Kevin Perelman
26500 Agoura Rd, Ste 102
Calabasas, CA 91302
312-259-3686

2/062026

Board of Directors
Woodland Oaks Condominium Association
20847 Sherman Way, Penthouse
Winnetka, CA 91306

Re: Request for Detailed Breakdown of Elevator Repair Costs – Special Assessment

Dear Members of the Board,

We are writing as concerned homeowners of Woodland Oaks Condominium Association regarding the Emergency Special Assessment notice dated January 30, 2026.

The notice states that the Special Assessment totals $117,597.90, which includes $32,896.00 for “Necessary elevator repairs”

Woodland Oak Special Assessment

. Given the financial impact of this assessment on all unit owners, we respectfully request a detailed accounting of the elevator repair expenses.

Specifically, we are requesting:

1. A complete itemized invoice for the elevator repairs totaling $32,896.00.
2. A breakdown of labor, parts, service charges, and any emergency fees.
3. Copies of any contracts, work orders, or maintenance agreements related to these repairs.
4. Documentation reflecting whether competitive bids were obtained or considered.
5. Clarification as to whether these repairs were due to deferred maintenance, equipment failure, code compliance, or other causes.

As homeowners contributing to this assessment, we believe transparency in association expenditures is essential. This request is made so that we may better understand the scope of the work performed, the necessity of the repairs, and the financial decisions associated with them.

Please provide the requested documentation within the timeframes required under applicable California Civil Code provisions governing association records, or advise when the records will be made available for inspection.

We appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

Kevin Perelman
On behalf of concerned Woodland Oaks homeowners



20847 Sherman Way, Penthouse
Winnetka, CA 91306
Office# (818) 778-3331
Fax# (818) 286-9434
karenj@hoaorganizers.com

Woodland Oaks Condominium Association

January 30, 2026

20847 Sherman Way, Penthouse
Winnetka, CA 91306
Office: (818) 778-3331
Fax: (818) 286-9434
karenj@hoaorganizers.com

Woodland Oaks Condominium Association

Dear Woodland Oaks Homeowners,

We hope this letter finds you well. After thorough discussion and careful consideration, the Board of Directors has approved an Emergency Special Assessment in the total amount of **$117,597.90**. This assessment is necessary to address a shortfall in reserve funding and to fully fund the Association's insurance renewal.

This decision was not made lightly. The Board remains mindful of the financial impact on homeowners; however, the combination of previously missed reserve contributions, required elevator repairs, and a significant insurance premium obligation has made this assessment necessary to ensure the continued financial stability of the Association.The Board has determined that this Special Assessment is necessary to address expenses that could not be reasonably deferred without adversely affecting the Association, and therefore constitutes an emergency assessment under California Civil Code.

Reason for the Special Assessment

The Special Assessment will address the following critical needs:

1. **Reserve Funding**

   Missed Reserve Account Contributions Totaling: **$27,471.00**

2. **Emergency Elevator Repairs:**
   Necessary elevator repairs totaling **$32,896.00**.

3. **Insurance Renewal:**

The insurance premium is not fully funded within the operating account and requires payment in the amount of **$57,230.90**.

Total Amount to Be Addressed: $117,597.90

Details of the Special Assessment

- **Total Assessment Amount:** $117,597.90
- **Per Unit Allocation:** The assessment will be divided among all unit owners in accordance with the allocation outlined in the Association's governing documents. ***See the attached fee schedule for reference.***

Payment Options

Owners may select one of the following payment options:

- **Paid in Full:**
  The full assessment amount is due on or before **March 1, 2026**.
- **Installment Plan:**
  Owners may elect to pay the assessment in **three (3) equal monthly installments**, due in **March**, **April, May, 2026**.
  To participate in the installment plan, owners must opt in by February 15, 2026.

Next Steps

We understand the impact this assessment may have on homeowners and appreciate your cooperation as we work to address these financial challenges. Our goal remains to ensure Woodland Oaks continues to be a safe, well-maintained, and financially sound community for all residents.

