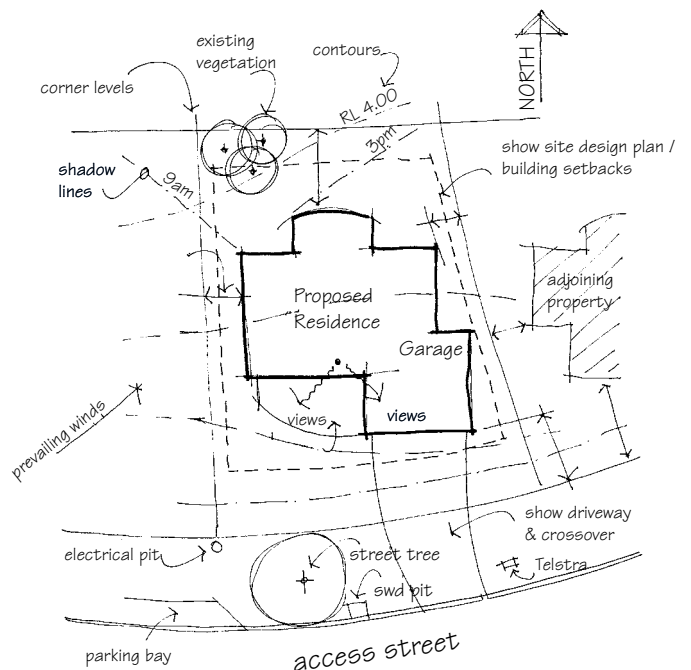


diagram 3  
**Site Design Response**

## 5.0 SITE PLANNING AND BUILDING DESIGN cont.

### 5.2 Privacy

In designing your dwelling you must minimise views and overshadowing to adjoining properties. In particular, consideration must be given to open spaces of adjoining residences. Generally, building to allotment boundaries is not encouraged. The objective of the design philosophy is to create an open feeling environment within the estate.

To achieve general privacy requirements and maintaining the amenity of your neighbour, the ARC recommends that the design of your dwelling takes into consideration the following:

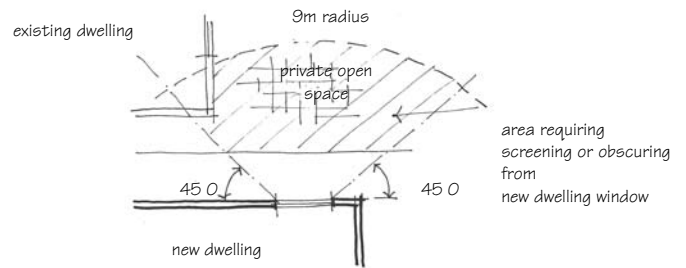
- Orientation of dwelling;
- Energy efficiency and privacy;
- Location and style of windows;
- The use of balconies; and
- Location of adjacent building's private open spaces and windows.

To achieve privacy and maintain the amenity of the neighbour, you may consider the following:

- Stagger windows to avoid direct outlook to neighbours' private open space, bedrooms and living rooms;
- Avoid balconies of adjoining properties facing each other;
- Privacy screens to be incorporated where deemed appropriate;
- Shade devices and screen planting;
- Creative landscape designs;
- Windows sill height 1.70 metres above floor level where looking into private open space/habitable windows; and
- Opaque glazing to windows.

It is recommended that you create north facing courtyards/open spaces for the dwelling, with the building form constructed around the space thus giving privacy within and beyond the development. Remember to design the dwelling for the allotment chosen, not to fit an existing design onto the lot.

All house designs must comply with the relevant provisions of Rescode.



\* screening views towards adjacent private open space.

diagram 4

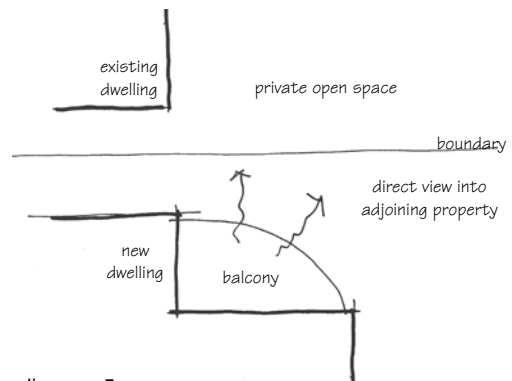
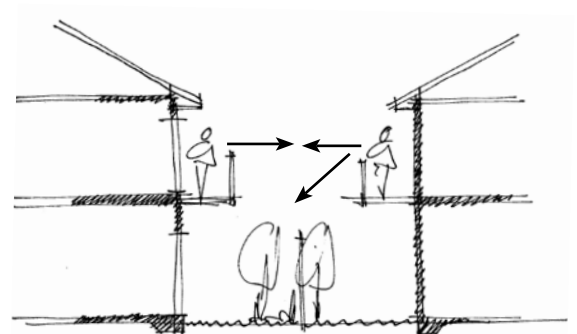
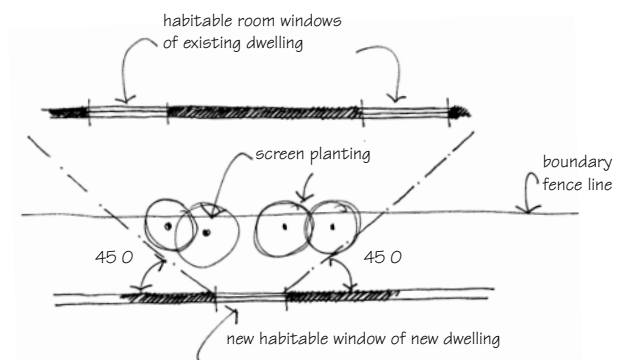


diagram 5



\* avoid balconies directly looking into properties adjacent and into private open spaces

diagram 6



\* new window offset to avoid direct outlook into existing habitable window / spaces  
\* provide fencing and screen planting

diagram 7

### Privacy Consideration Diagrams



### 5.3 Building Setbacks

Setback controls have been carefully planned to ensure the integrity of the urban streetscape and for the overall enhancement of the estate.

Building envelopes apply to all lots within the estate. To obtain a copy please contact the ARC.

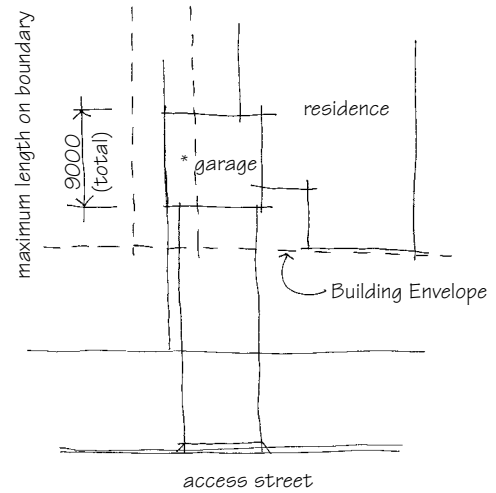
Setback controls also apply to verandahs, pergolas and outbuildings. Garages are preferred to be articulated into the main dwelling, provided they do not project forward of the dwelling by more than two (2) metres, and the articulation/layered effect is enhanced. Additionally, the design is not to be compromised by garage dominance.

Where the design requires the garage to be fully forward of the dwelling, side entry will be required with the minimum setback being as per the building envelope plan.

The ARC has discretion to grant dispensation for garages and parts of dwellings to an overall length of nine (9) metres on one boundary only. In such instances, a parapet wall with box gutter must be provided to the exact boundary. No off-sets will be permitted. All walls on boundary must be constructed with a parapet wall and box gutter.

Where this is approved, a parapet wall must be provided to the exact boundary. No off-sets will be permitted.

The ARC advises that the siting design policy is in addition to the requirements of ResCode. You should contact the Council as to the requirements for building setbacks to comply with the requirements of ResCode.



