



**Morgan Spring Condominiums
Homeowners 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 return envelope
3. One smaller Secret Ballot envelope
4. Roof Replacement Cost Allocation sheet
5. Payment Options Notice
6. Monthly Payment Schedule

Intempus - Marcel Maldonado
20640 3rd St. Suite 300
Saratoga, CA 95070

January 14, 2026

A Special Ballot Counting Meeting will be held as follows:

Date: February 17, 2026 (All mailed ballots should be received by us by February 16, 2026)
Time: 5:00 PM
Location: via zoom.com (Zoom info will be posted at: www.TheHOAElectionGuys.com/morganspring)

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: **Intempus Management – 20640 3rd St. Suite 300, Saratoga, CA. 95070**

This Special Meeting is being held for a vote of the members to approve a special assessment of \$112,000 in total, with varying costs per unit depending on the 1st floor square footage of each unit. This special assessment is to fund roof replacement for the association. Please see the enclosed documents for details on the cost allocations and payment options for this roof replacement project.

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 6 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!**

Intempus - Marcel Maldonado
20640 3rd St. Suite 300
Saratoga, CA 95070

**Morgan Spring Condominiums
Homeowners Association**
c/o The HOA Election Guys - <Envelope>
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!)

Morgan Springs Roof Replacement Cost Allocation

Below is the allocation of roof replacement costs for the community. The allocation is based on the verified first floor square footage for each residence, which reflects the structural footprint covered by the roof and ensures a fair and proportional distribution of the total project cost of \$112,000 among all 10 units.

First floor square footage was sourced directly from the Santa Clara County Assessor's Office records.

- Each unit's financial contribution was calculated using:

$$(\text{Unit first floor sqft} \div \text{Total sqft}) \times 112,000$$

Allocation Summary

Address	1st Floor SQFT	Amount Due
215 Spring Ave	786	\$11,495.43
217 Spring Ave	770	\$11,261.43
219 Spring Ave	770	\$11,261.43
221 Spring Ave	770	\$11,261.43
223 Spring Ave	770	\$11,261.43
225 Spring Ave	786	\$11,495.43
227 Spring Ave	793	\$11,597.81
229 Spring Ave	710	\$10,383.91
231 Spring Ave	710	\$10,383.91
233 Spring Ave	793	\$11,597.81

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Homeowners Association**

Important Notice Regarding Special Assessment Payment Options

This notice is provided in connection with the enclosed Special Assessment Ballot Package related to the proposed roof replacement project for the Association.

If the special assessment is approved by the membership, owners will have the option to pay their individual assessment amount either in a single payment or through a monthly installment plan, as outlined below.

Monthly Payment Option

- Monthly payments would begin on March 1
- The total assessment amount would be paid over six equal monthly installments
- Payments would be due on the first of each month from March through August

Single Payment Option

Owners may elect to pay their full assessment amount in one lump sum. If possible, this option is encouraged, as it helps the Association manage project cash flow and administrative processing more efficiently.

Each unit's total assessment amount and corresponding monthly payment amount are based on the approved Roof Replacement Cost Allocation, which is included in this ballot package.

Additional instructions regarding payment setup and timing will be provided following the conclusion of the election and confirmation of the voting results.

If you have questions regarding the payment options or your individual assessment amount, please contact management directly.

Intempus Property Management
(408) 913 1082 | (408) 689 6254

Morgan Springs - Roof Project Special Assessment Monthly Payment Schedule

Address	Total Assessment	6 Monthly Payments
215 Spring Ave	11,495.43	1,915.90
217 Spring Ave	11,261.43	1,876.90
219 Spring Ave	11,261.43	1,876.90
221 Spring Ave	11,261.43	1,876.90
223 Spring Ave	11,261.43	1,876.90
225 Spring Ave	11,495.43	1,915.90
227 Spring Ave	11,597.81	1,932.97
229 Spring Ave	10,383.91	1,730.65
231 Spring Ave	10,383.91	1,730.65
233 Spring Ave	11,597.81	1,932.97