



Rancho Viejo – El Toro Homeowner’s Association

c/o The HOA Election Guys, Inc
27472 Portola Pkwy #205-412
Foothill Ranch, CA 92610

DO NOT DISCARD THIS PAGE

The perforated stub at the bottom will need to be signed and returned with your ballot.

In addition to this notice, this package contains the following:

1. One Official Ballot
2. One double-window envelope
3. One smaller Secret Ballot envelope
4. One page letter from the Board of Directors

Kameron Thissell
Platinum Management
65 Enterprise, Suite 350A
Aliso Viejo, CA 92656

December 1, 2025

A Ballot Counting Meeting will be held as follows:

Date: January 5, 2026 (All mailed ballots should be received by us by January 4, 2025)
 Time: 1:00 PM
 Location: via zoom.com (Zoom info will be posted at: www.TheHOAElectionGuys.com/ranchoviejo)

If you do not have the ability to access zoom, the following physical location will be available with a device to access the zoom meeting: **The HOA Election Guys – 22521 Avenida Empresa, Ste 120, Rancho Santa Margarita, CA 92688**

This Meeting is being held for a vote of the members to approve a special assessment of \$1,100.00 per unit to be paid in eleven monthly installments to help reimburse the reserve funds for the association. More information about this special assessment can be found in the enclosed letter from the Board of Directors.

For the ballots to be counted, a quorum of the membership must return a ballot. Pursuant to California Civil Code section 5605(d)(3) a quorum of “more than 50%” of the membership is needed, or 51 ballots. If sufficient ballots to meet a quorum are not received by the initial ballot-counting meeting or if additional participation by the membership is deemed in the best interests of the Association, the Board of Directors and Inspector of Elections reserve the right to repeatedly adjourn the ballot-counting meeting and extend the voting deadline.

Once quorum has been achieved, a majority of the ballots cast needs to vote in favor in order for the special assessment to be approved.

If you have any questions, please do not hesitate to contact your association’s Inspector of Elections. The HOA Election Guys, Inc can be reached at (888) 380-3332 or by email at info@thehoaelectionguys.com

Detach along perforated line and place this stub in the provided window envelope.
Please make sure that the addresses are showing through the windows.

OWNER SIGN ABOVE (only one owner’s signature is required) **Signature must show through window or ballot will not be counted!**

Kameron Thissell
Platinum Management
65 Enterprise, Suite 350A
Aliso Viejo, CA 92656

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Instructions:

- 1) Cast your vote(s) on the enclosed ballot.
- 2) Insert ballot into the smaller Secret Ballot envelope.
- 3) Insert the sealed Secret Ballot envelope into the window envelope.
- 4) Sign this stub in the left corner (**your ballot will not be counted if you do not sign this stub**)
- 5) Detach and insert this stub into the window envelope, making sure your signature and the addresses are showing through the windows.
- 6) Mail your ballot (if not provided, make sure you apply postage!)

RANCHO VIEJO-EL TORO HOMEOWNER'S ASSOCIATION

DATE: December 1, 2025
TO: Owners of the Rancho Viejo-El Toro Homeowner's Association
FROM: Board of Directors
RE: 2026 Special Assessment

The Board of Directors works diligently to maintain the common areas of the Association. At the board meeting held on November 10, 2025, the Board discussed many of the issues facing the Rancho Viejo II Community that needed to be improved to meet the standards of the Association's Reserve Study. Much of the discussion centered around how best to fund the non-budgeted plumbing, remediation costs, and drywall repair expenditures. With that in mind, and to act in the best interest of the community, the Board has determined that a special assessment will be necessary to continue keeping up with the repairs as they are needed.

This special assessment provides for an additional (one time only) assessment amount of \$1,100.00 to be added to your regular assessment account. The special assessment will be paid in eleven (11) monthly installments of \$100.00 per month. The Board of Directors will be following the Association's Collection Policy regarding late fees, collections fees, and legal fees for any nonpayment of the monthly special assessment. This money will be collected to help reimburse the reserve account for the community; this is the account that pays for the roof replacements, deck repairs, and other large ticket items.

The Board encourages the community to approve this special assessment to help reimburse the reserve account which currently sits at only 29.6%. This leaves us unable to fund large and needed projects without completely draining the reserve account, placing us in a dangerous position in emergencies were to arise. **If this special assessment is not passed, the Board will need to reconsider the increase to the assessments. They are able to increase assessments up to 20% each fiscal year without community vote in order to raise the reserve percentage while still completing necessary repairs.** They are trying each year to keep the increase to assessments as low as possible, normally between 5-7%, and are hesitant to raise them beyond that. They would like to avoid an assessment increase each year, as, generally, dues do not decrease as time goes on. This proposed special assessment will only last until the end of 2026.

In order to pass this special assessment, we will need 51% of the community to vote. Please make sure you return your ballot by the deadline in late December.

If approved, the Special Assessment will begin on February 1, 2026 and will commence through December, 2026. If you have automatic payments set up for your regular assessment, PMG can set up an automatic payment for the special assessment as well. **Please email PMG at Ownerservices@pmg-oc.com and request for the automatic payment to be deducted from your account on the same day as your regular assessment.** If you do not have an automatic payment but would like to set one up, please email the Owner Services Department to help you with your request.

Thank you for your cooperation and understanding!