

**EXHIBIT A**  
**TO DESIGN REVIEW GUIDELINES**

**VINTAGE CREEKPOA**  
**Architectural Review Board ("ARB") Application**  
**(Allow at least fifteen (15) days for application review and response.)**

Check applicable:

- New Application  
 Revised and resubmitted Application

Date submitted and delivered to ARB: \_\_\_\_\_

Homeowner Names: \_\_\_\_\_  
Lot Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phones: \_\_\_\_\_  
Email Addresses: \_\_\_\_\_

Please attach all REQUIRED submittal items, and briefly describe below all work and Modifications planned to be done on your property (landscaping, pavement, painting, roofing, fencing, additions, masonry, doors, windows, play structures, sheds, pools, mechanical, gutters, etc., everything that in any way will be seen anywhere on the exterior of the house and property):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please review the Covenants that affect your property before submitting this application. The covenants can be provided through VINTAGE CREEK POA and are as you received at closing.

**Application Requirements**

Prior to the commencement of any action that might fall under the review requirements of the ARB, such as put forth, the Owner of the Lot proposing such action shall submit a copy of a detailed application for approval to each member of the ARB, in care of **VINTAGE CREEK, LLC at 221 48<sup>th</sup> Ave. NW, Norman, OK, 73072**, which shall include extensive and detailed information that substantially informs each member of the ARB of all aspects of the proposed action on the Lot, and requesting approval of the ARB for consent to such action. At a minimum, all of the following information must be submitted for review to the ARB before the ARB shall have any obligation to begin a review of any proposed work on any lot, and before the response time of the ARB begins to toll:

- Detailed architectural plans, specifications, and construction documents, including but not limited to all site plans, landscaping and fencing plans, , floor plans, roof plans, pavement plans, exterior elevations, and building sections, showing sufficient detail and information of all proposed items to be located on each Lot for the ARB to make an informed decision about the quality and quantity of all items in the proposal;
- Material selections and manufacturer cut sheets of all materials to be included on all exterior improvements on each Lot;

- Actual finish texture and color samples of all exterior materials and products to be located on each Lot;
- A description of proposed uses on each Lot in sufficient detail to review whether such uses are permitted under the tem1s of the existing zoning ordinances and these covenants;
- Any other information as may be required by the ARB in order to fully understand the details of the proposed improvements to each Lot in the Addition.
- Payment of ARB review Fee as determined and charged by ARB.

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**This Space Below for Architectural Review Board Use ONLY**

The above submittal has hereby been:

Not reviewed due to submittal requirements not being met Approved \_\_\_\_\_  
 Rejected \_\_\_\_\_  
 Approved as noted \_\_\_\_\_  
 Revise and Resubmit \_\_\_\_\_

Remarks and Comments:

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ARB Signature _____	Date _____
ARB Signature _____	Date _____
ARB Signature _____	Date _____

## NOTICE

If the Owner applicant has submitted ALL of the required information, and if the ARB, or its designated representative(s), fails to approve or disapprove, or fails to request further information from the applicant as may be needed to come to a decision, within thirty (30) days of the ARB receiving the review submittal from the applicant Lot Owner, then any such plans and specifications submitted to the ARB (so long as all above required items were submitted and such plans were of such detail and quality as to provide the ARB with complete and detailed accurate information), shall be deemed automatically approved. Construction or alterations in accordance with plans and specifications approved by the ARB shall be commenced within twelve (12) months following the date upon which the same are approved by the ARB (whether by affirmative action or by forbearance from action), and shall be substantially completed within twelve (12) months following the date of commencement, or within such longer period as the ARB shall specify. In the event construction is not commenced within the period aforesaid, then approval of the plans and specifications by the ARB shall be conclusively deemed to have lapsed, and compliance with the provisions of this section shall again be required. There shall be no deviations from plans and specifications approved by the ARB without the prior consent in writing of the ARB. Approval for use on any Lot of any particular plans and specifications or design shall not be construed as a waiver of the right of the ARB to disapprove such plans and specifications, or any areas or features thereof, in the event such plans and specifications are subsequently submitted for use upon any other lot or lots. The ARB reserves the right to amend the specific building requirements, or to grant written waivers to such provisions.

**EVERY LOT OWNER IS HEREBY ON NOTICE THAT A LOT OWNER PROCEEDS ENTIRELY AT THEIR OWN RISK IF THEY BEGIN IMPROVEMENTS, ALTERATION, CONSTRUCTION, REMODELING, OR WORK OF ANY KIND ON ANY LOT IN THE ADDITION WITHOUT FIRST RECEIVING WRITTEN APPROVAL FROM THE ARCHITECTURAL ARB - WHICH CANNOT HAPPEN UNTIL ALL SUBMITTAL ITEMS HAVE BEEN PROVIDED TO THE ARB. VERBAL APPROVAL FROM THE ARB OR ANY MEMBER OF THE ARB, OR FROM THE POA, IS NOT A VALID APPROVAL. IN THE EVENT THAT AN OWNER PROCEEDS WITH IMPROVEMENTS WITHOUT PRIOR WRITTEN APPROVAL FROM THE ARB, AND THE ARB LATER DETERMINES IN THE ARB'S DISCRETION THAT SUCH IMPROVEMENTS DO NOT MERIT APPROVAL, THEN THE ARB MAY REQUIRE THE LOT OWNER TO REMOVE ALL SUCH IMPROVEMENTS AT THE LOT OWNER'S SOLE EXPENSE, OR THE ARB, DECLARANT, OR ASSOCIATION MAY ENTER UPON THE DEFAULTING LOT OWNER'S PROPERTY AND HAVE THE IMPROVEMENTS REMOVED, WITH THE COST OF SUCH REMOVAL TO BE FILED AS A LIEN AGAINST THE LOT OWNER'S PROPERTY.**