

Dana by the Sea HOA
24412 Alta Vista Drive
Dana Point CA 92629
web site: www.danabytheseahoa.com

July 10, 2024

Dear Homeowner:

The **Annual Homeowners Meeting** will be held **Saturday, August 10, 2024**, at **1:00 pm**, in the **pool/spa area**.

Owners can attend, in person, or by proxy. Please vote for board members via your secret ballot. Weigh in on decisions that will affect all of us.

Items enclosed:

- Annual Meeting Agenda
- Fiscal update letter
- Rate sheet for October 1, 2024, to September 30, 2025
- Proposed Budget Sheets (6 pages)
- Revocable proxy (if needed)
- Volunteer Sheet
- Annual Policy Statement
- Ballot with instructions and envelopes (sent via USPS mail packet only)

To ensure a quorum at the annual meeting, eleven homes (or owners of at least fifty percent of the units) must be represented. Please be sure to attend or give your proxy to another owner to represent you.

Please return the ballot and envelopes as indicated on the ballot, by

August 10, 2024, meeting time. (Ballots are included in packet mailed, only.)

We look forward to seeing you at the annual meeting.

Sincerely,

Mike Hart, DBTS HOA Board President.

Annual HOA Aug 2024 info.docx and pdf

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ANNUAL MEETING AGENDA

Dana by the Sea HOA Annual Homeowners Meeting

Saturday, August 10, 2024, 1:00 pm

Poolside

- 1) Call to order and welcome – Mike Hart, President
- 2) Roll call to establish quorum
- 3) Proof of notice of meeting or waiver of notice
- 4) Reading of the minutes of the HOA annual meeting of September 9, 2023
- 5) Report of Officers
 - a. President
- 6) Report of Committees
 - a. Finance – Annual Budget Report
 - b. Architectural Review Committee
 - c. Building Maintenance Committee
 - i. Wright Engineering Final Inspection observations and recommended repairs/replacements. Funding the costs.
 - d. Landscape
 - e. Pool/Spa
- 7) Election of inspector of elections
 - a. The ballot envelopes will be opened during the meeting by the Inspector of Elections poolside at 24412 Alta Vista Drive, Dana Point, California. You may view the opening of ballots poolside.
- 8) Election of Directors
- 9) Unfinished business
- 10) New Business
- 11) Next Annual Meeting TBD
- 12) Adjournment

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June 2024

FISCAL UPDATE

To all Dana by the Sea HOA owners,

As we complete another year, the board has met and reviewed the expense and reserve expenditures as well as those projected for the coming fiscal year.

These are the **major reserve** expenditures, to date, this current fiscal year Oct. 2023 – Sept. 2024

- 1) Building: \$21,884.00
- 2) Pool/Spa: \$21,842.00
- 3) Granada Asphalt Drive: \$16,850.00
- 4) Landscape Renovation: \$4492.00
- 5) Paint: \$3520.00
- 6) Plumbing: \$2965.00

These are the **major expense areas**, Oct. 23 – May 24, this fiscal year:

- 1) Insurance: \$26,054.00 (The estimate to be paid out by Sept. will total \$40,078. The budget was \$29,000)
- 2) Utilities (Electric, gas, telephone, trash, water): \$24,898.00
- 3) Professional services (landscaping, pool, accounting): \$23,595.00

Projections for our next fiscal year: 2024-2025

Our total budget for fiscal year 2024 – 2025 will be revised to \$233,200.00 from \$209,150.00 currently. This is an 11 % increase. Expenses are anticipated to be \$135,700 and Reserves \$97,500.

The key reason for the increase in dues for 2024-2025 is to address the Farmers insurance increase. The expense allocation has been increased from \$115,310.00 to \$135,700. A 17% increase.

The reserves allocation has been modestly increased 3.9%. It has been increased from \$93,840.00 to \$97,500. We are still reserving mainly towards painting and buildings. This remains our plan.

Detailed reports are attached. Please note (and we are required to disclose this) the association has no loans and is not planning to borrow money from an outside source in the next fiscal year to fund any projects. Dana by the Sea HOA is on the VA approved list for VA loans.

A copy of the full reserve study is available at www.danabytheseahoa.com.