- \* Garages / Residence built to boundary is not as of right and requires specific approval from the ARC
- \* Your design should have all buildings offset to be in accordance with the Building Envelope Plan.
- \* 9.00 metres maximum of garage and residence built on only one boundary

diagram 8

## 5.0 SITE PLANNING AND BUILDING DESIGN cont.

### 5.4 Building Form

All dwellings within the estate are to reflect the contemporary Australian residential resort style design, with building materials being considerate of this design requirement.

The use of 450mm eaves is to be incorporated into the design (exclusive of fascia and gutter). Clipped eaves are not permitted.

Roof forms that enhance the design and sit the house down is the design philosophy, with eaves provided.

The use of 'mock' styles and/or period designs (i.e. Federation, Colonial) will not be considered. Designs should be simple with clean lines whilst maintaining individuality to the residence.

Dwelling façade designs which reflects 19th century styles shall not be permitted, including the use of decorative elements, double columns, cornices, window cross bars, architraves and lacework/fretwork.

Where mouldings are used, they are to be square or rectangular in cross-section and painted out the same colour as the surrounding wall surface. They must not be highlighted by a colour change.

The design should provide simple, in-scale defined entrances. The building form should consider all elevation treatment and forms.

Where allotments back onto Boulevard, golf course/recreational parks, lake and public areas, an "address" to these feature areas is to be created. "address" is defined as a presentable appearance to the elevation of a house that abuts the feature area. This could be achieved through provision of a point of entry into the dwelling by the use of design elements such as pergolas, courtyard walls and in the case of two storey homes a balcony above the entry door.

Where allotments have more than one address to the streets, side streets or public areas, articulation to the facades will be required.

Box-style homes must be avoided; therefore the floor area of an upper storey of a dwelling must be at least 20 per cent less than the floor area of the main lower level storey. Such articulation must be reflected in the front elevation. In the case of corner sites, boulevard lots, golf course lots and lake lots, articulation shall be reflected in the elevations facing the street, golf course or lake.

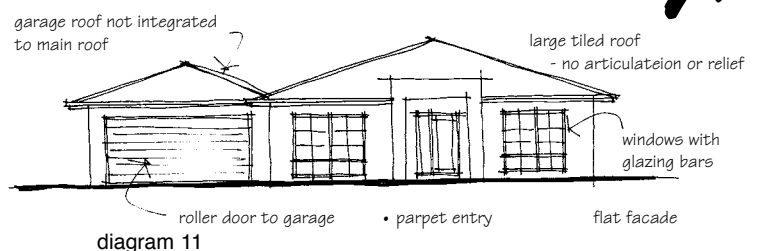
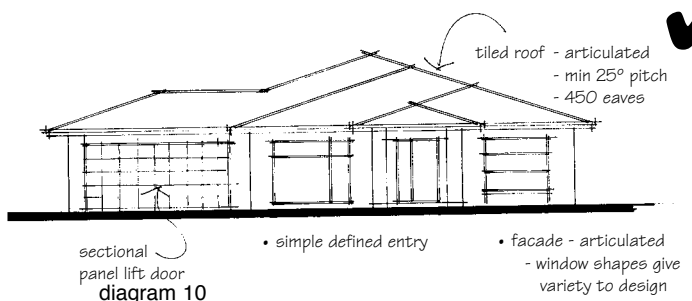


diagram 12

### Building Form Diagrams



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## 5.5 General Design Principles

### Single Storey Design Requirements:

- Articulate front façade;
- If corner lot then articulate side elevation wall and roof, in addition to front;
- Enhance the street address with relief elements such as pergolas, porches and verandahs;
- Model roof line;
- Provide simple defined entry, in scale with the overall house;
- Limited use of parapet wall is acceptable (maximum 30%), however this should not dominate the front façade as eaves are to be expressed;
- Roof eaves to be minimum 450mm (measured from finished wall surface exclusive of fascia board and gutter);
- Flat roof to entry can be considered;
- Vary windows to give variety to design; and
- Use of complementary building materials.

### Double Storey Design Requirements:

- Articulate and layer front façade, with upper floor being setback to ground floor by minimum 1.2m from the front;
- If corner lot then articulate side elevation in addition to front;
- Enhance the street address with relief elements such as pergolas, porches and verandahs;
- Simple and in scale entry structure;
- Consider window shape to give variety to design;
- Large box structure not permitted;
- Roof form to be articulated;
- Encouraged to incorporate front and rear balconies, large glass areas (solar efficient) terraces, pergolas or similar design elements;
- All roof eaves to be minimum 450mm (measured from finished wall surface exclusive of fascia board and gutter); and
- Parapet can be used to detail section at ground floor where front and side upper level offset provide sufficient articulation and where upper level roof eaves is the dominant roofing feature to the satisfaction of the ARC.

## 5.0 SITE PLANNING AND BUILDING DESIGN cont.

### Other design requirements:

- Provide address to feature areas of the estate being boulevard, recreation links, golf course, secondary streets and parks/public areas;
- The ARC will require different levels of articulation to each location;
- Recreation links/public areas will require to have address provided by introducing a door and presentable break up of building form using pergola treatments or alfresco areas;
- Golf course and boulevard lots to have entry structure provided and a well articulated/layered façade provided. Can incorporate pergolas, balconies and alfresco areas to enhance design. Built form at ground floor and first floor to be articulated/layered;
- Secondary streets to be similar to requirements of golf course and boulevard lots;
- Where allotments have more than one address to the streets, side streets or public areas, articulation to the facades will be required; and
- Garages are to be set back and incorporated into the design rather than dominate street frontage and are to be architecturally tied to the main dwelling.

### 5.6 Design Duplication

In order to ensure a measure of individuality, the urban design integrity of the estate and to protect the financial investment made in your house design, duplication of the same house design and façade within a precinct/stage is to be minimised. In this respect, no more than five (5) dwellings of the same type and façade will be permitted within the precinct/stage.

No house of similar design (as deemed by the ARC) can be located within the estate in a street within five (5) lots or seventy-five (75) metres measured from the centre line of the front boundary of the property (whichever is greater), and to the left and right of the lot. The same distance apart applies to the opposite side of the street.

Townhouse and Medium Density dwellings are exempted.

### 5.7 Height Restrictions

Houses can be either single storey or double storey. The maximum height allowable is nine (9) metres, measured to the top of the roof ridge from the natural ground level. The dimension of building height is to be shown on the Final Design plans submitted.

### 5.8 Calculation of Areas

Building Area (total building bulk area) - the maximum building areas allowed are as follows:

Lot size: 450 sqm to 580 sqm is 80%

Lot size: more than 580 sqm is 75%.

An example of the calculation required to be shown in the submission plan is as follows:

#### Building Area Calculation:

Grd Flr (internal areas)	180 sqm
Grd Flr (external covered areas)	35 sqm
First Flr (all areas under cover incl covered balconies and decks)	120 sqm
Garage	45 sqm
<b>Total Building Area is</b>	<b>380 sqm</b>
Assuming Lot Area is	690 sqm

Then, % of Building Area is  $380/690 = 55\%$

The ARC may allow an additional 5% to the allowable building area. This request can be considered if architectural and design merits exist to the satisfaction of the ARC upon application.

Site Coverage (footprint) - the maximum site coverage is 60% as per Victorian ResCode.

