

POINT SAUSALITO HOMEOWNERS ASSOCIATION
c/o Common Interest Management Services

NOTICE TO THE MEMBERS
FROM THE BOARD OF DIRECTORS

July 31, 2026

Dear Members:

The purpose of this Memorandum is to provide notice to the Members of a planned special assessment. The Association has always strived to diligently manage resources to meet the ongoing maintenance, repairs, and improvements that our building and property requires. However, as you may be aware, unexpected challenges can arise, and it is our responsibility to address them promptly and effectively.

The Board of Directors closely monitors our finances, and we are currently facing a situation that demands prompt action. The special assessment, as previously discussed with the Association, is necessary to raise funds to complete certain critical community-wide repair projects, including maintenance and repair work mandated by law. This project includes roof replacement at two (2) buildings, recovery of some unanticipated reserve expenses, and administrative costs.

Upon careful review of the Association's reserves and its obligations to perform maintenance, the amount of income received will not allow the Association to perform all the necessary work and maintain appropriate reserves, without levying a special assessment.

Enclosed here is a ballot which, at the conclusion of this Memorandum, we will ask you to complete and return. You are being asked to vote to approve a special assessment of **\$572,000.00** in the aggregate, to be allocated among the individual units in proportion to each unit's square footage, with the final per unit amounts specified on the below "Assessment Schedule."

As specified in the town hall slides, per unit amounts previously shared were estimated. The attached final assessment schedule accounts for components that are assessed equally and those that are assessed according to square footage. Such amounts will be used to pay for the necessary repair project described above. It is in the interest of all members to approve the special assessment to allow for compliance with the legal requirements and protect the Association, the property, and residents.

Unit #	Square Footage	Variable Percent	Variable Amount	Equal Portion	Total Special Assessment
70	1,719	4.9400%	\$ 20,024.89	\$ 3,787.22	\$ 23,812.11
72	554	1.6000%	\$ 6,485.79	\$ 3,787.22	\$ 10,273.02
74	554	1.6000%	\$ 6,485.79	\$ 3,787.22	\$ 10,273.02
76	551	1.5900%	\$ 6,445.26	\$ 3,787.22	\$ 10,232.48
78	553	1.6000%	\$ 6,485.79	\$ 3,787.22	\$ 10,273.02
80	559	1.6100%	\$ 6,526.33	\$ 3,787.22	\$ 10,313.55
82	741	2.1400%	\$ 8,674.75	\$ 3,787.22	\$ 12,461.97
84	621	1.7900%	\$ 7,255.98	\$ 3,787.22	\$ 11,043.21
86	617	1.7800%	\$ 7,215.45	\$ 3,787.22	\$ 11,002.67
88	624	1.8000%	\$ 7,296.52	\$ 3,787.22	\$ 11,083.74
90	619	1.7900%	\$ 7,255.98	\$ 3,787.22	\$ 11,043.21
92	620	1.7900%	\$ 7,255.98	\$ 3,787.22	\$ 11,043.21
94	622	1.8000%	\$ 7,296.52	\$ 3,787.22	\$ 11,083.74
96	551	1.5900%	\$ 6,445.26	\$ 3,787.22	\$ 10,232.48
98	837	2.4200%	\$ 9,809.76	\$ 3,787.22	\$ 13,596.99
100	806	2.3300%	\$ 9,444.94	\$ 3,787.22	\$ 13,232.16
102	1,025	2.9600%	\$ 11,998.72	\$ 3,787.22	\$ 15,785.94
104	538	1.5500%	\$ 6,283.11	\$ 3,787.22	\$ 10,070.34
106	538	1.5500%	\$ 6,283.11	\$ 3,787.22	\$ 10,070.34
108	552	1.5900%	\$ 6,445.26	\$ 3,787.22	\$ 10,232.48
110	742	2.1400%	\$ 8,674.75	\$ 3,787.22	\$ 12,461.97
112	1,649	4.7600%	\$ 19,295.24	\$ 3,787.22	\$ 23,082.46
114	621	1.7900%	\$ 7,255.98	\$ 3,787.22	\$ 11,043.21
116	621	1.7900%	\$ 7,255.98	\$ 3,787.22	\$ 11,043.21
118	617	1.7800%	\$ 7,215.45	\$ 3,787.22	\$ 11,002.67
120	616	1.7800%	\$ 7,215.45	\$ 3,787.22	\$ 11,002.67
122	648	1.8700%	\$ 7,580.27	\$ 3,787.22	\$ 11,367.50
124	661	1.9100%	\$ 7,742.42	\$ 3,787.22	\$ 11,529.64
126	659	1.9000%	\$ 7,701.88	\$ 3,787.22	\$ 11,489.10
128	642	1.8500%	\$ 7,499.20	\$ 3,787.22	\$ 11,286.42
130	650	1.8800%	\$ 7,620.81	\$ 3,787.22	\$ 11,408.03
132	656	1.8900%	\$ 7,661.34	\$ 3,787.22	\$ 11,448.57
134	660	1.9100%	\$ 7,742.42	\$ 3,787.22	\$ 11,529.64
136	643	1.8600%	\$ 7,539.74	\$ 3,787.22	\$ 11,326.96
138	640	1.8500%	\$ 7,499.20	\$ 3,787.22	\$ 11,286.42
140	659	1.9000%	\$ 7,701.88	\$ 3,787.22	\$ 11,489.10
142	657	1.9000%	\$ 7,701.88	\$ 3,787.22	\$ 11,489.10
144	662	1.9100%	\$ 7,742.42	\$ 3,787.22	\$ 11,529.64
146	1,246	3.6100%	\$ 14,633.57	\$ 3,787.22	\$ 18,420.80
148	1,305	3.7800%	\$ 15,322.69	\$ 3,787.22	\$ 19,109.91
150	1,314	3.8100%	\$ 15,444.30	\$ 3,787.22	\$ 19,231.52
152	1,230	3.5600%	\$ 14,430.89	\$ 3,787.22	\$ 18,218.12
156	1,506	4.3600%	\$ 17,673.79	\$ 3,787.22	\$ 21,461.01
160	1,515	4.3900%	\$ 17,795.40	\$ 3,787.22	\$ 21,582.62
		100.0000%	405,362.15	\$ 166,637.85	572,000.00