Thank you everyone for paying your assessments responsibly. The Dana by the Sea HOA board:

M. Hart, Pres., E. Teichert, V.P. Treasurer, V. Linane, V.P., T. Engel, V.P., V. Vargas, V.P. and Sec.

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RATE SHEET:

Please note the new rates for

Fiscal year October 1, 2024, to September 30, 2025

Homeowner assessment Schedule

Unit Type	Address	Monthly Assessment	Total Annual Assessment (monthly x 12)
A	24416, 24424, 24432, 24436, 24444 Alta Vista	\$950	\$11,400
B	24414, 24422, 24426, 24434, 24442 Alta Vista	\$912	\$10,944
C	24446 Alta Vista	\$1,016	\$12,192
D	24448 Alta Vista	\$1,083	\$12,996
E	33651, 33655, 33661, 33665, 33671, 33675, 33681, 33685, 33691 Granada Drive (all Granada units)	\$892	\$10,704

As a reminder, if your assessment for the year is paid monthly, they are due on the 1st of the month and are considered late on the 15th of the month.

Please make your check out to Dana by the Sea Homeowners Association.

Checks can be mailed to

Dana by the Sea HOA

24412 Alta Vista Drive

Dana Point CA 92629

**** Per the CC&R's Exhibit C, Items of common expenses which shall not be assessed equally among the condominiums. (The items assessed based on square footage are Insurance, Paint Reserves, Roof Reserves, Water.)**

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REVOCABLE PROXY FOR (To be used if you are NOT attending the meeting)

Dana by the Sea Homeowners Association A non-profit California Corporation

The undersigned member(s), hereinafter "MEMBER" of Dana by the Sea Homeowners Association, hereinafter "ASSOCIATION", hereby revoke(s) all previous proxies, acknowledge(s) receipt of notice of annual members meeting to be held on Saturday, August 10, 2024, at 1:00 pm, Poolside, (or any adjournments thereof and appoint(s)...

--

(Name of another person or member of the association being appointed as proxy)

... as proxy, hereinafter "PROXY HOLDER" of the member. By this proxy, the proxy holder will have the power of substitution and revocation and the power to use this proxy and otherwise represent the member at said meeting and any adjournments thereof in the same manner set out below. Any act the proxy holder shall take pursuant to this proxy shall have the same effect as if the member were present and so acting.

USE OF PROXY (check only one choice below)

This proxy is to be used for quorum purposes only and may not be voted.

or

This proxy is to be voted as the proxy holder deems advisable on each of the matters hereafter set forth and such other proper business as may come before the meeting.

Signature	Date
Print Name	Property address

This form meets the State of California Corporation Code.

7/19

Volunteer Sheet

Dana by the Sea HOA
24412 Alta Vista Drive
Dana Point CA 92629
web site: www.danabytheseahoa.com

If you are interested in being a volunteer, please contact a board member.

Volunteer areas include:

Building Maintenance Committee

Landscape Committee

Pool/Spa Committee

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Annual Policy Statement

In case you need to contact the association, the information is as follows:

Dana by the Sea HOA President: Mike Hart, 33661 Granada Dr., Dana Point CA 92629. Cell: 949-887-3336 email: mikehartdp@gmail.com

Mike Hart is our designated person to receive official communications.

The USPS mailing address for Dana by the Sea Homeowners Association is 24412 Alta Vista Drive, Dana Point CA 92629.

For owners: you are welcome to submit a request to have notices sent to, up two different specified addresses. (Pursuant to subdivision (b) of Section 4040.) Send your request to Dana by the Sea HOA, email: dbtshoa2008@live.com.

You must advise the association of any change in ownership.

All general notices are posted (at a minimum) at the front Alta Vista entry as well as on the Granada mailbox and can be found at www.danabytheseahoa.com.

Members may request a copy of the meeting minutes from the board secretary. They can also be found on the website www.danabytheseahoa.com under the "Documents" heading.

The Dana by the Sea HOA Rules and Regulations cover the Assessment collection policy, Violation and Enforcement Procedure, Architectural Approval Application, and other Rules and Regulations that are in the best interest of the Association and its' members as a whole. They can be found on the website www.danabytheseahoa.com under the "Documents" heading.

