**CALL FOR EXTRAORDINARY GENERAL MEETING**

Mr/Mrs.: ... ... *(name and surname)* .........., President of the Homeowners’ Association ... *(name of the Association)* ... .. which is located in... *(address of the Association)* ... ..... by virtue of article 16.2 of Law 49/160 on Horizontal Property, hereby summons you to the Extraordinary General Meeting of Owners that will take place on the following day, ... at ... hours in the first call in ... *(venue)*... ...

In the event that the quorum necessary for the adoption of resolutions is not present, you will be summoned in the same place and day but at ....... hours (after 30 minutes of the first call) on second second call, in order to deal with the following:

**AGENDA**

1.- Cessation of the current property manager. Justification of just cause if applicable.

2.- Contracting, where appropriate, of the new support services for the management of the Community.

3.- Requests and questions.

Given the importance of the topics to be discussed, timely assistance is requested.

In... *(city name)* ..., to ... *(day)* ... of... *(month)...* 20..

*(signature)*

President of the Homeowners’ Association

IMPORTANT: Owners who at the time of the Meeting are not up to date in the payment of all their overdue debts may not exercise the right to vote without being challenged judicially (Art. 15.2 of the Horizontal Property Law).

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The Owner: Mr./Mrs... ... *(name and surname).* ................................................................................ of the ... *(housing or premises)......* with DNI nº........

I authorize Mr./Mrs...... *(name and surname)................*................... to represent me at the Extraordinary General Meeting of the Community of Owners ............ ... *(name of the Community)..............* ... which will take place on the following day... at ... hours, in accordance with the provisions of Article 15.1 of the current Horizontal Property Law.

*(signature)*

Date:............ The Owner