An example of the calculation required to be shown in the submission plan is as follows:

#### Site Coverage Calculation:

Grd Flr (internal areas)	180 sqm
Grd Flr (external areas)	35 sqm
Garage	45 sqm
<b>Total Building Area</b>	<b>260 sqm</b>
Assuming Lot / Land Area is	690 sqm

Then, % of Site Coverage is  $260/690 = 38\%$

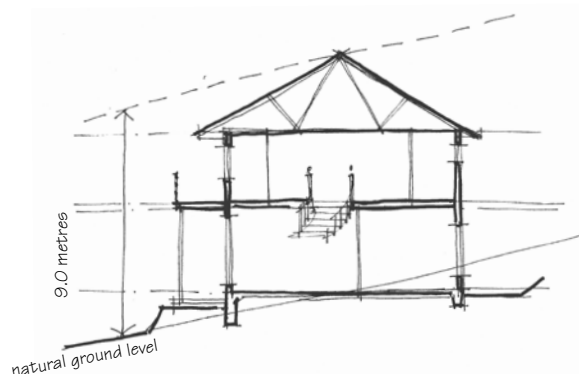


diagram 13

#### Building Height Restriction



## 5.9 Roofing

Roofing form and controls are to provide interest and enhance the building design. The materials are to be non-reflective concrete or terracotta tiles with a non-glazed finish in black or charcoal colour range. Light coloured roof tiles will not be permitted.

The minimum roof pitch to all roof areas is 25 degrees. Flat roof areas are generally not permitted, however, can be considered to small feature areas at the ground floor level. Flat roof areas and/or parapet wall will not be approved to the upper roof level

All associated roofing materials are to be the same colour, including pipe-work penetrations. The use of Colorbond roofing is not permitted to the main roof area. Colorbond roofing is to be used to flat roof sections approved by the ARC and is to be a colour that matches the roof tiles.

The ARC will consider entry structures which are an integral part of the design that may have a flat roof, on their individual design merit.

## 5.10 Verandahs & Balconies

Balconies and verandahs or similar structures within the design of the dwelling are encouraged. They help to break the visual barrier that can be created in two storey dwellings. Such design elements assist in articulating the facade, thus softening the overall streetscape and delivering visual interest to the dwelling design.

In the Melbourne climate, verandahs, balconies, terraces and pergolas are effective design responses to the variable climate conditions that exist. They are also elements that reflect the resort style environment that is being created at Sanctuary Lakes, which encourages the use of such elements to enhance outdoor living areas.

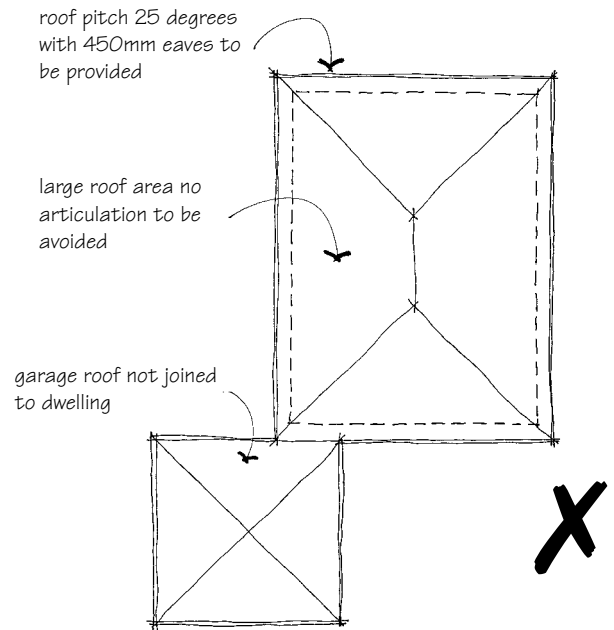


diagram 14

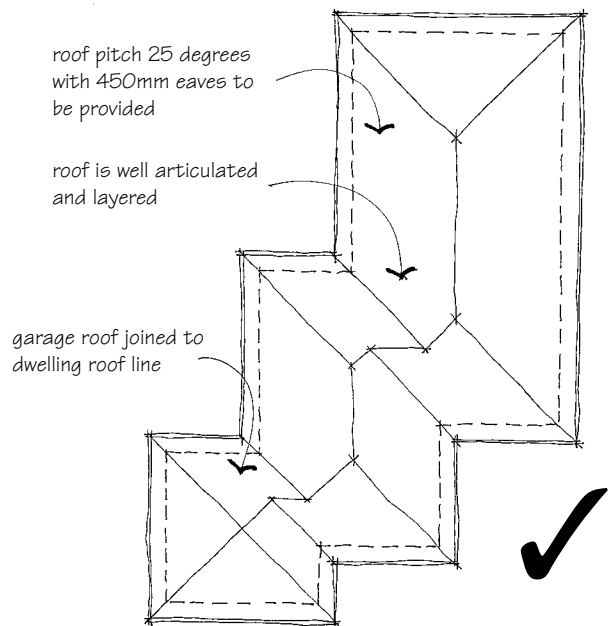


diagram 15

### Roof Pitch, Design & Form

## 5.0 SITE PLANNING AND BUILDING DESIGN cont.

### 5.11 Garages

The garage must match or complement the dwelling in respect of materials used, the design, external appearance, colour and quality of construction.

Your design must allow for a minimum of two car lock up accommodation.

Garages must be setback a minimum of 5 metres and should be no further forward than 2 metres of the dwelling alignment.

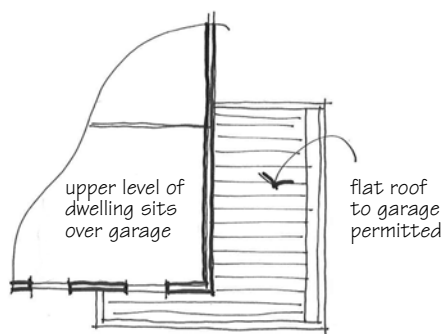
Where an allotment shape and/or site access requires the garage to be located forward of the dwelling, the front boundary setback applies:

- Where garages are to be located at front of the dwelling, direct access is not permitted;
- A side entry is to be adopted and windows are to be provided to the street frontage; and
- A parapet wall with box gutter must be provided for all garage walls on boundary.

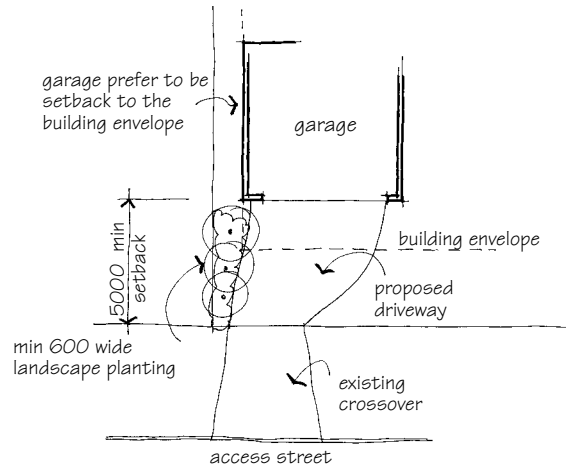
Dispensation for garage design and locations can be applied for where individual design merit exists; however, any dispensation is at the ARC's discretion.

Garages are to have a tiled pitched roof to match the dwelling. Complete flat roof garages will not be permitted. However, if a substantial area of the garage is under the upper level then the balance could be a flat roof with parapet upon application to the ARC. Please refer to the diagram for details.

If a triple garage is proposed, then it is a minimum requirement that a double crossover is provided, which will be at the individual lot owner's cost.

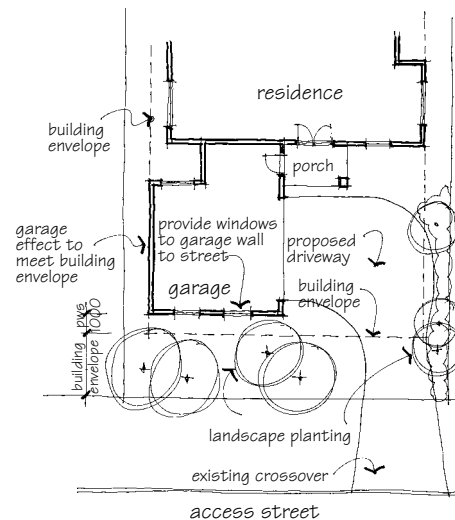


\* Typical garage detail where flat roof permitted in part  
**diagram 16**



\* When garage to be placed on the boundary you are required to provide a parapet wall and box gutter

**diagram 17**

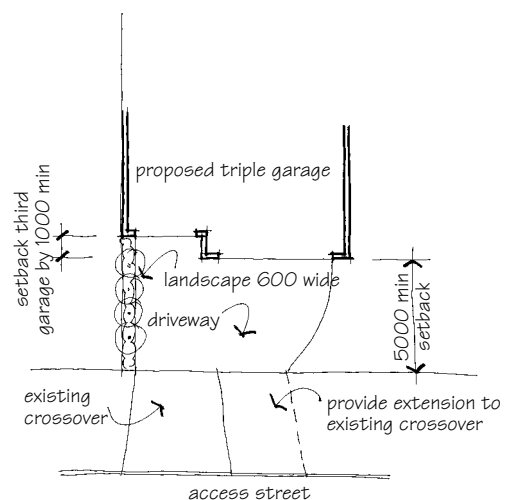


\* Where garages are to be located at front of the dwelling, direct access is not permitted.

