

**THE RESERVE AT BATTLE CREEK MASTER HOA
Architectural Committee Plan Review Application**

OWNERS NAME: _____ **DATE:** _____

ADDRESS: _____

PHONE: _____ **Lot:** _____ **Block:** _____

EMAIL ADDRESS: _____

Describe in detail, type of Construction and/or Materials / Colors to be Used:

(If more space is required please attach to this form.)

An Application that requests approval for any alteration that occurs outside the exterior walls of the structure and that is not specifically addressed in the homeowner covenants and restrictions must be accompanied by a sketch indicating (where appropriate) location, size, color, and type of construction and any other pertinent information as may be necessary.

If approval is granted, it is not to be construed to cover approval of any County or City code requirements. A building permit (where required) from the appropriate building department is needed on most property alterations and / or improvements. The Architectural Committee shall have no liability or obligation to determine whether such improvement, alteration, and addition comply with any applicable law, rule, regulation, code, or ordinance.

As a prerequisite to granting approval of any request for a change or alteration to an existing basic structure, the applicant, their heirs and assigns thereto, hereby assume sole responsibility for the construction, repair or replacement of any such change, alteration, or addition. It is understood and agreed that The Reserve at Battle Creek Master Homeowners' Association, the Architectural Committee, and the current management company, et al, are not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition on this structure or any other property. The homeowner and its assigns assume all responsibility and cost for any addition or change and its future upkeep and maintenance.

DATE: _____ OWNERS SIGNATURE: _____

DATE: _____ OWNERS SIGNATURE: _____

ACTION TAKEN BY THE ARCHITECTURAL COMMITTEE:

DATE: _____ APPROVED: _____ NOT APPROVED: _____

**AUTHORIZED SIGNATURE FOR THE
ARCHITECTURAL COMMITTEE –Reserve at Battle Creek Master HOA**

The Reserve at Battle Creek Master HOA Important Information for Alteration Applications

The accompanying application form must be completed and must be signed by all owners of the property. Please review the Deed of Dedication and Restrictive Covenants for a complete description of your responsibilities regarding Architectural Design Committee requirements and submittals.

You may mail the application and accompanying documentation, if any, to:

The Reserve at Battle Creek Master HOA
Architectural Committee
P O Box 140365
Broken Arrow, OK 74014

You may also scan & e-mail the application and accompanying documentation to
REQUESTS@RABCBAOK.COM

The Architectural Committee will act upon your application within 10 days of receipt per our covenants. Emailing your request is best since mail is only picked up weekly at our PO Box. When your application is acted upon, a properly executed copy will be returned to you.

Under no circumstances is any alteration to begin without the proper approval of The Reserve at Battle Creek Master HOA Architectural Committee.

Thanks for your cooperation.

Boards of Directors

The Reserve at Battle Creek Master HOA
P.O. Box 140365
Broken Arrow, OK 74014