

**Encino Park West 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 envelope
3. One smaller Secret Ballot envelope
4. Letter from Alan Duke, EPW President

«First\_Name» «Last\_name»

«Address»

«City», «State» «Zip»

November 22, 2023

A Special Meeting of the Members will be held as follows:

Date: December 27, 2023

Time: 2:00 PM

Location: via zoom.com

Pursuant with CA Civil Code § 5120 the following public location is available for any members to attend to witness the counting and tabulation of the votes: 17 Spectrum Pointe Suite 504, Lake Forest, CA 92630  
Meeting and zoom info will be posted at: [www.TheHOAElectionGuys.com/encinoparkwest](http://www.TheHOAElectionGuys.com/encinoparkwest)

All mailed ballots should be received by us by December 26, 2023

The deadline for ballots is subject to extension at the discretion of the board of directors and/or Inspector of Elections.

This Special Meeting of the Members is being held to vote on the vote of a Special Assessment in a total amount of \$6,000 per unit. Please see the accompanying letter dated November 22, 2023 for additional information.

For the Special Assessment to be approved "a majority of a quorum" must vote in favor.

As per California Civil Code § 5605:

For the purposes of this section, "quorum" means more than 50 percent of the members.

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](mailto: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!**

«First\_Name» «Last\_name»

«Address»

«City», «State» «Zip»

**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!)

**Encino Park West Homeowners Association**

c/o The HOA Election Guys - «Envelope»- Special Asmnt

27472 Portola Pkwy #205-412

Foothill Ranch, CA 92610

November 22, 2023

The Encino Park West Board of Directors is asking owners to approve a \$6,000 special assessment for 2024, which could be paid in 12 monthly installments beginning on February 1, 2024. Please read below why this is necessary and also how this is a better alternative and would allow us to not raise the monthly fee.

Many EPW units suffered major water damage from unusually heavy rains in 2023, requiring the HOA to expend hundreds of thousands of dollars for repairs. Some of that work is still under way and significant invoices have yet to be paid. Other units were damaged by failed water pipes, a result of an aging infrastructure that will ultimately require replacement. The new EPW HOA board is working hard to keep future repair costs down by requiring multiple bids on all contracts and closely monitoring the work.

As are many homeowners across the state, we are also facing another major increase in our insurance coverage rates of about \$100,000 in 2024.

We need to increase 2024 revenue by \$390,000 because of the rising costs, outstanding invoices, and diminished reserve fund. The \$6,000 special assessment would do that. This would also allow us to freeze the monthly fee at the current \$1,400.

California law allows an HOA board to increase monthly fees by 20% each year, however, we are reluctant to do this since a \$1,680 monthly assessment could have a significant impact on your home's value. Keep in mind that at 20% hike this year would allow the board (without your approval) to raise it to above \$2,000 a month next year. This plan, if you approve, would prevent that.

If we do not get a majority of the owners to approve the special assessment, we would be forced to take other actions to raise the needed \$390,000. We would have no option except to raise the monthly fee to \$1,680, along with special assessment of about \$1,000, the limit allowed without a full membership vote. This would still leave us far short of the needed \$390,000, which would mean significant cuts in services funded by the HOA.

Where would your \$6,000 go? It would go into the bank to bolster our depleted reserve fund.

If you have any questions for the board about this, please email us at [info@EPWHOA.com](mailto:info@EPWHOA.com).

# ENCINO PARK WEST

HOMEOWNERS ASSOCIATION

## OFFICIAL BALLOT

Special Assessment Vote

Are you FOR or AGAINST the special  
assessment in the amount of  
\$6,000.00 per unit as outlined in the  
materials provided dated November 22, 2023

☐ FOR      ☐ AGAINST

DO NOT identify yourself on this ballot.

The rules governing this election  
may be found here:  
[TheHOAElectionGuys.com/encinoparkwest](https://TheHOAElectionGuys.com/encinoparkwest)