\* You are required to adopt a side entry, also the garage is to have windows provided to the street frontage.

**diagram 18**

### Garage Design Location Diagrams



**diagram 19**

### Triple Garage Requirements



## 6.0 EXTERNAL ELEMENTS, MATERIALS & COLOURS

All external materials and colours are to be approved by the ARC, in writing, prior to your plans being endorsed.

When choosing colour schemes for your residence, you must consider the following:

- Subdued pastel tonings /colour schemes;
- Sections of contrasting /highlight colours to detailed areas can be permitted; and
- Darker /heavier colours where used as the primary colour, will not be permitted. However, small detailed areas will be considered on merit.

Face brickwork is to consist of creams, greys and soft light hues. The use of traditional dark bricks is not permitted. Due to inconsistencies of manufacturers, a sample pack is to be provided of the chosen face bricks for review.

Flush or rolled joints are to be used. Raked brick joints are not permitted.

The use of rough/tumbled bricks, split faced, rough blockwork or similar material is not permitted, however, smooth blocks can be considered on merit. Some detail areas of stonework and the like can be considered on application.

The use of render, bagging and painting is encouraged.

Colours within this range are extensive in comparison to face brickwork which is limited in the availability and manufacturers' changes. Samples of render colours are to be provided with your submission (minimum A5 size).

Highly reflective or bright colours are not permitted to be used as predominant colours. Other colour accent, including brighter, stronger colours can be approved when aesthetically used on detailed building elements. Such applications will be assessed on their individual merits.

Some light weight materials may be utilised to break up the render or brickwork in double storey dwellings; the colours should not be dark except as feature highlights in accordance with the requirements of the Code.

Areas of lightweight construction, such as cement sheeting, weatherboard and composite cladding are permitted in detail areas, to complement the total design. Lightweight framing with rendered finish is also permitted, however, decorative treatment (such as timber strapping to walls and gables) are not permitted.

Garage doors are to be light in colour. The use of timber doors is permissible where they have a clear protective finish treatment and are not left to weather naturally. This finish is to be maintained.

What to submit:

- Application form: complete the application form; and
- Samples: provide samples of all proposed external materials and colours.
- Provide coloured elevations that clearly show extents of colours proposed.

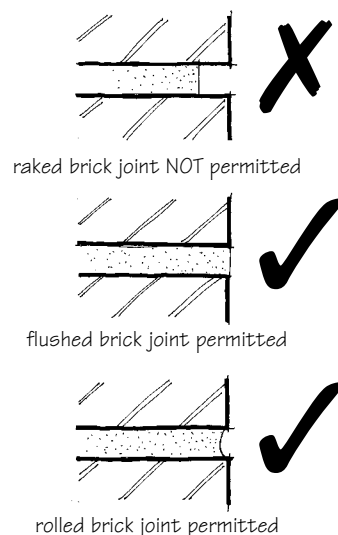


diagram 20

### ***Brick Joints Detail***

## 6.0 EXTERNAL ELEMENTS, MATERIALS & COLOURS cont.

### 6.1 Garage Doors

Garage doors are to be panel lift or similar design. The use of roller doors to the street frontage is not permitted, but can be considered to the rear of a residence where it can be adequately and effectively screened from public, lakefront and golf course view. Garage doors are to be light in colour, complementing the design character and front façade.

Dark colours for garage doors will not be approved. Timber cedar doors will be allowed with a clear polyurethane finish and cedar look-a-like doors of light colour finished will be permitted.

Note: The use of tray deck finishes to garage doors is NOT permitted. The top panel of the door can be glazed, but no fan lights or the like are permitted.

### 6.2 Driveways & Crossovers

All driveways require approval. Generally, there shall be one driveway per allotment. Dual driveways can be permitted where adequate allotment size permits in addition with adequate landscape works to the satisfaction of the ARC;

- Driveways to be offset 600mm from side boundaries for landscaping;
- The use of drive strips will not be permitted;
- Driveways and crossovers must be in coloured through concrete (not applied or painted), to be finished in accordance with Sanctuary Lakes standard requirements;
- Concrete specifications are available from the ARC;
- Pavers can be permitted provided they complement and match the kerb, channel and footpath;
- Slate impression can be considered;
- No insignia or motives are allowed on the driveway;
- Dark colours such as charcoal can be considered as a border treatment only to a maximum of 10% to the satisfaction of the ARC;
- You are advised to check all service locations in the road reserve should you consider the relocation or additional driveway requirements;
- You must obtain a permit from Wyndham City Council for all crossover works;
- A 100mm conduit is to be placed under the crossover at back of kerb; and
- Any damage to existing or surrounding crossovers, services, footpaths and council assets during construction of your dwelling are to be rectified by the lot owner.
- The driveway and crossover must be aligned. If a wider driveway is required then the crossover must be increased to suit.
- Parking bays provided by the developer are not to be used as a crossover to access the property.
- Only one crossover per allotment is permitted unless a circular driveway is proposed, refer to diagram 22.

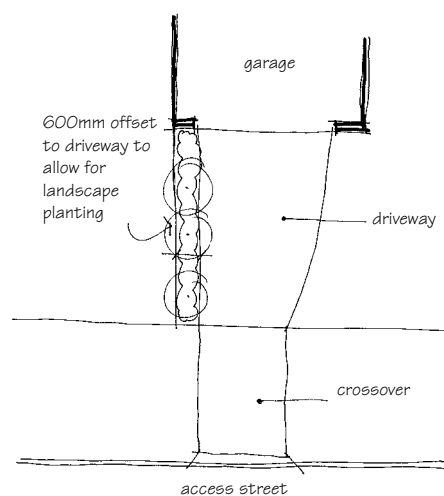


diagram 21

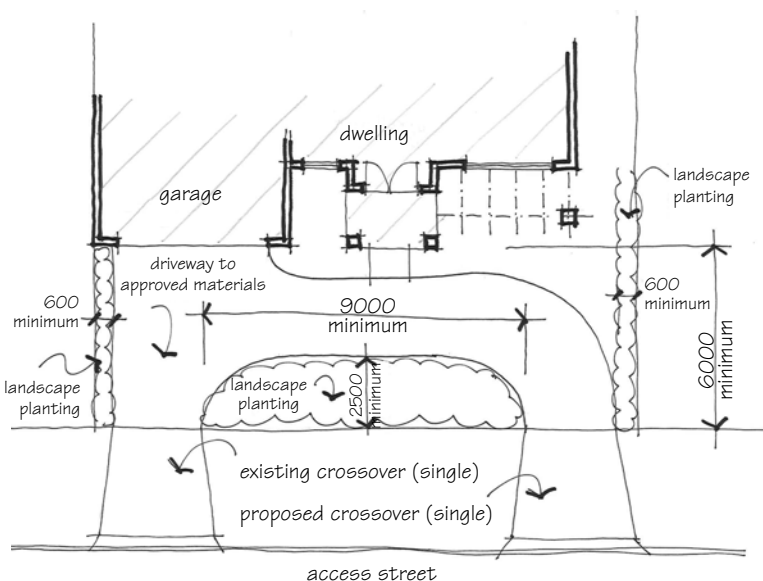


diagram 22

### Driveway Details



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## 6.3 Fencing

There is a specific Fencing Code that has been developed for use within Sanctuary Lakes. All proposed fencing plans are required to be submitted to the ARC for approval in writing prior to construction. Please note the following points regarding fencing:

