

# WARWICK ADDITION – COT REQUEST FORM

## Community Oversight Team Request Form

**Instructions:** Please complete this form, attach the documents listed in #3, and SAVE the file with your Name and Address as the title. All requests are to be submitted using this form (transposition “from”) to the COT at [hoa@ariagroupok.com](mailto:hoa@ariagroupok.com). All requests are reviewed by the COT and recommendations by the COT are sent to the Warwick HOA Board for final approval.

In accordance with the Covenants, any Member wishing to make modifications or changes to a home or lot must submit a request to the Community Oversight Team (COT) **prior** to commencing any work. By submitting a request, the Member acknowledges they have reviewed the appropriate sections of the Covenants (7-30-2024) available at the Warwick Aria website and understand the applicable standards.

Name:

Property Address:

Phone: (xxx) XXX-XXXX

Email:

1. Describe in detail the changes or modifications you want to make:

2. Beginning date: MM/DD/YYYY      Completion date: MM/DD/YYYY

3. All requests will include drawings of the design plans, a scale of the plot plan showing the placement related to the house and easements, and any additional documents or photos needed to explain the project. Building permits may be required by the City of Norman. The duty to inquire and obtain permits required by the City of Norman are the sole responsibility of the Member to be obtained prior to commencement of work. Failure to obtain proper permits results in delaying the project until proper permits are received by the COT, and the review process begins again.

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Member’s Signature – Digitally Signed

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### COT & Board Action

Date received: MM/DD/YYYY    Review date: MM/DD/YYYY    Approved date: MM/DD/YYYY

Notes:

CRT Initials:

Action:     Approved     Revised     Denied     Other     Consult