

3 CHERRY WAY  
PETITION PROCESS  
POLICY AND PROCEDURE



1.0 Purpose

The purpose of this policy and procedure is to establish a process residents must follow to request a change or proposal for action and/or decision in the 3 Cherry Way Homeowners Association (HOA). This policy promotes a consistent methodology to be followed. Additionally, it ensures all needed information is provided to allow the Board of Directors (BOD) and the community the ability to make an informed decision regarding a proposed change or enhancement.

2.0 Revision History

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3.0 Persons Affected

This policy impacts all 3 Cherry Way residents.

4.0 Policy

A resident wanting to initiate a change or proposal for action and/or decision that will impact the 3 Cherry Way community must complete a petition (Attachment A) and submit it to the 3 Cherry Way HOA. Use of petitions can influence HOA BOD decisions, bring community issues to light, and demonstrate resident support for specific initiatives or changes.

5.0 Procedure for Submission of a Petition to the BOD

Petition Process:

- A. Any resident who initiates or signs a petition must not have any unpaid monthly dues or assessment on his/her Lot.
- B. A petition must contain at a minimum of twenty (20) signatures of 3 Cherry Way residents.
  - a The signing of a petition is limited to only one representative of the lot Owner(s). If an owner owns multiple lots, he/she may only sign a petition one time.
  - b A renter is not allowed to sign petitions.
  - c The designated BOD director will vet each signature on the petition to confirm signee is an owner of the lot and is in good standing with the HOA.
- C. For a change or proposal for action and/or decision that requests an update to a governing document and/or policy and procedure:
  - a Submit with the petition a draft of the proposed change(s) to the document(s).
- D. For a change or proposal for action and/or decision that requires funding:
  - a Submit with the petition a schematic showing the location and size of said change.

3 CHERRY WAY  
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- b Submit with the petition two (2) estimates outlining the cost of the materials and installation of said change.
  - c Submit with the petition an estimate of the annual maintenance fee to maintain said change.
  - d Identify any miscellaneous costs; e.g., cost of bocce ball set, benches, storage, etc.
- E. If the petition does not provide sufficient information to fully satisfy BOD question(s) or is found to be in conflict with or violate 3CW HOA governing documents, the BOD may request additional information, recommend revisions to the petition, or reject the petition.
- F. The petitioner is responsible for giving the BOD a formal request for the BOD to review the petition at the next scheduled Community Meeting to facilitate a decision.
- G. The BOD will send an email to the residents thirty (30) days prior to the next Community Meeting to ensure residents have ample time to review the change or proposal for action and/or decision prior to the meeting.
- H. The BOD presents the petition at the next Community Meeting.
- a The BOD will introduce the petition with a statement of the BOD's support or the BOD's non-support and the reasons why.
- I. The BOD will request the residents present at the meeting to vote on the change or proposal for action and/or decision.
- a This vote may be performed by a secret ballot.
  - b If a resident is unable to attend the meeting, he/she may email the HOA with his/her vote preference prior to the meeting.
  - c Any owner attending the meeting will be required to sign-in. This is to ensure no owner can cast two (2) votes.
- J. Two thirds of the residents' casting a vote must vote yes in order for the BOD to implement the change or proposal for action and/or decision. If said change or proposal for action and/or decision requires funding, the BOD will review the budget to determine if funds are available in the current year. If funds are not available in the current year, the change or proposal for action and/or decision may be budgeted for the next year.

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**Attachment A: HOA Petition Form**

**Petition Title:**

Clearly state the goal of your petition.

*Example: Request HOA funding for the installation of a bocce ball court.*

**Petitioner Information:**

- **Name:**[YOUR NAME]
- **Address:** [YOUR ADDRESS]
- **Email:**[YOUR EMAIL]

**Date of Submission:**

MM/DD/YYYY

**Purpose of Petition:**

Explain the proposed improvement.

*Example: This petition seeks to obtain HOA funding to install a bocce ball court in the common area by the Pickleball Court.*

**Proposed Change:**

Explain the proposed change. If the proposed change requires HOA funding, the following information is required:

- Two (2) cost estimates of proposed change
- A schematic outlining the size and location of proposed change
- An estimate of the needed annual maintenance and associated cost
- Identify any other miscellaneous costs; e.g., storage, seating etc.

**Reason for the Change:**

Provide reasons why the change is needed and how it benefits the community.

*Example: The installation of a bocce ball court will encourage social interaction. Additionally, it will bring another amenity to 3 Cherry Way residents.*

**Supporting Signatures:**

Twenty (20) signatures must be obtained before submitting this petition to the BOD. Below are the signatures of the homeowners who support the proposed improvement:

- Signature
  - Address
- Signature
  - Address

**Requested Action:**

We request the HOA board review this petition during the next scheduled Community Meeting on MM/DD/YYYY for approval.