- There are specific design requirements for lake frontage, boulevard and golf course allotments;
- Front fences are not permitted;
- The general requirement for all lots is to use a 1.70m high double sided paling capped fence as per F6 detail in the fencing policy. Single sided paling fences are not permitted for any property;
- Corner lots may fence to a maximum of 50% of the side boundary only. Extensions to this requirement can be considered upon each individual design and merit to the satisfaction of the ARC;
- Painting of internal and boundary fences is generally not permitted, unless specific approval is obtained from the ARC.
- Fence extensions to dividing boundaries are generally not permitted unless agreement can be reached by neighbours affected. Screens can be agreed to on the basis they are offset 200mm from the boundary and should not exceed 2.20m in height. The length of such screens should not exceed 6.0m;
- Fencing is not permitted to be constructed forward of the building alignment or the building setbacks as per the housing design guide;
- You may be permitted to construct temporary fences to allow for landscape works, where the adjoining property has not been developed. This is to be submitted to the ARC for approval as conditions do apply;
- You may also be permitted to construct courtyard walls where the design of your home allows for such a design element to be incorporated. Such walls are to be constructed from masonry and are to be a maximum of 1800mm high on the property boundary alignment and or as the internal screen fence. Courtyard walls greater than 1800mm high, offset a minimum of 1200mm from the property boundary, will be considered on merit. Corner allotments can construct fencing on the side street boundary to a maximum length of 50% of that frontage; and
- A copy of the Fencing Code is available from Sanctuary Lakes Club.

## 6.0 EXTERNAL ELEMENTS, MATERIALS & COLOURS cont.

### 6.4 Landscaping

Landscape works require ARC approval. The landscape submission is to include a landscaping plan and a legend of plants proposed is to be provided with the landscape plan. Please note the following points regarding landscaping:

- Landscape works to the street frontage must be completed within 6 months of house completion (Certificate of Occupancy);
- Landscape works require ARC approval. This submission is to include a landscaping plan and a legend of plants proposed is to be provided with the landscape plan;
- Landscape designs are to take into account privacy screening and solar orientation;
- The front yard of the lot is to be landscaped with trees, hedges, shrubs, grass, gardens or other forms of landscape embellishment;
- Between the building and rear fence, trees and shrubs are to be planted of a species likely to grow to provide a landscape canopy between buildings;
- There are restrictions on planting that can be used;
- To assist in your landscape design we advise you to contact our Estate Maintenance Manager;
- Letterbox must be located within your lot boundary and in accordance with Australia Post requirements; and
- Nature strips are to be maintained by the individual lot owner. Nature strips should be in an approved natural turf finish for all lots. Alternative finishes for the nature strip can be considered in accordance with the nature strip policy.

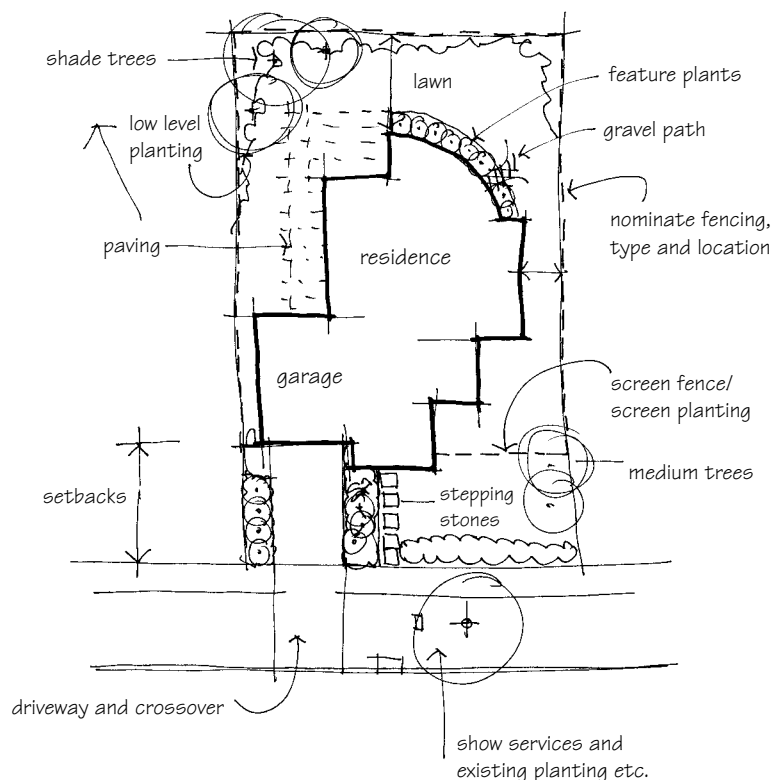


diagram 23

#### **Typical Landscaping Plan**

### 6.5 Exposed Plumbing

- Exposed plumbing is not permitted, this includes spa motors and pumps. Only guttering and downpipes are excluded from this requirement;
- Solar hot water for swimming and spa pools can be accepted upon approval by the ARC;
- All pipe work is to be painted to match the adjacent wall or roof colour as applicable;
- All roof penetrations such as pvc vent pipes and heater flues, are to be painted to match the roof colour and not left exposed; and
- Downpipes are permitted to the external wall on the basis they are painted to match the immediately adjoining wall colour.



## 6.6 Sheds & Outbuildings

All garden sheds require prior written approval by the ARC. As part of the estate's design philosophy, garden sheds must be fully screened from neighbours and public view. The ultimate design is to incorporate requirements for storage as part of the main dwelling design and that storage area is considered in garage floor area allocation. Please note the following points regarding garden sheds:

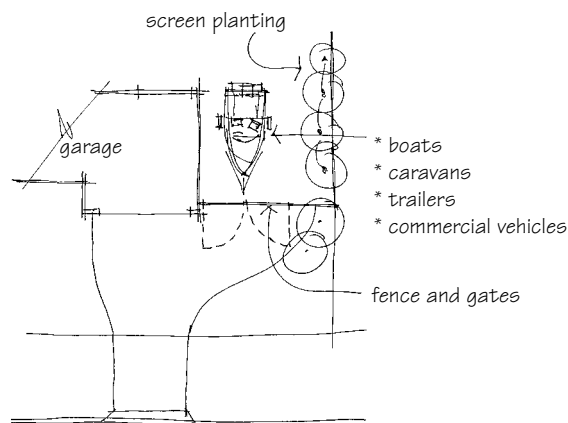
- Garden sheds must be complementary in design and finish to the main dwelling;
- There are restrictions on size and location;
- Garden sheds are not to protrude above fence height. The ARC can consider dispensation provided the height is limited to 2.20 metres and offset from the boundary with effective screen planting provided;
- All garden sheds must be screened from public view; and
- Where a garden shed is greater than 9 sqm, then the design and finish is to match the dwelling with the use of a tiled 25 degree pitched roof and materials. Colorbond would not be approved on this occasion.

## 6.7 Carport Design

Carports are not permitted to the street frontage, however; they can be located behind garages and residences. Carports must have solid supports, ie 125mm x 125mm posts or brick/masonry piers. Finishes are to match the main dwelling, including a tiled roof at minimum 25 degree pitch and are to be architecturally tied to the main dwelling.

