

**CANTRICE COURT CONDOMINIUM OWNERS' ASSOCIATION
NOTICE OF SPECIAL MEETING OF THE MEMBERSHIP
TO VOTE REGARDING A PROPOSED SPECIAL ASSESSMENT**

MEETING DATE: OCTOBER 6, 2026
CALL TO ORDER: 6:15 PM
POLLS OPEN: 6:00 PM*
PHYSICAL LOCATION: WOOD RANCH ELEMENTARY SCHOOL
455 CIRCLE KNOLL DR, SIMI VALLEY, CA 93065

Purpose: To hold a Special Meeting of the Membership to conduct a vote regarding a proposed special assessment of \$20,408.16 per Unit, which totals \$1,999,999.60, for a roof replacement project. Any excess assessment not used for the roof replacement project will be used to replenish the reserve account. The vote for approval of the special assessment must be approved by a majority of the total votes cast once a quorum is reached.

Quorum: In accordance with California Civil Code Section 5600(a), 5605(a) and 5605(c) quorum is more than 50% of the total voting power. If an insufficient number of ballots are received by the deadline to constitute a quorum, the Board reserves the right to extend the balloting period so as to reach quorum.

Inspector of Election: The Board of Directors has contracted with an independent vendor, The Ballot Box, to serve as the Inspector of Election for the purpose of preparation, receipt and tabulation of the ballots for this meeting.

Voting: In accordance with applicable civil codes, voting is accomplished by secret written ballot. Each home has a total of one (1) vote, either in favor of or against the proposed special assessment. If the special assessment is approved, notice will be provided regarding payment due dates with a minimum of 30 days' notice.

Ballots: **Once a ballot has been cast, it is irrevocable and may not be changed.** Ballot **envelopes must be signed** by the owner to be valid. The ballot must be submitted using the envelopes included in this mailing. Postage is paid on the return envelope for convenience. You may instead return the envelope at your own expense by any certified delivery such as UPS or Fed-Ex to this physical address: The Ballot Box, 3315 E. Russell Rd., Ste A4 PMB 156, Las Vegas, NV 89120. The deadline for the receipt of mailed ballots is 12:00 PM (noon) on **October 2, 2026**. Ballots will also be accepted at the meeting physical location on October 6, 2026.

VOTING INSTRUCTIONS

- Insert the ballot inside the SECRET BALLOT envelope and seal it. Do not put anything else in the envelope.
- Insert the SECRET BALLOT envelope inside the return envelope and seal it. Again, do not put anything else in the envelope. The owner's name and property address is already printed on the return envelope.
- A signature line is provided on the return envelope. **Envelopes must be signed by the owner. Unsigned envelopes will not be counted.**
- Place the return envelope in the mail or return as instructed above.
- The envelopes are received and held by The Ballot Box until they are opened at the meeting.

9/4/26

Prepared by The Ballot Box, On behalf of the Secretary
*Polls close as determined by the Inspector of Elections

CANTRICE COURT CONDOMINIUM OWNERS' ASSOCIATION

September 4, 2026

Special Homeowner Meeting Vote Regarding a Special Assessment

Dear Homeowner:

Please find enclosed documents for a Special Meeting of the Membership for the Cantrice Court Condominium Owners' Association. Your Association has contracted with The Ballot Box to conduct a vote regarding a proposed Special Assessment.

The enclosed ballot is a 1/3 size sheet of colored paper with voting instructions on the reverse. If you have any questions on the materials, or how to complete the ballot, please contact our office at your convenience. We'll be happy to help you.

It is important that you participate in this meeting by returning the enclosed ballot either by mail or in person at the meeting.

The Ballot Box
info@ballotboxservices.com

Enclosures:

Meeting Notice

Letter from the Board of Directors

One (1) Ballot

Two (2) Envelopes



info@ballotboxservices.com

CANTRICE COURT CONDOMINIUM OWNERS' ASSOCIATION

Vote on Special Assessment of \$2 million (\$2,000,000)

Sept 1, 2026

Dear Cantrice Court Homeowner,

The Board began to implement a phased roof replacement plan starting back in early 2025. As you have recently been informed via emails, working meetings and townhalls, this plan has evolved into an all-encompassing, all-at-once, community-wide roof replacement project to be worked starting as soon as possible.

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1. Special Assessment Overview

In order to complete this roof replacement project, the Association needs to special assess the membership for the funds because the reserves are at 8.8% of needs, which is insufficient to cover the cost for the roofing project.