Your annual assessment can be paid in a lump sum at the beginning of the fiscal year or can be paid "on a monthly or quarterly basis". Assessments are due on the 1st of the month and considered late on the 15th of the month. Please mail your check to Dana by the Sea HOA, 24412 Alta Vista Drive, Dana Point CA 92629.

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Ballot Voting Instructions Sample Ballot only!!

(Cumulative Voting Permitted)

Below is your secret ballot and enclosed are two return envelopes. Please be sure to follow all these ballot instructions so your vote may be counted.

There are five positions on the Board to be filled. You may cast up to five votes and you may cumulate your votes (give more than one vote to a particular candidate or candidates, up to the total number of votes permitted.)

California law requires use of a double envelope system. Mark your ballot and place it in the smaller envelope. Then place that envelope in the larger envelope with the return address on it. Remember to sign the outer envelope where indicated.

The deadline for returning your ballot is August 10, 2024, at 1:00 pm.

You may mail your ballot to the address on the outer envelope, or you may hand deliver it to:

DBTS HOA

C/O Anne Stokes

24414 Alta Vista Drive, Dana Point (place in the copper letter box)

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SAMPLE **BALLOT**

Five Directors will be elected. Cumulative Voting is permitted. You may cast one vote for each of the five candidates, or five votes for one candidate.

MARK NO MORE THAN FIVE LINES TOTAL.

- 1. *T. Engel** _____
- 2. *V. Linane** _____
- 3. *E. Pais* _____
- 4. *E. Teichert** _____
- 5. *V. Nason** _____
- 6. *Write in a candidate* _____

*indicates incumbent

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BALLOT ONLY

- Please vote your Ballot
- Please place **ONLY** the completed Ballot in the small ballot envelope
- Seal the small ballot envelope after inserting the ballot
- Note: Please **DO NOT** sign your name to the Ballot
- Please **DO NOT** sign the small ballot envelope
-
- Please place the Ballot Envelope into the larger Envelope addressed to
- DBTS HOA, and mail as addressed-
 - or hand deliver to
 - Dana by the Sea HOA c/o Anne Stokes
 - 24414 Alta Vista Drive, Dana Point
 - (leave in copper letter box at front door)
- Or bring your completed ballot, in the sealed envelopes, to the meeting to be held Aug. 10, 2024 at 1:00 pm. Deliver it to the inspector of elections at the start of the meeting.
- Meeting to be held in the pool area.

Special note for elections: Per the CC&R's (2.06) and By-Laws (4.01), these limit eligibility to one owner per unit.

