



February 6, 2026

Attention All Members:

A Meeting of the Members will be held as follows:

Date: March 16, 2026
Time: 12:00 noon
Location: via Google Meet

The following physical location will be available with a device to access the Google Meet meeting:
22521 Avenida Empresa Suite 120, Rancho Santa Margarita, CA 92688
Meeting info and link will be posted at: www.TheHOAElectionGuys.com/palmcrest

Enclosed with this notice is your Official Ballot - please return your ballot so that we can meet quorum!

Instructions:

- 1) Cast your vote(s) on the enclosed ballot.
- 2) Insert ballot into the smaller "Secret Ballot" Envelope.
DO NOT MARK THE SECRET BALLOT ENVELOPE
DO NOT MARK THE BALLOT EXCEPT TO CAST YOUR VOTE
- 3) Insert the sealed Secret Ballot Envelope into the provided larger outer envelope which is addressed to Palm Crest Homeowners Association, Inc care of the HOA Election Guys
- 4) **SIGN THE LEFT-HAND CORNER OF THE OUTER ENVELOPE!!!!**
(Your vote will not count if you do not sign the envelope)
- 5) Mail your ballot (pre-paid postage has already been applied) – Mailed ballots must be received by March 15, 2026. Ballots will not be collected at the physical location of the election meeting on the day of the election, and so they must be returned by mail by the stated deadline.

The envelopes are already pre-addressed with our return address (and our address is also reflected on the footer of this letter).

If you have any questions, please do not hesitate to contact your association's Inspector of Elections, The HOA Election Guys, Inc. an independent third-party as required per CA Civil Code.

The HOA Election Guys, Inc can be reached at (888) 380-3332 or by email at info@thehoaelectionguys.com

Palm Crest Homeowners Association, Inc.

February 6, 2026

Subject: Notice of Special Assessment Ballot and Election for Community Renovations

Dear Palm Crest Homeowners,

The Palm Crest Homeowners Association (“Association”) Board of Directors (“Board”) is committed to preserving and enhancing the beauty, safety, and long-term value of our community. After careful evaluation, the Board has approved a series of essential renovation projects that include:

- Exterior painting and woodwork repairs throughout the entire community
- A complete renovation of the swimming pool area
- Resurfacing of our community streets

(collectively, “Projects”). These Projects are necessary to maintain the quality of life for our residents and to protect property values. If they are not undertaken now, the cost in the future will be substantially higher given increasing construction costs, performing work piecemeal versus one mobilization, the cost of repairing damage versus maintenance, etc.

The management company and Board have worked diligently to address routine maintenance, but after 35 years, the property needs major renovations for safety, value and functionality.

Painting and Exterior Repairs

Time and exposure to Southern California’s climate have aged the building exteriors. Repainting and extensive wood and stucco repairs are required, along with fence and pony wall restoration. New rain gutters are proposed to improve durability and water management.

Pool Complex Restoration

Although periodic acid-washing, crack repairs and general maintenance have been performed as needed, the original pool and jacuzzi show significant wear, with damaged tile and plaster requiring major restoration. Surrounding decking now needs replacement rather than patching. The shower tile and bathroom flooring in the pool area also need to be replaced for safety and usability.

Street Resurfacing

Routine street repairs are no longer sufficient; Resurfacing is needed to prevent further deterioration and reduce future costs.

To fund these projects and avoid depleting the Association’s reserves, the Board has proposed a **special assessment in the amount of Eighteen Thousand Five Hundred Fifty-Six dollars and forty-six cents (\$18,556.46) per unit**. To ease the financial impact, homeowners will have the option to pay this assessment in **twelve (12) equal monthly installments of one thousand five hundred forty-six dollars and thirty-seven cents (\$1,546.37) each**. This special assessment amount does NOT include your regular monthly Association assessments.

While the Association does have reserve funds, using the reserve funds in full for these Projects would exhaust the reserve funds such that the Association would not have funds for future repairs/replacement of components without additional assessments. Most associations do not have 100% reserve funding; therefore, special assessments are common and legally recognized when major components reach end-of-life.

If the special assessment is approved by the membership, below is a proposed payment plan for owners who choose to be on a payment plan:

- Total Assessment: **\$18,556.46**
- Number of Installments: **12**
- Monthly Payment: **\$1,546.37**
- First Payment Due: To be determined; notice will be provided at least 30 days before the first due date.

Subsequent payments of the special assessment will be due on the **first day of each month** and will conclude after a total of 12 months. As always, payments may also be paid in full on the first payment due date, if preferred.

Your participation in this process is essential. Enclosed, you will find a **Special Assessment Ballot**. Please review the information carefully and return your completed ballot by the deadline indicated. The outcome of this vote will determine whether we can move forward with these much-needed Projects.

We understand that this represents a significant investment, and we thank you for your continued support and cooperation. These renovations will ensure Palm Crest remains a beautiful, safe, and desirable community for years to come.

