



This Policy was approved by the Oak Hills HOA Board on April 1, 2020.

### **OHHA Bylaws Article V Section 3...Initiative Process**

This Bylaw allows a homeowner to submit a petition to include a topic for vote at a special or annual meeting of homeowners.

1. The petitioner will submit a Ballot Question to the Board Secretary for approval before gathering signatures. The Board Secretary will have authority to approve the wording of the Ballot Question and any other communication to Homeowners as appropriate and may require changes to ensure HOA standards are met.
2. The Ballot Question should be a concise, clearly worded question which can be answered as either YES or NO.
3. The petitioner will submit a petition which includes the Ballot Question along with names, signatures, phone numbers, address & lot numbers - representing 130 or more lots in Oak Hills - to the Board Secretary for verification purposes.
4. A hard copy of each petition signed by a homeowner must be submitted at one time. The Board Secretary may approve/require other delivery methods as he/she deems appropriate.
5. Once a petition is submitted, the Board Secretary will conduct a random sampling verification of names and signatures. If the petition meets the standard set in #1-#4 above, the Ballot Question may be included on the ballot sent to homeowners for the annual meeting or the petitioner can request a special meeting to vote on the Ballot Question.
6. The Board Secretary shall be the sole point of contact in the event questions arise from a petitioner. The Secretary shall be responsible for securing an answer to the question and responding in a timely manner to the petitioner.
7. No petition signature shall be more than 90 days old at time of submission to the Secretary.
8. If approved, the initiative would take effect the day following the vote or after certification by the Board Secretary. Results of the vote will be included in the meeting minutes.
9. The Board Secretary has the authority to reject any petition that does not meet the standards outlined in this document and will advise the OHHA Board as appropriate.

### **Procedure for voting at the Annual Meeting:**

- A. A petition must be submitted in time to meet the notification schedule for the Annual Meeting, including time for approval and signature verification. Contact the Board Secretary for exact dates.
- B. The Ballot Question will be included on the same ballot as any other issues being voted. No additional information will be distributed by the HOA regarding the ballot question or the issue.
- C. No deposit will be required.

### **Procedure for voting at a Special Meeting:**

- A. If a special meeting is requested by the petitioner, then all costs for the meeting and vote will be paid by the petitioner. These include: printing and mailing of meeting notices and ballots to all 650 homeowners, and adequate staffing by our Management Company during the meeting. This cost is estimated at \$1000. A deposit of \$1000 is required at the time of submission. Actual costs will be totaled by the Board Treasurer and a refund issued if overpayment has occurred. If the actual cost exceeds the \$1000 deposit, the petitioner agrees to pay the HOA any additional monies within 30 days.
- B. The mailing of the Notice of Meeting, the Ballot Question and ballot for voting is assumed to be one page. If additional pages are requested it is estimated at a cost of \$1.00 per page/per ballot, payable in advance to the board treasurer.
- C. See #1 above. The Board Secretary must approve anything mailed to homeowners regarding the special meeting.
- D. Regardless of the outcome of the vote, none of these costs are refundable.
- E. All monies payable and due prior to/with submission of the petition must be made payable to Oak Hills Homeowners Association and mailed to:

OHHA  
Attention: Board Treasurer and Board Secretary  
2085 NW 153<sup>rd</sup> Avenue,  
Beaverton, Oregon 97006

Credit card payments may be approved by the Board Secretary and Treasurer.

### **Requirements for passage:**

- Per the Oregon Planned Community standard, at least 20% of homeowners must attend or vote at the Special/Annual Meeting, to achieve a quorum.
- To change a Policy, the measure must pass by a simple majority of those voting at the special/annual meeting (50% +1).
- To change a CC&R, the measure must pass by 75% or more of those voting at the special/annual meeting.
- To change the Annual Assessment or the Articles of Incorporation, the measure must pass by more than 2/3 of those voting at the special/annual meeting.
- To change a Bylaw, the measure must pass by a simple majority of those voting at the special/annual meeting (50% +1).