**Dana by the Sea HOA
 Plan Year Oct. 1, 2024
 to Sept. 30, 2025**

Proposed Budget

Ordinary Income/Expenses

	Current Year Income & Expenses Oct. 2023 - May-24		Current Year Estimate Jun - Sept. 2024	Current Year Total Total Oct. 2023 Sep-24		Current Budget Fiscal Year 2023 2024	Total to Current Budget (+over/-under)
Income							
HOA Dues	139,400.00		69,700.00	209,100.00		209,150.00	-50.00
Fees: Late/Transfers	0.00		175.00	175.00		0.00	175.00
Reserve Allocation	-62,560.00		-31,280.00	-93,840.00		-93,840.00	0.00
Total Income (Operating expenses)	76,840.00		38,595.00	115,435.00		115,310.00	125.00
Expenses							
Bank Service Charges	200.00		100.00	300.00		350.00	-50.00
Insurance Expense	26,053.72		14,024.28	40,078.00		29,000.00	11,078.00
Office Expense	119.02		100.00	219.02		450.00	-230.98
Professional Services							
Accounting	3,971.15		1,200.00	5,171.15		6,800.00	
Inspection Fee/Water	476.00		0.00	476.00		475.00	
Janitorial	810.00		630.00	1,440.00		1,300.00	
Landscape Extras	680.89		136.00	816.89		360.00	
Landscape	9,548.00		4,774.00	14,322.00		14,325.00	
Legal	0.00		0.00	0.00		0.00	
Outside Services	825.85		225.00	1,050.85		900.00	
Pest Control	1,140.00		600.00	1,740.00		1,710.00	
Pool Extras	3,303.76		800.00	4,103.76		2,700.00	
Pool Service	2,840.08		1,460.00	4,300.08		4,380.00	
Total Professional Services	23,595.73		9,825.00	33,420.73		32,950.00	470.73
Repairs and Maintenance							
Elev. Maint/Inspec.	2,900.75		994.28	3,895.03		4,500.00	
Maint./Repairs	-747.01		600.00	-147.01		8,625.00	
Sec. Gates/Garage	0.00		0.00	0.00		0.00	
Total Repairs and Maint.	2,153.74		1,594.28	3,748.02		13,125.00	-9,376.98
Taxes							
Federal	0.00		0.00	0.00		10.00	
State	0.00		0.00	0.00		25.00	
Total Taxes	0.00		0.00	0.00		35.00	-35.00
Utilities							
Electric	6,698.45		4,200.00	10,898.45		12,000.00	
Gas	2,269.50		1,600.00	3,869.50		5,000.00	
Telephone	934.17		488.00	1,422.17		1,400.00	
Trash	3,604.40		1,822.20	5,426.60		5,400.00	
Sub total Utilites w/o water				21,616.72		23,800.00	-2,183.28
Water	11,391.84		5,000.96	16,392.80		15,600.00	792.80
Total Utilities + Water	24,898.36		13,111.16	38,009.52		39,400.00	-1,390.48
Sub total Expenses							
Total Expenses	77,020.57		38,754.72	115,775.29		115,310.00	465.29
Net Ordinary Income	-180.57		-159.72	-340.29		0.00	
Net Income	-180.57		-159.72	-340.29		0.00	

Dana by the Sea HOA
Plan Year Oct. 1, 2024
to Sept. 30, 2025
Proposed Budget

Ordinary Income/Expenses
Income

	Proposed Annual Budget Oct. 2024 - Sept. 2025 Items per Sq. Foot	Proposed Annual Budget Oct. 2024 - Sept. 2025 All units Equal	Proposed Annual Budget Oct. 2024 - Sept. 2025 Grand Total
HOA Dues	94,800.00	138,400.00	233,200.00
Fees: Late/Transfers	0.00	0.00	0.00
Reserve Allocation	-31,200.00	-66,300.00	-97,500.00

Total Income (Operating expenses)

135,700.00

Expenses

Bank Service Charges		350	350
Insurance Expense	48000		48000
Office Expense		450	450

Professional Services

Accounting		6300	
Inspection Fee/Water		480	
Janitorial		1300	
Landscape Extras		360	
Landscape		15000	
Legal		1200	
Outside Services		1500	
Pest Control		1800	
Pool Extras		2700	
Pool Service		4500	
Total Professional Services		35140	35140

Repairs and Maintenance

Elev. Maint/Inspec.		4500	
Maint./Repairs		8625	
Sec. Gates/Garage		0	

Total Repairs and Maint.

13125 13125

Taxes

Federal		10	
State		25	
Total Taxes		35	35

Utilities

Electric		10800	
Gas		5200	
Telephone		1400	
Trash		5600	
Sub total Utilites w/o water		23000	23000

Water	15600		15600
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Total Utilities + Water