## 6.8 Verandahs and Pergolas

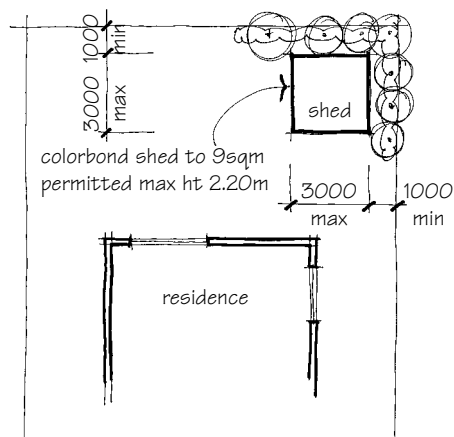
- Pergolas are considered to be timber framed structures with no roof sheeting;
- Verandahs are considered to be a roofed structure;
- The use of verandahs and pergola structures are encouraged where suitable;
- The materials to be used are to be of reasonable size, with posts to be 125x125mm, and frame should be nominal 200mm deep beams;
- Polycarbonate and/or Colorbond roof sheeting in a colour to match roof tiles is suitable for verandahs under 20sqm;
- Verandahs exceeding 20msq are required to have a 25 degree pitched tiled roof to match the dwelling, as are those exposed to feature areas such as the golf course, lake and boulevard.
- Verandahs and pergolas must be setback to meet the required building envelope.



\* Parking of any vehicle on the nature-strip is not permitted.

diagram 24

### Screening Solutions



- sheds up to 9sqm can be adopted to match the residence or painted to match the main dwelling.
- sheds greater than 9sqm are to be constructed from materials to match the dwelling including roof pitch and material
- sheds to be located at the rear of the property. Boulevard, Waterfront, Golf Course, Reserve lots require sheds to be located at sides of properties and screened from public view to the satisfaction of the ARC.

diagram 25

### Standard Lot Garden Shed Set up

## 6.0 EXTERNAL ELEMENTS, MATERIALS & COLOURS cont.

### 6.9 Jetties

Lot owners of lake frontage properties are permitted to construct a jetty. The permitted size, location and design of the jetty must be in accordance with the Jetty Policy.

The Jetty Policy is available from Sanctuary Lakes Club.

### 6.10 Pontoons

The ARC will allow the use of pontoons in lieu of jetties. All pontoons are to be of similar dimension as the jetties and have hardwood infills on any gangways with marine grade carpet on the pontoon and be grey in colour.

### 6.11 Ancillaries

Ancillary equipment such as air conditioning units, TV antennae, satellite dishes and the like are restricted as to their location. TV antennae are generally to be contained within the roof space. Where antennae are to be externally mounted, they are to be located at the rear of the property, below the roofline and have ARC approval.

Satellite dishes are to be located at the rear of the property and below the roofline.

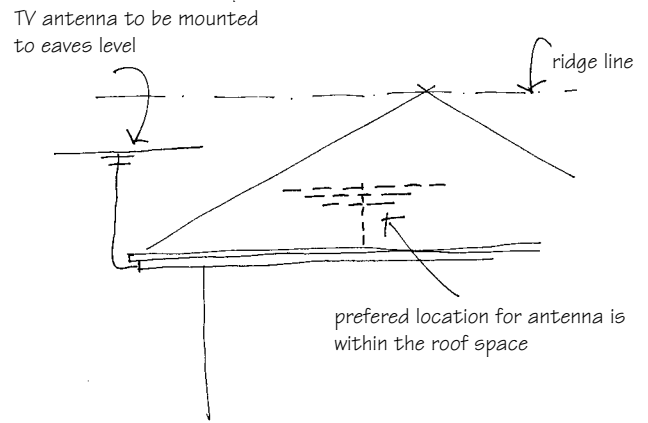


diagram 26  
**TV Antennae Location**

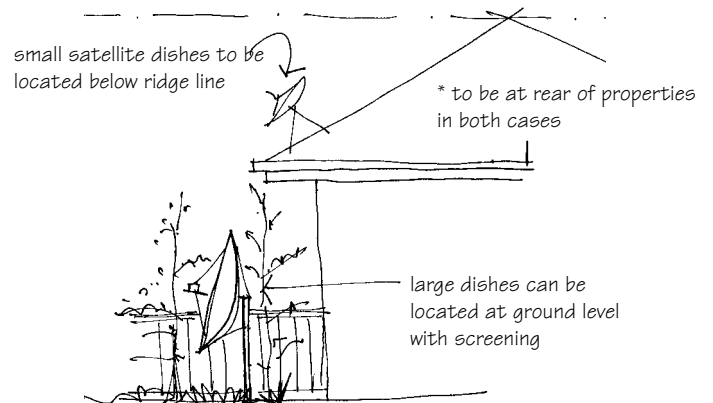
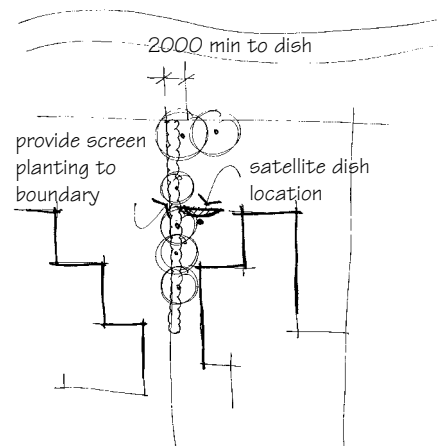


diagram 27  
**Satellite Dish Location**



## 6.12 Air Conditioners and Evaporative Coolers

Air conditioning and evaporative units are to be located below the roof ridgeline and screened from view by locating the unit towards the rear of the property. The units are to be coloured to match the roof colour, along with any associated pipe-work and ducting. The units shall be of low profile type and where appropriate, be fitted with noise baffles.

## 6.13 Shade Sails and Structures

Shade sails and structure are permitted subject to approval from the ARC. They are to be of complementary nature to the main dwelling. For double storey dwellings the colour of the shade sail must be of light natural tonings to match the wall colour. For single storey the shade sail should be dark tonings to match the roof colour.

The support posts for the shade sail are to be offset to meet the requirements of the building envelope applicable for the lot.

## 6.14 Solar Water Heating

Solar hot water heaters/panels for residences or swimming pools can be permitted, provided they are located on the roof, installed at the same pitch angle as the roof and, where practicable, screened from public view. Tanks for such systems are not to be located on the roof. The colour of such items is to match the roof colour including any associated pipe-work. They are to be located towards the rear of the property and located away from the public views on the side or rear elevations.

## 6.15 Other Structures

Hot water services, gas meters, rainwater collection tanks are to be screened from public view. Landscape works are the most effective methods to achieve the desired result of screening.

Clothes lines are to be located such that they are obscured from public view. Screen planting may be required to assist in screening such items.

Applications are to be made to the ARC for approval prior to installation.

## 6.16 Commercial Vehicles, Boats, Caravans etc

To ensure the streetscape is maintained within the estate, the parking of commercial vehicles, caravans, trailers, boats and the like are not to be visible from public view and not to be parked at the front of properties. This can be achieved by providing an enclosure or containing such items within a carport or the like located behind the residence or garage and screened from public view.

Boulevard, golf course and reserve frontage properties will need to take additional care in the screening requirements for such items.

Parking of the above vehicle types on adjoining properties, parking bays and the like is not permitted.