Requirement to Pass

To approve the special assessment, the affirmative vote of a majority of a quorum of the membership of the Association is required. (Civil Code sec. 5605). With forty-four (44) units in the Association, a quorum requires that **at least twenty-three (23) ballots be completed and timely returned** (Bylaws, Article III, Sec. 3.4). If only twenty-three (23) ballots are received to make quorum, twelve (12) yes-votes will pass the special assessment. If all forty-four (44) ballots are received, twenty-three (23) yes-votes are needed to pass the special assessment.

YOUR BALLOT IS ENCLOSED!

Enclosed are your Ballot and a return envelope for your use. Please review the Informational Package enclosed with this packet before marking and returning your ballot. That Package contains very important information you need to know and will answer most, if not all, the questions you may have.

Please return your ballot in the postage-paid envelope provided and validate your vote with your address and signature. Instructions for returning the Ballot are included on the back of the Ballot. So long as your Ballot is ***received*** by the Inspector of Election at the address indicated no later than **5:00pm, September 7, 2026**. Ballots received after that date and time cannot be counted; however, the deadline for voting may be extended. Notice of any extension will be provided.

YOUR VOTE IS IMPORTANT! PLEASE VOTE!!!

Meeting to Counts Ballots: unless the voting period is extended, ballots will be opened by the Inspector of Election at an ***open meeting of the Board at 4:30pm on September 8, 2026, via Zoom.*** The information for the Zoom meeting is as follows:

- **Link:**
<https://us02web.zoom.us/j/81038683375?pwd=9oLqMaX3rYzjP8FRa83XyYbXJidz9R.1>
- **Meeting ID:** 810 3868 3375
- **Passcode:** 496714

Any Member who wishes to observe the ballot counting is welcome to attend.

The rules governing this election may be found here:

<https://www.thehoaelectionguys.com/pointsausalito>

Replacement Ballots and Information: If you lost or did not receive a ballot, or if you have any questions about the election process, you may contact The HOA Election Guys, Inc. via telephone at 1-888-380-3332 or request a replacement ballot online by visiting:

<https://www.thehoaelectionguys.com/ballotrequest>

Questions? For additional questions, please contact Kaila Rogers of Common Interest Management Services at krogers@commoninterest.com.

Please read these materials carefully and please return your ballot. We thank the membership for its continuing support. We will announce the results as soon as we have a decision.

Sincerely,

Board of Directors
Point Sausalito Homeowners Association

Enclosures to this Memorandum from Board to Members

- Ballot
- Pre-paid Return Envelope

POINT SAUSALITO HOMEOWNERS ASSOCIATION
SECRET BALLOT

Resolution 1:

Shall the Members approve a special assessment in the amount of \$572,000.00 in the aggregate which shall be levied according to the Assessment Schedule provided on page 2 and 3?

- ☐ YES. I approve the special assessment.
- ☐ NO. I do not approve the special assessment.

Approval Requirements: Passage of the special assessment requires the affirmative vote of a majority of voting members, with at least twenty-three (23) unit owners casting votes to establish quorum.

Voting Instructions

- Mark your ballot.
- Insert ballot into inner envelope.
- Place sealed inner envelope into outer Pre-Paid return envelope.
- Place your ballot in the Pre-Paid return envelope.
- Sign your name on the indicated line above. This is proof that you have personally cast your ballot.
- Place sealed ballot in return envelope and mail as follows:

Point Sausalito Association – Special Assessment
Inspector of Election
27472 Portola Pky #205-412
Foothill Ranch, CA 92610

- You may also hand deliver your envelope to the Inspector at the above-listed address. Ballots must be received by the Inspector of Election at the address indicated no later than **5:00pm, September 7, 2026**. The deadline for voting may only be extended by the Association with notice to the membership.