

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

July 22, 2025

Dear Homeowner:

The Annual Homeowners Meeting will be held

Saturday, August 23, 2025, at 1:00 pm, in the pool/spa area.

Your attendance is highly encouraged as decisions will be made that affect all owners. Owners can attend in person, or by proxy. Please vote for board members via your secret ballot.

Items following:

- Annual Meeting Agenda
- Fiscal update letter
- Rate sheet for October 1, 2025, to September 30, 2026
- Revocable proxy (if needed)
- Volunteer Sheet
- Annual Policy Statement

To ensure a quorum at the annual meeting, eleven homes (or owners of at least fifty percent of the units) must be represented. **If you can't attend: please be sure to give your proxy to another owner to represent you.**

Note: Ballots are mailed separately via the USPS. Please return the ballot and envelopes by **August 23, 2025, meeting time.** Either mail for receipt by DBTS by August 22 or deliver your ballot in person or by proxy at the meeting.

The 2025/2026 Budget is attached to this email.

We look forward to seeing you at the annual meeting.

Sincerely,

T. Engel, DBTS HOA Board President. /ats

Annual HOA Aug 2025 packet without ballot

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

ANNUAL MEETING AGENDA

Dana by the Sea HOA Annual Homeowners Meeting

Saturday, August 23, 2025, 1:00 pm

Poolside

- 1) Call to order and welcome – T. Engel, 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 August 10, 2024.
Report of Officers
 - a. President
 - b. V.P. Finance – Annual Budget Report
- 5) Report of Committees
 - a. Architectural Review Committee
 - b. Building Maintenance Committee
 - i. SB326 deck inspection and deck and railing rebuild project with proposed assessment funding. IMG Construction Management Company updates.
 - c. Landscape
 - d. Pool/Spa
- 6) 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 at poolside.
- 7) Election of Directors
- 8) Unfinished business
- 9) New Business
- 10) Next Annual Meeting date to be determined
- 11) Adjournment

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

July 2025

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. As a result, here is the current budget as well as the new budget for our twenty-one-unit association. Expense and reserve items are assessed equally among the units except Insurance, Paint Reserves, Roof Reserves and Water. (Ref. CC&R's Exhibit C).

	Current Fiscal Year Budget Oct 1, 2024- Sep 30, 2025	New Fiscal Year Budget Oct. 1, 2025 – Sep 30, 2026
Total Income: HOA Dues	\$233,244.00	\$239,950.00
Reserve Allocation	-\$97,500.00	-\$145,500.00
Operating Expenses	\$135,744.00	\$94,450.00

These are the **major reserve expenditures, to date**, Oct. 2024 – Jun 2025, the current fiscal year.

- 1) Building: \$12,610.00 (includes Wright consulting Engineers Services)
- 2) Painting: \$3,778.00
- 3) Pool/Spa: \$1,440.00

These are the **major expenses to date**, Oct. 2024 – Jun 2025, the current fiscal year:

- 1) Insurance: \$37,983
- 2) Utilities (Electric, gas, telephone, trash, water): \$31,253
- 3) Professional services (landscaping, pool, accounting): \$27,381

Projections for our next FY 2025-2026

Our total budget for fiscal year 2025 – 2026 is being revised by a 2% increase.

Two major revisions:

- 1) The Insurance Expense will be relocated to a Reserve item in compliance with our CC&R's.
- 2) Contributions to Deck, Wood Reserve Category will be reduced to zero (\$0.00) for this budget period in anticipation of approval of the proposed Deck and Railing Rebuild Special Assessment.

Detailed reports are attached. Please note (and we are required to disclose this) that 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 most recent full reserve study is always available at www.danabytheseahoa.com.

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

T. Engel, Pres., E. Teichert, V.P. Treasurer, V. Linane, V.P., Ellen Pais, V.P.

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

RATE SHEET: Please note the new rates for
Fiscal year October 1, 2025, to September 30, 2026
Homeowner assessment Schedule

		Square Footage*used in calculations	Current Dues Monthly 2024-2025	New Dues Monthly 2025-2026	Total Annual Assessment (new monthly x 12)
Unit Type	A	2200	\$950.00	\$981.00	\$11,772
Unit Type	B	1990	\$912.00	\$936.00	\$11,232
Unit Type	C	2560	\$1,016.00	\$1057.00	\$12,684
Unit Type	D	2930	\$1,083.00	\$1135.00	\$13,620
Unit Type	E	1880	\$892.00	\$913.00	\$10,956

*Square footage from original plans 1985.

Find your address	Street	Your unit type	Dues 10/1/2025 – 9/30/2026
24416	Alta Vista	A	\$981.00
24424	Alta Vista	A	\$981.00
24432	Alta Vista	A	\$981.00
24436	Alta Vista	A	\$981.00
24444	Alta Vista	A	\$981.00
24414	Alta Vista	B	\$936.00
24422	Alta Vista	B	\$936.00
24426	Alta Vista	B	\$936.00
24434	Alta Vista	B	\$936.00
24442	Alta Vista	B	\$936.00
24446	Alta Vista	C	\$1057.00
24448	Alta Vista	D	\$1135.00
33651	Granada	E	\$913.00
33655	Granada	E	\$913.00
33661	Granada	E	\$913.00
33665	Granada	E	\$913.00
33671	Granada	E	\$913.00
33675	Granada	E	\$913.00
33681	Granada	E	\$913.00
33685	Granada	E	\$913.00
33691	Granada	E	\$913.00
			\$19,994.00

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

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 23, 2025, 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

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

Volunteer Sheet

Dana by the Sea Homeowners Association is self-managed. We do not pay an outside management company to manage the site. The Directors, committee members, and clerical assistants are all owners and work as volunteers.

Please be neighborly in your communications.

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

Some Volunteer areas include:

Building Maintenance Committee

Landscape Committee

Pool/Spa Committee

Clerical assistance (such as mailing the annual budget packet)

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

Annual Policy Statement

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

Dana by the Sea HOA President: T. Engel, 33681 Granada Dr., Dana Point CA 92629. Cell: 949-374-1192 email: tracy.engel@cox.net This 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.