The Board is now seeking your vote on whether to authorize the Board to impose a Special Assessment of **\$20,408.16 per Unit**, which totals **\$1,999,999.60**, for a roof replacement project. Due to the amount of the special assessment, the Board must obtain the approval of the members. If approved, the Special Assessment will be applied equally to each member in the amount of **\$20,408.16 per Unit**. You will be provided with at least 30 days' notice of the due date of the Special Assessment.

If the Special Assessment is approved by the owners, the Association intends to move forward with a loan and the roof replacement project starting as soon as possible. Note that the Association loan has not yet been approved/finalized by the lending Bank.

2. Payment Options for Each Owner

You will be provided with 30 days notice of the due date of your decision as to how you choose to pay your special assessment. Members will have the option (1) to make a one-time Lump Sum payment of **\$20,408.16** due at the end of the 30-day notice, or (2) to utilize a payment plan offered by the Association to pay at least your minimum monthly installment due for up to fifteen (15) years. The amount of the monthly installments will include interest. More information as to the amount of the monthly payments will be provided if the special assessment is approved.

3. Change of Ownership

If the monthly installment option is chosen, upon transfer of title of the Unit, the balance of the special assessment will be due in full prior to refinancing, the close of escrow, or title transfers. This completes the selling owners special assessment obligation. After the close of escrow or title transfer, if there remains a balance, the new owner will be obligated to pay the total balance as stated on their first monthly bill. This completes the new owners special assessment obligation.

4. Special Assessment -- Unused Money to Replenish Reserves

Based on an actual roofer quote, the Board expects to only need around **\$1,600,000 (\$1.6 million)** for roof replacements.

The **\$2 million** special assessment amount allows for cost growth and unexpected contingencies above the **\$1.6 million**. Should the project not be completed until spring or summer of 2027 (eg. due to winter weather), additional costs may occur. Roofing costs have increased every 3 months or so during 2026.

When the roofing project is complete, the total cost spent will be known. Any amount of the **\$2 million** special assessment that was not used for the roof replacement project will be used to fund the Association's reserves.

5. Your Vote

This roof replacement project cannot proceed without membership approval of the special assessment.

The Board is now seeking membership approval to authorize the Board to levy the special assessment.

Enclosed are a ballot and voting instructions for this vote.

Your vote is important!

Please vote and return your ballot as soon as possible as set forth in the Ballot materials.

Respectfully and Sincerely,

Cantrice Court COA Board of Directors

**Cantrice Court
Condominium Owners' Association
Special Meeting – 10/6/26**

Secret Ballot

Please refer to the enclosed documents.

PROPOSED SPECIAL ASSESSMENT

Do you authorize the Association's Board of Directors to impose a special assessment of \$20,408.16 per Unit, which totals \$1,999,999.60, for a roof replacement project? Any excess assessment not used for the roof replacement project will be used to replenish the reserve account. Each monthly levy will be the debt of and payable by the owner of record at the time of the monthly levy, all as set forth in a Notice of Assessment to be delivered after the assessment is approved.

☐ YES

☐ NO

A quorum of more than 50% of the voting power is required. The special assessment must be approved by a majority of the total votes cast once a quorum is reached. If an insufficient number of ballots are received by the deadline to constitute a quorum, the Board reserves the right to extend the balloting period so as to reach quorum.

VOTING INSTRUCTIONS ON REVERSE

Returned ballots must be received in the envelopes provided by the inspector. Ballots may be returned by mail or by certified delivery such as UPS or Fed-Ex to: The Ballot Box, 3315 E. Russell Rd., Ste A4 PMB 156, Las Vegas, NV 89120. The deadline for the receipt of ballots is 12:00 PM (noon) on 10/2/26. Ballots will also be accepted at the meeting location on 10/6/26.

VOTING INSTRUCTIONS

- Insert the ballot inside the SECRET BALLOT envelope and seal it. Do not put anything else in the envelope.
- Insert the SECRET BALLOT envelope inside the return envelope and seal it. Again, do not put anything else in the envelope. The owner's name and identification information are already printed on the return envelope.
- A signature line is provided on the return envelope. **Envelopes must be signed by the owner. Unsigned envelopes will not be counted.**
- Place the return envelope in the mail or return as instructed.
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The rules governing this election may be found here:

<https://portal.hoa-accounting.com/public>

A login and passcode are required.