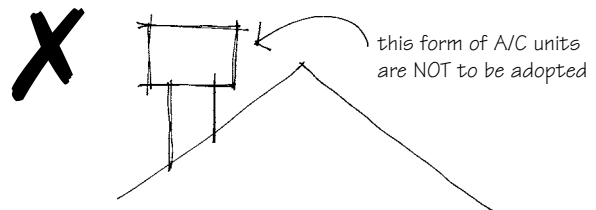
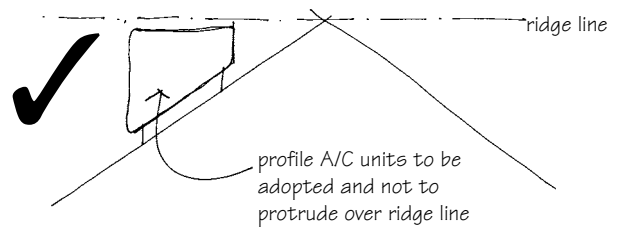


diagram 28

### *Air - Conditioning Units*

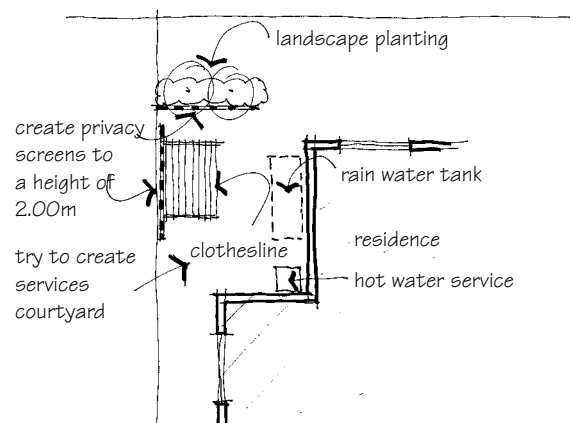


diagram 29

### *Clothesline, Hot Water Unit and Rain Water Tank*

## 7.0 OTHER IMPORTANT CONSIDERATIONS

### 7.1 Building Time Frames:

- Works to be commenced within 3 years of the original settlement date as stated in your Land Contract of Sale (Clause 3.1);
- Building works to be completed expediently within 12 months (Clause 3.2);
- Time extensions may be considered for extreme circumstances; and
- Fines may be imposed (Clause 3.13, 11.3).

### 7.2 Dwelling Size

- Total floor area is to be no less than 180 sqm on lots above 450 sqm; and
- Lots smaller than 450 sqm will require dispensation by the ARC.

### 7.3 Floor Level

Melbourne Water Corporation has advised that a mandatory minimum floor level of residences within the Resort is to be 2.86 AHD (Australian Height Datum).

### 7.4 Security System.

Every dwelling is to have a monitored security system approved to the minimum standard of Sanctuary Lakes Resort Services. System and installation details are documented in IS12-Communications and Security Specification June 2009. A copy of this document will be sent to you with the Final Approval of your building plans by the Architectural Review Committee. If you require a copy please contact the Club's Resort Services staff.

### 7.5 Fibre To The Home (FTTH) and Gated Stages -Communications requirements

Communications installation details are documented in IS12-Communications and Security Specification June 2009. A copy of this document will be sent to you with the Final Approval of your building plans by the Architectural Review Committee. If you require a copy please contact the Club's Resort Services staff.

#### 7.5.1 Home Connection Requirements

**Fibre to the Kerb** - Stages 4, 8, 21 & 25B are fibre to the kerb. Internet and TV services are provided via fibre to the node nearest to their home then via Cat5 for internet and RG6 cable for TV. Telephone connections are provided via copper cable from Club headend using Cisco IADs installed in the Clubhouse Comms room.

These homes require the Builder or the wiring contractor to provide 2 x Cat5 and 1 x RG6Quad shield cables from a Wired Services Cabinet in the garage to a Luka box at the side of the house to allow the Club's contractor to make the connections to the Node. A conduit to the node must also be provided by the builder or other licensed contractor.

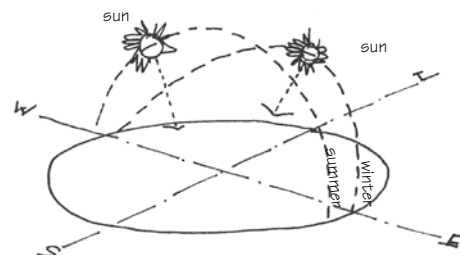
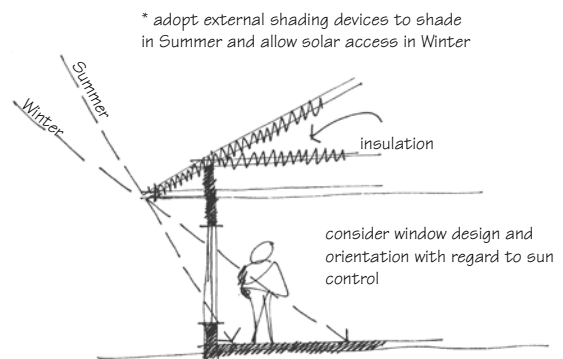
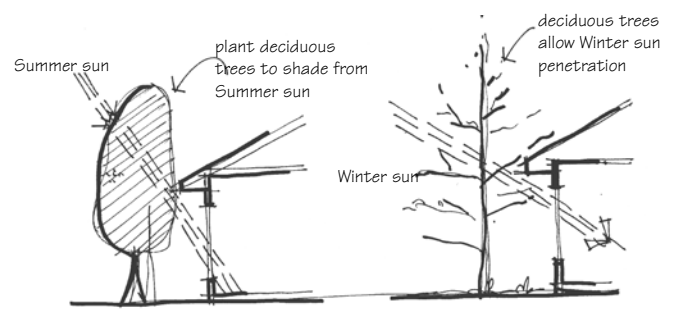


diagram 30

### Sun Control & Orientation



## 7.0 OTHER IMPORTANT CONSIDERATIONS

**Fibre to the Home** - The new stages 33A, 41B, 45, 46, 47, 80 and 88 are fibre to the home stages. These homes require a continuous conduit from the wired services cabinet (WSC) in the garage to the comms connection which is a 32mm conduit located at the front of the lot near the Telstra and electrical connect points. This comms conduit runs to the closest communications pit. The builder should ensure that there is a drawstring from the pit to the WSC to allow the Club's contractor to pull through the fibre and complete the connection. If two conduits are used (one from the pit to the side of the house and a flexible conduit to the WSC, then a Luka box is required at the side of the house to make the connection.

### 7.5.2 Communications Home Wiring – Star wired from WSC

For FTTH lots, all home cabling is to be wired from a wired services cabinet (WSC) in the garage to the outlet plate or device as an individual feed without joints or splitting.

**Wired Services Cabinet** - The wired services cabinet (WSC) is the central hub of the telecommunications network of the home. Typically it is a steel cabinet installed in the garage with a lock that houses all of the passive and active equipment. All services enter and exit this cabinet. It must be of a minimum size of 380mm wide (to fit between studs) 1000mm high and 200mm deep. Typically the bottom of the cabinet is mounted 1200mm above finished floor level and is recessed into the wall with bottom and top ventilation into the cavity wall.

Within the WSC, a space is required for the optical receiver 300mm wide by 500mm high by 80mm deep. You must allow for this space over and above other equipment that your Builder/Telecommunications Contractor may install into the WSC. The optical receiver can be mounted on the inside of the door of the cabinet if required. If this option is chosen, the Builder/Telecommunications Contractor will need to provide a mounting plate on the door.

*NB: Two 10 amp double GPOs are required to power the optical receiver and other equipment in the WSC.*

It is the responsibility of the Builder/Telecommunications Contractor to provide these works.

**Telephone Services** - Telephone service via the optic fibre – at pre-plaster stage, your builder must provide Cat5e cable from each telephone point in the home to meet (star wired) at the WSC. A telephone socket (RJ45) socket must also be installed in the WSC configured in a 'mode 3' format for the security monitoring device.

Optional telephone service via Telstra – if Telstra provide wiring to the stage, a Telstra lead in will be required from the connect point at the front of the lot to the outside wall of the home 500mm above ground level within 1 metre of the electrical meter box on your home. From that point the Telstra line will continue directly to the WSC. This wiring will allow the resident to choose at any time to use either a copper wire service from Telstra or the VoIP service provided through the Club fibre infrastructure.

*NB: Your alarm system wherever mounted must have a telephone socket mounted alongside for connection to either the Club's optical fibre or Telstra telephone network via a mode 3 switch.*

**Gate Intercom (Gated Communities only)** - If residents build a home in a gated community using the ClubCOM telephony service (via the Club's optical fibre network), every telephone within the home can be used as a gate intercom. (In other words, every telephone can be used as a gate intercom and the remaining specifications below, regarding a nominated gate intercom, can be ignored.)

