

ADDENDUM II

Variance Request Process for Cypress Creek HOA, Inc.

The process for requesting a variance is set out below.

1. The Owner(s) shall obtain a Variance Request Form, available online at www.cypresscreektulsa.com, or from the Compliance Committee by email, mail, or hand delivery.
2. The Owner will complete the form and will submit it to the Compliance Committee via email, mail, or hand delivery.
3. Once the request is submitted, the Committee will have fifteen (15) calendar days in which to consider the request and make a ruling.
4. The decision of the Committee will be delivered to the Owner within three (3) calendar days of their decision via email, mail, or hand delivery.
5. The Committee may grant the request as submitted or may grant the request in a modified form. The Owner will be allowed the variance only as is specifically set out in the decision by the Committee.
6. Should the request be denied, the Owner may appeal the decision of the Compliance Committee to the Board in writing within five (5) calendar days. Should the Board receive an appeal, it shall have fifteen (15) calendar days to review the appeal and make a ruling. The ruling by the Board will be final and will be delivered, in writing, to the Owner via email, mail, or hand delivery.
7. No variance will be granted for a period of longer than ninety (90) calendar days. Should an Owner believe that there is a valid need for an approved variance to be extended, the Owner may submit a subsequent request to the Compliance Committee.

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Variance Request Form for

Cypress Creek HOA, Inc.

Whereas the Cypress Creek HOA Board realizes that there may be, from time to time, unpredictable and/or unavoidable circumstances that arise that may warrant a variance from a particular rule, regulation, or covenant of the HOA, it shall be the right of any Owner(s) (s) to request a variance from any rule, regulation, or covenant for a specific period of time. An Owner(s) (s) seeking a variance from a rule, regulation, or covenant will fill out this form completely and accurately and deliver it via email, mail, or hand delivery to the Compliance Committee for review.

Owner's Name: _____

Owner's Address: _____

Owner's Phone: _____

Owner's Email: _____

Rule from which a variance is requested. Include the proper reference to the rule, regulation, or covenant by use of the precise reference number and the description of the rule:

State the reason and justification for the variance Be as specific as possible. A page may be added as an addendum if necessary:

Length of time for which the variance is requested (not to exceed 90 days):

Submitted this _____ day of _____, 20____.

Signature(s) of Homeowner(s).