

NEWLAND PARK CONDOMINIUM ASSOCIATION

NOTICE OF SPECIAL MEETING

ATTENTION REQUIRED

Date: December 1, 2025
To: Newland Park Condominium Association Members
From: Board of Directors
Re: Notice of Special Meeting: Special Assessment Vote

Dear Members,

The Board of Directors have resolved to **propose that the Association borrow up to \$250,000.00 (“Loan”), funded by a Special Assessment to the community.** The proposed Special Assessment is necessary in order to fund the payment of the Loan and meet the lender’s financial health and reserve funding requirements (“**Special Assessment**”). The Board understands that Owners may be experiencing financial difficulties in the present economic climate; however, the Special Assessment is critical to the Association’s financial health and its ability to pay for the necessary Association-wide reroofing costs and state mandated balcony repairs.

The Special Assessment details are as follows:

The Association’s Board of Directors are proposing to borrow up to \$250,000.00 funded by a Special Assessment. Please note, while the Loan is for \$250,000.00, the lender requires that an additional \$37,500.00 be included in the Special Assessment to meet the lender’s financial health an reserve funding requirements. The Special Assessment may be **up to \$20,536.00** per Unit if paid in a lump sum, or **up to \$20,536.00 plus interest** if paid monthly over the course of one hundred twenty (120) months. Please note, at this time, the interest is estimated to be around 7.36%. The interest rate will be set approximately five (5) days before closing.

***The primary need for this Special Assessment is to fund the payment of the Loan and meet the lender’s financial health and reserve funding requirements. The Loan shall be used to cover the cost of: (1) the Association-wide reroofing project; and (2) the State mandated balcony repairs.**

- A vote of the membership is required to approve the Loan and approve the Special Assessment.
- The Special Meeting will take place January 5, 2026 at 2:00 via zoom
- If you do not have the ability to access zoom, a device will be available at this location for you to attend the zoom meeting: 22521 Avenida Empresa Suite 120, Rancho Santa Margarita, CA 92688.
- The Zoom meeting information is:
 - Meeting ID: 838 6349 8434
 - Passcode: 659712

NEWLAND PARK CONDOMINIUM ASSOCIATION

- If the Loan and Special Assessment are approved by the membership, the Special Assessment will have two payment options:
 - **Payment Option 1:** Monthly payment amount: **up to \$243.00 over the course of one hundred twenty (120) months.**
 - **Payment due:** *Please see below.
 - **Payment Option 2:** Alternatively, the entire amount **up to \$20,536.00** payment may be paid as a one-time lump sum payment.
 - **Payment Due:** *Please see below.

*Please note, if the Loan and Special Assessment are approved then, the Loan is estimated to close within forty-five (45) to sixty (60) days after approval. Once approved, both Special Assessment Payment Options 1 and 2 will be due no earlier than thirty (30) days after the Loan closes. The Association will be providing notice to all members of the Special Assessment payment due date.

If you have any questions about the Special Assessments, please contact Community Association Manager, Casey Almero at Casey.Almero@associa.us or (949) 465-2207.

Sincerely,

On behalf of the Newland Park Condominium Association Board of Directors

**NEWLAND PARK CONDOMINIUM ASSOCIATION
INSTRUCTIONS
HOW TO RETURN YOUR BALLOT**

1. Place your voted ballot in the secret ballot envelope and seal the envelope. Place the sealed secret ballot envelope into the larger preaddressed envelope. Do not write your name or any other identifying information on the ballot or the secret ballot envelope.

2. Complete the upper left-hand corner on the pre-addressed envelope by printing your name and the address of the property within the Newland Park Condominium Association that entitles you to vote in elections and then sign the pre-addressed envelope. If you own multiple homes within the community, please complete a separate ballot for each owned home and reflect the property address on the outer envelope.

If you do not print your name and property address and sign the pre-addressed envelope, your ballot will not be counted. Do not use a return address label.

