

December 4, 2016

Palos Verdes Homes Association Board of Directors  
c/o Ms. Kimberly Robinson  
Palos Verdes Homes Association  
320 Palos Verdes Drive West  
Palos Verdes Estates, CA 90274

Dear Board Members:

It is our understanding that the return address printed on the Palos Verdes Homes Association ("PVHA") Board of Directors election return envelopes incorrectly listed Moss Adams LLP's address as 11960 Wilshire Boulevard rather than 10960 Wilshire Boulevard. This letter is to confirm the steps taken by Moss Adams LLP ("Moss Adams," "we," and "us") regarding the return envelopes:

- On or about November 30, 2016, Moss Adams noticed that an incorrect address had been printed on the return envelopes. In response, Moss Adams contacted the downtown Los Angeles United States Postal Service Business Reply Center. Mr. Robert Chan of the Los Angeles Mailing Requirements department of the United States Postal Service provided us with the following information:
  - No deliveries of return envelopes had occurred through November 30, 2016. All return envelopes received by the United States Postal Service which were addressed to 11960 Wilshire Boulevard were being held at the Business Reply Center because the incorrect address of 11960 Wilshire Boulevard did not have a permit for delivery.
  - No deliveries of return envelopes would have been made to 11960 Wilshire Boulevard as there was no permit to deliver to that address.
  - Although the address printed on the return envelopes included an incorrect street number, the zip code + 4 and bar code used for delivery and sorting was the correct Moss Adams address of 10960 Wilshire Boulevard, Suite 1100, Los Angeles, CA 90024-3714.
  - Mr. Chan also provided Moss Adams with the following screen print showing the mailing address associated with the permit for delivery:

# MOSS ADAMS LLP

Ms. Kimberly Robinson  
 Palos Verdes Homes Association  
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UNITED STATES POSTAL SERVICE  
 Restricted Information

PS-Form 3582-C Business Reply Postage  
 TRANSACTION DATE: 11/30/2016 Duplicate Copy

Permit Information			
Permit:	BR 16-526	Current Balance:	\$ 1,116.21
Company:	PVHA INSPECTOR OF ELECTIONS/MOSS ADAMS LLP	Contact:	KIM ROBINSON
Address:	10960 WILSHIRE BLVD STE 1100 LOS ANGELES, CA 90024 - 3714	Phone Number:	310-373-6721
Where issued:	N/A	Finance Number:	05-4555

- Moss Adams contacted the current tenant at 11960 Wilshire Boulevard on November 30, 2016. According to the tenant, no return envelopes had been received by the tenant as of that date. We provided the tenant with Moss Adams' contact information in the event any return envelopes were subsequently delivered to 11960 Wilshire Boulevard.
- Moss Adams contacted the United States Postal Service again on December 3, 2016. We were informed that all of the return envelopes would have been processed through the Business Reply Center.
- Moss Adams has received the return envelopes purportedly held by the United States Postal Service at its Business Reply Centers of November 30, 2016, as well as envelopes subsequently processed by the Business Reply Center.

We appreciate the opportunity to be of service to you. This letter is intended solely for the use and reliance of the PVHA Board of Directors and Management.

If you have any questions, please let us know.

Very truly yours,

Melissa Harman, for  
 Moss Adams LLP