If you have any questions or need assistance with the special assessment and payment process, please contact senior community manager Ellie Bargrizan (ellie.bargrizan@nsc.team; 949-491-1444). Any questions regarding ballot completion and submitted should be submitted to the inspector of election, Kevin Langley (kevin@thehoaelectionguys.com).

Sincerely,

Palm Crest Homeowners Association, Inc. Board of Directors

Palm Crest Homeowners Association, Inc.
Secret Ballot – Special Assessment – Painting, Wood, Stucco, Fencing, Pool, and Street

You are being provided this Secret Ballot as a member/owner of Palm Crest Homeowners Association, Inc. (the "Association").

The Association's Board of Directors (the "Board") proposes to levy a special assessment in the total amount of two million one hundred fifteen thousand, four hundred thirty-six dollars and forty-three cents (\$2,115,436.43), (the "Special Assessment") on the Association's members/owners to fund a construction project for common area repairs, and the Special Assessment would be allocated equally among the one hundred fourteen (114) units which totals Eighteen thousand, five hundred fifty-six dollars and forty-six cents (\$18,556.46) per unit.

The Special Assessment is to be levied for the following items, as also described further in the accompanying cover letter:

1. Exterior painting, stucco, wood, and fencing repairs of the development
2. Pool area renovations, including bathroom and shower
3. Street paving and resurfacing

The total estimated cost of these construction projects is two million one hundred fifteen thousand, four hundred thirty-six dollars and forty three cents (\$2,115,436.43), which includes a contingency to help pay for possible extra costs and related administrative costs (legal, election, and management). Any additional unused funds will be deposited into the Association's reserve account.

- The Association's development, as well as the Association and its members/owners, are subject to the *Declaration of Restrictions of Palm Crest Condominium Project* recorded on April 7, 1989, as Document/Instrument No. 89-543050 in the official records of Los Angeles County, California (the "CC&Rs"). The CC&Rs establish the allocation of assessments for the Association's members/owners. Pursuant to Section 4.5, the proposed Special Assessment would be allocated equally, equaling Eighteen thousand, five hundred fifty-six dollars and forty-six cents (\$18,556.46) per unit.
- If the membership approves the Special Assessment, each member will have three options to pay their share of the Special Assessment:
 - *Option 1: Pay your share upfront in a single lump sum on the due date.*
 - *Option 2: Pay half of your share on the initial due date. The next half payment for the remaining balance will be due on the seventh month. Alternatively, the remaining balance can be paid in six installments equally divided from the seventh to the twelfth month after the initial due date.*
 - *Option 3: Pay your share monthly in twelve (12) equal monthly payments.*

Any payment plan will be subject to the payment plan terms provided by the Association.

- No payment of the Special Assessment will become due until the conclusion of this election and when the Association provides at least thirty (30) days' notice of the due date.

Please vote on the following page and return your ballot according to the enclosed ballot instructions. Please also note that if the owners do not approve the Special Assessment, it is very possible that the Board will have no choice but to levy an emergency special assessment in the future, as allowed by law, to pay the cost of certain repair and replacement work when the need for emergency repairs/replacement arises.

[Vote on Following Page]

**COMPLETE AND RETURN THIS PAGE IN THE SECRET BALLOT ENVELOPES
PER THE SECRET BALLOT INSTRUCTIONS**

VOTE BELOW:

Please indicate below whether you approve or disapprove of the two million, one hundred fifteen thousand, four hundred thirty-six dollars and forty-three cents (\$2,115,436.43) Special Assessment, in which each member will pay their share of Eighteen Thousand Five Hundred Fifty-Six dollars and forty-six cents (\$18,556.46)

- I APPROVE the Special Assessment
- I DO NOT APPROVE the Special Assessment
- I ABSTAIN and only submit this vote for quorum purposes

Additional Voting Information

Quorum Requirement: Quorum for this Secret Ballot vote shall be satisfied if Secret Ballots are received from more than 50% of the voting power of the Association (members/owners representing at least fifty-eight (58) units).

Approval Requirement: In accordance with California Civil Code Section 5605, the Special Assessment shall be approved by the members/owners of the Association if approved by at least a majority of a quorum of the members/owners.

You must return your Secret Ballot in the enclosed return envelopes to the Inspector of Elections in accordance with the attached instructions. Please be advised that once cast, your Secret Ballot is irrevocable. Your Secret Ballot must be returned before the official counting process begins, or it will not be counted.

Notwithstanding the foregoing, the Board reserves the right, in its sole discretion, to extend the due date for receipt and/or tabulation of this Secret Ballot to allow members/owners more time to vote. In addition, if all ballots are received before the deadline indicated above, the Board reserves the right to end the voting period and hold a meeting to tabulate the votes.

The rules governing this election may be found here: www.thehoaelectionguys.com/palmcrest

DO NOT SIGN THIS DOCUMENT