

**ARBOR VILLAGE HOMEOWNERS ASSOCIATION**  
**Administrative Resolution Number 7**  
**Petition Process**

**WHEREAS** Section VII of the By-laws grants the Board of Directors the power to conduct association business. To effectively exercise that power, a process is needed to administer the more complex aspects of that business. The resolution process is a reasonable way to identify, define and administrate those aspects.

**LET IT BE RESOLVED** that the Board establishes the Petition Process as follows:

1. Resolutions shall be permitted through the following process as the mechanism for making changes and amendments to the Arbor Village CC&Rs.
2. The petition process shall be conducted in three steps: petition proposal, signature gathering, and signature verification. Each step requires a defined timeline for HOA response and participation.
  - a. Petition proposal – Petitioners shall provide a petition to the Board for review prior to signature gathering to ensure that the petition language is precise and adequately relays the purpose of the petition. The presentation of the petition shall occur during a regularly scheduled Board meeting and the Board has 7 days subsequent to the presentation to make recommendations and request changes to the petition language. It is important to note that the language in the petition will become the language in the CC&Rs, so review is a mandatory Board responsibility. After the Board and the petitioners have agreed to the petition language, the petition will be reviewed a final time by the Board to verify compliance with recommendations and requests. The period of review is one day and an explicit approval is not required at the time of this review.

The Board is also responsible for providing the Chief Petitioner with a financial estimate for implementation costs. This estimate shall be called out on the petition to clearly indicate the costs associated with the resolution.

Additionally, a single person will be identified by the petitioners, known as the “Chief Petitioner,” who will be responsible for this and all future steps until signature verification.

It is the responsibility of the Chief Petitioner to pay for the printing and distribution of the petitions.

- b. Signature Gathering – Petitioners shall have a period of three calendar months in which to gather signatures, starting from the 1<sup>st</sup> of the month after presenting the petition to the Board for review. During this time the petitioners are responsible for gathering signatures using the approved petition. Completed petitions shall be hand numbered as they are completed to ensure that no sheets are lost. The completed petition package must be post-marked by the last day of the third month of the signature gathering time to be considered valid. Completed petition packages may be submitted at any time prior to the deadline.

For each of the three months of signature gathering, it is the responsibility of the Chief Petitioner to provide a status update to the Board during the monthly Board meeting until the package is delivered.

- c. Signature Verification – Upon reception of the petition package, the Board will request that the management company verify all signatures on the petition. Once the management company verifies the signatures, the petition results are certified. Valid signatures must come from a homeowner in the Home Owner’s Association (HOA) and only one signature per household is considered valid. The management company has one month to verify the petition package and notify the Board of the completed petition.
3. After a petition package has been certified, it is the responsibility of the Board to notify the Chief Petitioner of the package status within 7 days of the certification. If the petition package is successful, then the Board will work with legal counsel to update the CC&Rs and distribute the updated package to the homeowners. If a petition package is not successful, the Chief Petitioner may elect to attempt a second petition, but the entire process must be completed again so as to ensure compliance with the process.

It is the responsibility of the HOA to fund the necessary changes to the Covenants, Conditions & Restrictions (CC&Rs) document in the event of a successful petition.

Recorded in the Book of Minutes: \_\_\_\_\_, 200\_\_  
DATE: \_\_\_\_\_, 200\_\_

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Chairman/President - Board of Directors