

To: All Members of Villa Washington Street Condominiums
1605 Washington Ave.
Santa Monica, CA 90403

From: Board of Directors of Villa Washington Street Condominiums
C3 Management Solutions, Inc.
P.O Box 25901
Los Angeles, CA 90025

Date: July 1st, 2026

RE: Reroofing Special Assessment Ballot Measure

Dear Homeowner:

The Association is writing to convene a homeowners' vote concerning a Special Assessment to re-roof the building as discussed at the open meeting held on Thursday June 11th 2026.

The Board of Directors has spent a significant amount of time researching vendors to satisfactorily re-roof the building. The proposal that the Board of Directors believes to be the best option is with Roofing and Waterproofing Services, Inc. (R&W) for a total of \$71,860.69.

As part of the re-roofing project, the HVAC machines must be lifted to enable full waterproofing of the roof. They will then need to be re-installed in a manner that will not compromise the new waterproofing surface. MBA Mechanical was selected as the vendor to perform these lifts in conjunction with R&W for a total of \$5,986.00. Should any homeowner wish, MBA Mechanical is also available to purchase and install new HVAC machines. Please reach out to C3 Management for more information and pricing.

Last, C3 Management Solutions Inc. charges a 10% project management fee for capital projects.

The balance of the Association's Reserve account is \$32,496.23 as of June 30th, 2026.

The Board is proposing a Special Assessment vote to raise a total of \$93,600 (ninety-three thousand six hundred dollars), or \$18,720 (eighteen thousand, seven hundred and twenty dollars) per homeowner for the project. This dollar amount includes a 20% excess of the cost of R&W and MBA Mechanical to cover the C3 Management 10% project management fee and an additional 10% to cover any unexpected costs during the course of the project. Any remaining amount of the special assessment funds will be returned to the Reserve account.

Please feel free to contact C3 Management Solutions with any questions or comments.

Regards,

Cony Craighead – Property Manager
(on behalf of the Board of Directors)