HOA Petition Template

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Petition of the Members of [Association name]

To the Board of Directors of [Association name]:

We, the undersigned owners of homes in [Community name], each entitled to vote under the governing documents, request that the association [the exact action: call a special meeting of the members / place before the members the removal of director [name] / submit the attached amendment to a vote of the members / ...].

Purpose

[The purpose or the proposed text, stated fully enough that a member reading it knows what they are signing.]

Basis

This petition is made under Section [number] of the Bylaws [and Section [number] of the [state act]], which provide that [quote or paraphrase the right]. The required number of signatures is [number or percentage].

Request

We ask that the board [give notice of the meeting within [number] days / place the matter on the next ballot / respond in writing within [number] days], as the governing documents require.

Signatures

Printed name	Home address or unit	Signature	Date

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Deliver signed pages to [name], [address or email], by [date]. Contact for this petition: [name], [phone], [email].

This template is a starting point. Notice periods, fee limits, and voting rules vary by state and by governing documents, so check both, or ask your attorney, before sending. State summaries: havnhq.com/hoa-laws.