38600

Sub total Expenses	63600	72100	
Total Expenses	Total	135700	135700

Net Ordinary Income

Net Income

**Dana by the Sea Homeowners Association
Long Term Reserves Budget
October 1, 2024 - Sept. 30, 2025**

Reference Golden Reserve Study

Type	Current Year: Oct. 2023 - Sept. 2024				Estimated Reserves Deductions Jun - Sept. 2024	Estimated Reserves Total Sept. 30 2024
	Reserves Balance as of 31-May-24	Reserves 2023/2024 Monthly Assessment	Months remaining	Reserves Additions Jun-Sep 2024		
Alta Vista Garage/Elevator	10,014.38	150.00	4.00	600.00	0.00	10,614.38
Alta Vista Gates/Equip	1,046.19	130.00	4.00	520.00	0.00	1,566.19
Buildings	33,924.32	2,000.00	4.00	8,000.00	-5,905.00	36,019.32
Decks, Wood	32,380.00	1,250.00	4.00	5,000.00	0.00	37,380.00
Fencing	4,710.00	70.00	4.00	280.00	0.00	4,990.00
Granada Asphalt Drive	11,509.00	0.00	4.00	0.00	0.00	11,509.00
Landscaping Renovation*	12,899.90	0.00	4.00	0.00	0.00	12,899.90
Paint	85,832.40	2,000.00	4.00	8,000.00	-1,800.00	92,032.40
Plumbing / Sewer Lines	35.00	150.00	4.00	600.00	0.00	635.00
Pool	-4,779.69	800.00	4.00	3,200.00	0.00	-1,579.69
Roof - Flat	17,280.00	540.00	4.00	2,160.00	0.00	19,440.00
Roof - Shake	23,276.41	480.00	4.00	1,920.00	0.00	25,196.41
Termite Inspect/Tenting	5,000.00	250.00	4.00	1,000.00	0.00	6,000.00
Unusual/Unbudgeted Expenses*	1,552.59					
Total	234,680.50	7,820.00		31,280.00	-7,705.00	256,702.91
Reserves Annual Assessment Total						

Reserve deductions Jun - Sep 2024:

Buildings: -\$1580 (Cure pool negative), -\$2400 Wright Engr., Angelo's Termite Repairs \$1925

Paint: ProTec work Estimate

Operating Reserves = Landscape Renovation and Unusual/Unbudgeted Expenses

Revisions 2023/2024 & 24/25

Revisions 2022/2023

Alta Vista Gates/Equip

Buildings

Decks, Wood

Plumbing / Sewer Lines

Pool

Termite Inspect/Tenting

No Revisions to categories this year

Comments relating to reserve study listings:

Renamed 2022/23. Formerly Alta Vista Wr Iron Gates

2022/23 To include exterior wood, siding, pool house restroom and kitchen, common area electrical fixtures and fixed windows and 7 skylights.

Includes "Ext. Windows. Doors" and "Lighting"

Includes elevated structure inspections & repairs and Granada rear decks.

New category beginning 10/1/22

To include pool/spa equipment, concrete deck and pool/spa area furnishings

New category beginning 10/1/22

**Dana by the Sea Homeowners Association
 Long Term Reserves Budget
 October 1, 2024 - Sept. 30, 2025**

Type	Budget Fiscal Year:		2024 - 2025	
	Monthly Assessment Oct. 1, 2024 Sept. 30, 2025	Mth	Annual Assmnt Type By Sq. Ft.	Annual Assessment Type All Units Equal
Alta Vista Garage/Elevator	125	12		1500
Alta Vista Gates/Equip	100	12		1200
Buildings	2500	12		30000
Decks, Wood	1000	12		12000
Fencing	500	12		6000
Granada Asphalt Drive	50	12		600
Landscaping Renovation*	0	12		0
Paint	2000	12	24000	
Plumbing / Sewer Lines	200	12		2400
Pool	800	12		9600
Roof - Flat	300	12	3600	
Roof - Shake	300	12	3600	
Termite Inspect/Tenting	250	12		3000
Unusual/Unbudgeted Expenses*				
Total	8,125.00		31200	66300
Reserves Annual Assessment Total				97500

**Dana by the Sea HOA
Plan Year Oct 1, 2024 - Sep. 30, 2025**

Items to be calculated by Square Foot Expenses		by mth	Cost per Month
Insurance	48000		
Water	15600		
Total Expenses	63600		
Reserves			
Paint	24000		
Roof	7200		
Total Reserves	31200		
Grand Total by Sq.FT.	94800	12	7,900.00

Items to be calculated "All units Equal"			
Expenses - All other	72100		
Reserves - All other	66300		
Grand Total by All units Equal	138400	12	11,533.33

Grand Total Sq ft + All units equal 233200

**Dana by the Sea HOA
Plan Year Oct 1, 2024 - Sep. 30, 2025**

				10/1/24-09/30/25
Unit Type	Sq Ft	Cost per Unit	Cost per Sq. foot	Monthly dues Rounded
A	2200	\$549.21	\$400.83	\$950
B	1990	\$549.21	\$362.57	\$912
C	2560	\$549.21	\$466.42	\$1,016
D	2930	\$549.21	\$533.83	\$1,083
E	1880	\$549.21	\$342.53	\$892