For gated communities electing to use Telstra rather than the Club's telephony service, an additional handset must be nominated as the gate intercom. This telephone handset must terminate at the WSC to allow communication with the gate. A normal analogue handset located in a general area wired with Cat5e cable is the typical installation. The presentation to the optical receiver in the WSC is by one RJ45 plug. It is the responsibility of your Builder/Telecommunications Contractor to provide these works.

**Television** – In fibre to the home stages no antenna is required, all TV is delivered via the fibre.

RG6 quad shield cable star wired (not loop or tap and drop) needs to run from each TV outlet location to the WSC. All terminations are to be F type and all splitters/couplers need to be located within the WSC. The presentation to the optical receiver is via one F type connector to be provided by the Builder or Telecommunications Contractor. The typical RF output level is 75dBµV +/- 2 dB. A high quality amplifier (capable of handling 60+ channels) may be required if a large number of outlets are required.

To take advantage of any future video on demand services, it is recommended to install a multi-media socket (two RJ45 and two RG6 plugs), with two Cat5e cables from each television outlet terminated RJ45 to the WSC and two RG6 quad shield star wired to the WSC. This will allow any combination of digital or analogue channels, FOXTEL or video on demand to be delivered to your TV.

For FOXTEL please run one RG6 quad shield cable to the roof and leave a loop in the roof to allow the FOXTEL installer to connect a dish on the roof of the property.

#### **For assistance:**

For general enquiries please contact ClubCOM Utilities on 1300 880 809 (manned 24 x 7) and ask for a message to be left for Brian Mollet or Ben Cummings.

If you need assistance with wiring, the Club recommends ClubLINKS Security and Comverge as preferred contractors for home wiring and security module installation.

Quotations for communications & security home wiring:

ClubLINKS Security Pty Ltd

Tel: 1300 880 809

Email: shcsecurity@clublinks.com.au

or

Comverge tel: 8706 0000 Email: helpdesk@comverge.com.au

### 7.6 Energy Efficiency

In designing your home, the residence can be made more comfortable to live throughout the year by working within the environment and creating living areas that maximise sun and shade factors depending on the season. As an example, the use of natural breezes to cool residences rather than the constant use of air conditioners should always be considered. Being aware of prevailing winds and north orientation can aid in the total environment created, along with cost efficiencies achieved with home running costs.

The ARC requires that a copy of the 5 Star Energy Rating Certificate for the dwelling be lodged prior to commencement of construction.

### 7.7 Transportable Buildings

Transportable buildings and 'granny flats' are not permitted.

Builders' site sheds are acceptable during the construction of the dwelling. Refer Wyndham City Council 'Working on a Building Site' guidelines.

### 7.8 Advertising Signage

- Signs for advertisement of products and businesses are not permitted on allotments, unless the ARC or Owner's Corporation has granted written approval;
- Any signs are to be in accordance with the sign board policy;
- Builders on site are required to display a sign which displays the lot number, building company name, contact person and contact details, during the construction period of the dwelling, and to be removed within 14 days of practical completion, or as instructed by the ARC; and
- A copy of the signboard policy is available from Sanctuary Lakes Club.

### 7.9 One Dwelling Per Allotment

You are allowed to build only one dwelling on each allotment. Further subdivision or the consolidation of allotments is not permitted. Lots designated for medium density construction are exempted from this requirement.

### 7.10 Certificate of Occupancy

At the completion of construction, you are required to provide to the ARC a copy of your Certificate of Occupancy.

### 7.11 Your Responsibility Prior and During Construction

Prior to construction, you are to ensure that your vacant lot is maintained in a neat and tidy condition. During the construction of the dwelling, you are required to ensure that your builder observe all the necessary requirements to keep the site neat and tidy. Your builder is to comply with all the requirements and constraints of the Wyndham City Council regulations.



## 8.0 ARC FEES AND CHARGES

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An ARC levy is payable at the time each new lot is settled. This levy is \$990 (incl GST) in respect of stages.

This levy covers a lot owner making a preliminary application to the ARC for general comment about their design through to undertaking the final design assessment of the plans, which includes the following documents:

- Building design plans;
- External materials and colours;
- Landscape plan, (includes driveway, letterbox, fences);
- Security and communication network plan; and
- Plumbing and water recycling plan.

Should a lot owner choose to resubmit a new and different set of plans, then an additional final approval fee of \$990 (incl GST) will need to be provided with the application to enable assessment. The ARC will not accept the application without the fee being enclosed.

Should a lot owner submit a landscape plan after final approval has been granted, there is no additional fee charged, as this is included in the original settlement fee.

A miscellaneous approval fee of \$250 (plus GST) is charged for any other application made to the ARC such as garden sheds, cubby houses, air conditioning units, pools, tennis courts and extensions/renovations to existing buildings.

A miscellaneous approval fee is applied to lot owners that have received final approval but have failed to sign the contract agreement attached to their approval and returned this to the ARC office within the specified time. The lot owner in this situation is required to resubmit their building design plans and external materials and colours for assessment and approval by the Committee. Failure to sign the contract renders the original approval void and therefore non compliant.

All fees are to be made payable to 'ClubLINKS Pty Ltd'.



## 9.0 CHECKLIST

Before submitting your application and plans to the ARC for assessment, please ensure that all essential information is included with the documentation. This is important to avoid unnecessary delays due to lack of information and incomplete submission. Failure to provide this information will delay the assessment process and may incur additional costs.

### 9.1 Submission for Preliminary Assessment

- |                                 |                          |
|---------------------------------|--------------------------|
| Cover letter                    | <input type="checkbox"/> |
| Completed application form      | <input type="checkbox"/> |
| Site plan                       | <input type="checkbox"/> |
| Floor plan                      | <input type="checkbox"/> |
| All elevations                  | <input type="checkbox"/> |
| ARC fee payment (if applicable) | <input type="checkbox"/> |

### 9.2 Submission for Final Approval

- |                                   |                          |
|-----------------------------------|--------------------------|
| Cover letter                      | <input type="checkbox"/> |
| Completed application form        | <input type="checkbox"/> |
| External materials & colours form | <input type="checkbox"/> |
| Sample and colour charts          | <input type="checkbox"/> |

#### Building Plans:

- |   |                          |
|---|--------------------------|
| • A3 site plan (1:200 scale)  | <input type="checkbox"/> |
| Building envelope and setbacks  | <input type="checkbox"/> |
| Driveway and crossover  | <input type="checkbox"/> |
| North point   | <input type="checkbox"/> |
| Adjacent buildings  | <input type="checkbox"/> |
| Location of services  | <input type="checkbox"/> |
| Existing trees and posts  | <input type="checkbox"/> |
| Parking bays  | <input type="checkbox"/> |
| Footprint of building   | <input type="checkbox"/> |
| Contours (if any)   | <input type="checkbox"/> |
| • A3 floor plans (1:100 scale)  | <input type="checkbox"/> |
| Calculations for building area  | <input type="checkbox"/> |
| Calculations for site coverage  | <input type="checkbox"/> |
| • A3 roof plan (1:100 scale)  | <input type="checkbox"/> |
| • A3 All elevations (1:100 scale)<br>(indicate height of building)      | <input type="checkbox"/> |
| • A3 sections (1:100 scale)<br>(indicate height of building)            | <input type="checkbox"/> |
| • Shadow and overlooking diagrams<br>(only for double storey dwellings) | <input type="checkbox"/> |
| • ARC fee payment (if applicable)                                       | <input type="checkbox"/> |
| • Asset bond deposit of \$1500 to the club                              | <input type="checkbox"/> |



# NOTES

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**SANCTUARY LAKES RESORT HOMEOWNER BUILDING GUIDE APRIL 2011**

