



**Montserrat at Newport Ridge
Maintenance 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

Total Property Management
23792 Rockfield Blvd Suite 100
Lake Forest, CA 92630

February 17, 2026

A Meeting of the Members will be held as follows:

Date: March 25, 2026
Time: 6:00 PM
Location: Newport Coast Community Center – 6401 San Joaquin Hills Rd, Newport Coast, CA 92657
All mailed ballots should be received by us by March 24, 2026

This Meeting of the Members is being held to vote on the election of TWO (2) directors. Although no nominations were received, your bylaws allow nominations to be made from the floor of the meeting. Those who wish to be write-in candidates must be nominated from the floor at the beginning of the meeting. A vote on IRS Revenue Ruling 70-604 will also take place to address potential excess funds and reduce tax liabilities.

For the election to be held, a quorum of the membership must return a ballot, or attend the meeting.

The Montserrat at Newport Ridge Maintenance Association bylaws define a quorum as “51%” of the voting power of the association, or 41 members. This quorum requirement is lowered to 20% (16 members) at a reconvened meeting. If quorum is not reached at any meeting, the members in attendance at the meeting may vote to either (a) reconvene the meeting to a later date, or (b) close the meeting without reconvening, meaning no election will take place (this is done via a voice vote of the homeowners present at the meeting). If a meeting is reconvened the deadline for receiving ballots will be extended as well. Please return your ballot so that we can meet quorum!

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!**

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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!)