

**HAWAIIAN OCEAN VIEW ESTATES
ROAD MAINTENANCE CORPORATION
Box 6227, Ocean View, HI 96737**

Procedure for Authorized Petitions by HOVERMC Members (Lot Owners).

The HOVERMC Board of Directors will only take action on a membership petition if:

1. The petition is authorized by the HOVERMC bylaws. (Art. III, Sec. 3.4 and 2.1)
2. The petition follows the following requirements.

The petitioners contact person will deliver two originals of the full petition to the HOVE RMC office. They both will be date/time stamped and a seal applied by the office staff. One of the original petitions will be filed in the office. The second original petition with an original date/time stamp and seal shall be given back to the petitioners contact person.

A minimum of eight (8) copies of the original petition, with original date/time stamp and seal, each attached to a date/time stamped and sealed signature form, will be given to the petitioners contact person along with a copy of these Petition Procedures. The Contact person shall sign for and verify that the received copies are correct and that they have read and understand the Petition Procedure.

A 30-day period shall commence after the petition has been date/time stamped in which members are eligible to sign the petition. All of the petition sheets, with the completed signature forms attached, must be received back in the RMC office prior to the end of the 30-day period to be valid. A date/time stamp will again be applied to all of the received sheets. A copy of all the completed signature forms received by the RMC office will be given to the petitioners contact person.

Only one owner per H.O.V.E lot may sign the petition. The name of the member signing a petition must appear as an owner on a legal deed for a H.O.V.E lot that is recorded with the Hawaii State Bureau of Conveyances.

A H.O.V.E lot owner may sign the same petition only one time.

Only H.O.V.E. lot owners that are current in their dues (Road Assessments) are eligible to sign a petition. (Articles of Incorporation, Article VIII, Membership)

The HOVE Board of Directors will accept only a petition processed in the following manner. **The responsibility of having the petition filled out correctly rests entirely with the petitioners.**

The signature and other required information must be on an RMC approved date/time stamped signature form that will be attached to the full petition. The RMC petition signature form will state that the person signing the petition has read and understands the entire petition.

The following is required to validate a petitioner's information on any RMC petition.

- The member's printed legal name
- The member's legal signature
- The member's current mailing address
- The member's current telephone number
- A valid TMK number of the lot owned by the member
- The date the member signs the petition form

After the completed Petition is received back in the office, it will be forwarded to the RMC Board Secretary. The Secretary shall check the petition and completed signature forms for validity as follows.

The received original petition and completed signature forms will be checked against the original on file. If any or all of the returned petition sheets have been modified, deleted or added to in any manner, the entire petition will be invalidated.

Any entry on a line that is filled in by other than the person whose name appears on that line of the signature form shall be invalid.

Any illegible, incorrect, modified or missing information on a signature form line shall invalidate that line entry.

Any information on a line of the signature form received in the RMC Office that is dated before or after the 30-day signing period will be invalidated.

Any signature forms that do not include an original date/time stamp or that have been detached from a date/time stamped petition will be invalid.

Within a 30-day period after the completed petition is received in the RMC Office the Secretary will forward the validity results to the RMC Board of Directors and the petitioners contact person.

If the RMC Board accepts the petition they will take the necessary action required under the RMC Articles of Incorporation and the Bylaws.

If the petition is unacceptable to the RMC Board due to discrepancies found on the petition or signature forms then a meeting will be scheduled with the petitioners contact person to attempt to resolve any conflicting issues. If any issues are not resolved at this meeting regarding the invalidation of the petition, the Board may uphold their decision not to accept the petition. The petitioners in that case may start a new petition or use other means to resolve the conflict.

If a Special Meeting is required, the date of that meeting shall be set to take into account the time necessary to assemble the content of the newsletter with the ballot and the time necessary to publish and mail the newsletter to approximately 7500 RMC Members. An additional 30 days must be allowed between the mailing date and the date of the meeting.

Any Special Meeting date and time, the meeting place, the newsletter and the ballot, must originate with the BOD. This information is required to be mailed to each Member. (Article II, sec. 2.11).

These rules shall become effective for any petition that is submitted after RMC Board approval. The rules may be amended at any time only by a majority vote of the RMC Board of Directors. Amendments shall only apply to petitions submitted after the date of the amendment approval.

I, (Printed Name) _____ have received ___ copies of the original petition with signature sheets attached. I hereby verify that these petitions received by me are a true copy of the original. I have also received a copy of, read and understand the above Petition Procedures.

(Signed) _____ Date: _____.