3. Your ballot will remain secret. Therefore, it is important that you DO NOT sign or place any identifying information on the actual ballot. If you lose the pre-addressed return envelope that was sent to you, or need to obtain information on how to obtain a replacement ballot because the original was lost, misplaced, or erroneously completed, please contact Casey Almero at Casey.Almero@associa.us or (949) 465-2207 and they will assist you in obtaining another ballot.

4. To return your ballot by mail, it must be mailed or delivered by you with sufficient time to reach the Association's inspector of elections. We recommend that you return and mail your ballot at least three (3) calendar days prior to the meeting. Mail the pre-addressed return envelope to the Inspector of Elections (with the ballot envelope inside) to:

NEWLAND PARK CONDOMINIUM ASSOCIATION
c/o The HOA Election Guys
27472 Portola Pkwy #205-412
Foothill Ranch, CA 92610

The ballot must be RECEIVED BY 5:00 pm on January 4, 2026, or you can hand-deliver your secret ballot prior to the meeting or at the meeting on January 5, 2026 at 2:00 pm or any adjournment thereof, prior to closing of the polls.

NEWLAND PARK CONDOMINIUM ASSOCIATION
SPECIAL MEETING
SECRET BALLOT FOR SPECIAL ASSESSMENT

This ballot is valid for voting on the matters set forth herein or any adjournments thereof (i.e., reconvened meetings). The Special Meeting is scheduled for **January 5, 2026, at 2:00 pm** to be held over zoom. If you do not have the ability to access zoom, a device will be available at this location for you to attend the zoom meeting: 22521 Avenida Empresa Suite 120, Rancho Santa Margarita, CA 92688.

This ballot is valid only for this meeting and any adjournment.

The quorum requirement for this election is a majority of the membership (i.e., 50% + 1 vote), which is represented by eight (8) Owners out of fourteen (14) Owners, in person, by proxy or by ballot.

I am a member of the Newland Park Condominium Association, and I have cast my vote as designated below.

QUORUM AND APPROVAL REQUIREMENTS

Pursuant to California Civil Code Section 5605, ballots must be received from at least fifty percent (50%) of the Members (i.e., at least eight (8) Owners) to establish a quorum. If a quorum is achieved, the Special Assessment will be “approved” if at least sixty-seven percent (67%) of the Association’s total voting power vote in favor of the proposal. **If you do not cast a vote above, this secret ballot shall be used only to establish quorum. Where the person returning this ballot has specified a choice above, his or her vote shall be cast in accordance therewith.**

The rules governing this election may be found here: www.TheHOAElectionGuys.com/newlandpark

PURPOSE OF THE SECRET BALLOT

To provide members an opportunity to vote on whether to approve authorizing the Association borrowing \$250,000.00 (“**Loan**”) which shall be funded by a Special Assessment in the aggregate amount up to ~\$20,536.00 per Unit (i.e., per household) (“**Special Assessment**”). Please note, while the Loan is for \$250,000.00, the lender requires that an additional \$37,500.00 be included in the Special Assessment to meet the lender’s financial health and reserve funding requirements; this additional \$37,500.00 is reflected in the above stated ~\$20,536.00 amount. Please note, there are two Special Assessment payment options: (1) a lump sum payment up to ~\$20,536.00; or (2) a monthly installment payment up to \$243.00 over the course of one hundred twenty (120) months. If this proposal is approved, Owners may select either payment option. The Special Assessment will be due on a date specified by the Board no sooner than thirty (30) days following membership approval. The primary need for this Special Assessment is to fund the payment of the Loan which will cover the cost of: (1) the Association-wide reroofing project; (2) the State mandated balcony repairs; (3) the contributions to the Association’s reserves to meet liquidity requirements, and (4) beginning reserve funding for the newly installed roof.

VOTE

I hereby vote as follows on the proposal to authorize the Board take out the Loan and levy a Special Assessment in the aggregate amount up to ~\$20,536.00 per Unit. The Owner(s) of each Unit is/are entitled to cast one (1) vote.

APPROVED _____	DISAPPROVED _____	ABSTAIN _____
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