



## La Ventana Maintenance Corporation

May 18, 2023

Members Name  
Members Address

Dear Member,

As reflected on the enclosed *Operating Budget Disclosure 2023*, which was provided to you previously, the Board is seeking the approval of the membership for a special assessment in the amount of \$3,127.78 per unit. Our company has contracted with your association to serve as its Inspector of Elections for this vote.

The Association has scheduled a Board meeting to count the ballots which is scheduled to begin on June 29, 2023 at 6:00 p.m. and will be held over zoom. The zoom meeting information will be posted to the webpage [www.thehoaelectionguys.com/laventa](http://www.thehoaelectionguys.com/laventa) at least 48 hours prior to the start of the meeting. At this meeting, assuming enough ballots are received, we will open and count the ballots. Otherwise, the meeting may be adjourned, and the balloting period extended either to achieve a quorum and/or to allow further participation of the membership. Once the ballots are counted, the tabulated results will be announced immediately to those attending and then published to the membership.

Civil Code § 5605 sets the quorum requirement for a vote on a special assessment to mean "more than 50 percent of the members" or 27 ballots. The special assessment needs to be approved by an affirmative vote of a majority of the votes represented and voting in a duly held election in which a quorum is represented.

Please cast your vote on the enclosed ballot following the Instructions shown below.

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](mailto: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!**

Members Name  
Members Address

**La Ventana Maintenance Corporation**  
c/o The HOA Election Guys -  
27472 Portola Pkwy #205-412  
Foothill Ranch, CA 92610

### 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!)



December 1, 2022

**TO: LA VENTANA MAINTENANCE CORPORATION HOMEOWNERS**  
**FROM: Scott J. Otis, MBA, CCAM**  
**Otis HOA Management**  
**SUBJECT: OPERATING BUDGET DISCLOSURE 2023**

Dear Homeowner(s):

The Association's Board of Directors and Management have recently completed a budget review for the upcoming calendar year. In accordance with California Civil Code, please find enclosed a copy of the Operating Budget for the period of January 1, 2023, through December 31, 2023. Please review these documents and keep them with your important Association materials.

The Board understands the importance of maintaining low assessments; however, insurance premiums for 2022-2023 increased dramatically over premiums for 2021. This was unforeseen and, therefore, not budgeted by the Association. The Board of Directors noticed the membership of its intent to transfer \$127,581.91 from the Association's reserve fund to the Association's operating fund to be able to address short-term cashflow requirements attributable to the unforeseen insurance premium increase.

The Board of Directors anticipates and intends to raise the funds necessary to restore the transferred amounts to the Association's reserve fund by (a) increasing the annual assessment for the 2023 fiscal year by \$73.00 per month, (b) imposing a special assessment for the 2023 fiscal year in the amount of \$262.80 per unit, and (c) proposing to the membership an additional special assessment during the 2023 fiscal year in the amount of \$3,127.78 per unit (and if Members do not vote to approve such special assessment, increasing the annual assessment for the 2024 fiscal year by \$87.60 per unit per month and imposing a special assessment for the 2024 fiscal year in the amount of \$172.63).

Also, the Association has received notice of rate increases for landscape maintenance, parking enforcement, pool upkeep, janitorial and other general services. Accordingly, the Board found it necessary to raise monthly dues. Therefore, the 2023 monthly assessment will increase by \$73.00 (20%) for total monthly dues of **\$438.00 and a one-time special assessment of \$262.80 commencing January 1, 2023.**

Please remember to update any automated bill pay transactions you may have activated directly with your bank. If you are on the Automated Clearing House (ACH) payment method, the debit to your account will automatically be updated. If you wish to activate ACH to pay your monthly assessments, please contact Otis HOA Management or log-on the Association's website at [www.otishoa.com](http://www.otishoa.com) for more information. Minutes of the Association's Board meetings are also available on the website, or you may obtain copies by contacting the Management office.

If you have any questions concerning the contents of this package, please contact a member of our Management team at (888) 516-6532 or attend the Association's next Board meeting. On behalf of the Board of Directors and Management team, we would like to wish you and your families a safe and happy holiday season.

Enclosures: 2023 Budget, Reserve Funding - Executive and Disclosure, Annual Policy Statement, Assessment Collection Policy with Assessment and Foreclosure Notice, Summaries Alternative/Internal Dispute Resolution, Architectural Review Procedure, Enforcement Policy, Fee Schedule, Insurance Disclosure Form, FHA and VA Disclosures, Owner Contact Information Request



## OFFICIAL BALLOT

Do you vote FOR or AGAINST a  
Special Assessment in the amount  
of \$3,127.78 per unit.

☐ FOR

☐ AGAINST

DO NOT identify yourself on this ballot.

The rules governing this election  
may be found here:  
[TheHOAElectionGuys.com/laventa](http://TheHOAElectionGuys.com/laventa)