* ***Please add to your Sierra Homeowners Book*** *

Process / procedure to change the Bylaws of the Sierra Association

1. An official petition is required to be submitted to the Sierra Association Governing Board. The petition must have at least 51% of the property owner's signatures, only one per parcel, to begin the process.

2. This petition must include the following on each and every page where signatures are placed:

   a. The Name and Address of the petition originator, who must be a Sierra property owner (more than one originator may be included).
   b. The present bylaw and the proposed change to that bylaw, referencing the specific Article and Section where that bylaw can be found in the Homeowners Neighborhood Documents.
   c. Name – individual must be the owner of the property according to the Carver County tax records.
   d. Address of the property
   e. Phone number for the property
   f. Signature – individual must be the owner of the property according to the Carver County tax records.

3. Once the petition is received and meets the above requirements, the Sierra board will send out (via the United States Postal Service = USPS) a notice informing the Sierra members of the upcoming vote, which will follow within 7-14 days. (This public notification allows for Sierra members to be informed of potential changes to the bylaws.)

4. Within 7-14 days the board will send out (via the USPS) the official ballots calling for a vote on the proposed change to the bylaws. Official ballots will include the property identification number of each address, ensuring only one vote per property.

5. Ballots will be required to be postmarked / returned (via the USPS) to the Sierra Association post office box within 7 days.

6. Ballots will be opened in the presence of the originator of the petition, if and only if that individual makes that request of the Association Board in writing. Opening of the ballots will be conducted within 10 days following the date ballots are due back to the post office.

7. According to Article XI Section 1 – At least 51% of the property owners must approve the proposed change to the bylaws for it to be ratified. If a property owner chooses not to vote – it is counted as a no vote to the proposed change.

8. Once ballots have been counted the board will send out the results to the Sierra members within 14 days.

9. If the bylaw is changed, the Sierra Governing Board will file the official change with the Office of the Recorder – Carver County, Minnesota within 30 days – if required.