If you have any questions regarding this Special Assessment or require further clarification, please contact our management team at **(818) 778-3331**.

Thank you for your attention and understanding.

Sincerely,

The Board of Directors
Woodland Oaks Condo Association

Property	Special Assessment Amount
21620 Burbank Blvd. # - 3	**$1,292.91**
21620 Burbank Blvd. # - 4	**$1,292.91**
21620 Burbank Blvd. # - 5	**$1,292.91**
21620 Burbank Blvd. # - 6	**$1,292.91**
21650 Burbank Blvd. # - 219	**$1,239.45**
21650 Burbank Blvd. # - 220	**$1,239.45**
21650 Burbank Blvd. # - 221	**$1,237.05**
21650 Burbank Blvd. # - 222	**$1,308.29**
21650 Burbank Blvd. # - 110	**$1,311.46**
21650 Burbank Blvd. # - 302	**$1,253.73**
21650 Burbank Blvd. # - 112	**$1,239.45**
21650 Burbank Blvd. # - 113	**$1,237.05**
21650 Burbank Blvd. # - 304	**$1,237.05**
21650 Burbank Blvd. # - 114	**$1,239.45**
21650 Burbank Blvd. # - 305	**$1,237.05**
21650 Burbank Blvd. # - 306	**$1,237.05**
21650 Burbank Blvd. # - 307	**$1,239.45**
21650 Burbank Blvd. # - 117	**$1,239.45**
21650 Burbank Blvd. # - 308	**$1,237.05**
21650 Burbank Blvd. # - 118	**$1,239.45**
21650 Burbank Blvd. # - 309	**$1,237.05**
21650 Burbank Blvd. # - 119	**$1,239.45**
21650 Burbank Blvd. # - 120	**$1,239.45**
21650 Burbank Blvd. # - 121	**$1,237.05**
21650 Burbank Blvd. # - 312	**$1,239.45**
21650 Burbank Blvd. # - 122	**$1,308.29**
21620 Burbank Blvd. # - 8	**$1,337.96**
21620 Burbank Blvd. # - 9	**$1,237.05**
21650 Burbank Blvd. # - 123	**$1,237.05**
21620 Burbank Blvd. # - 11	**$1,292.91**
21620 Burbank Blvd. # - 12	**$1,292.91**
21650 Burbank Blvd. # - 203	**$1,239.45**
21620 Burbank Blvd. # - 13	**$1,292.91**
21650 Burbank Blvd. # - 204	**$1,237.05**
21620 Burbank Blvd. # - 14	**$1,292.91**
21650 Burbank Blvd. # - 206	**$1,237.05**
21620 Burbank Blvd. # - 15	**$1,299.93**
21620 Burbank Blvd. # - 16	**$1,299.93**
21650 Burbank Blvd. # - 208	**$1,237.05**
21650 Burbank Blvd. # - 209	**$1,237.05**
21620 Burbank Blvd. # - 18	**$1,299.93**
21620 Burbank Blvd. # - 21	**$1,292.91**
21620 Burbank Blvd. # - 22	**$1,292.91**

Property	Special Assessment Amount
21620 Burbank Blvd. # - 23	**$1,368.87**
21620 Burbank Blvd. # - 24	**$1,368.87**
21650 Burbank Blvd. # - 101	**$1,237.05**
21650 Burbank Blvd. # - 102	**$1,253.73**
21650 Burbank Blvd. # - 105	**$1,237.05**
21650 Burbank Blvd. # - 106	**$1,237.05**
21650 Burbank Blvd. # - 107	**$1,239.45**
21650 Burbank Blvd. # - 108	**$1,237.05**
21650 Burbank Blvd. #313	**$1,237.05**
21650 Burbank Blvd. # - 314	**$1,239.45**
21650 Burbank Blvd. # - 318	**$1,239.45**
21650 Burbank Blvd. # - 320	**$1,239.45**
21650 Burbank Blvd. # - 322	**$1,308.29**
21650 Burbank Blvd. # - 323	**$1,237.05**
21650 Burbank Blvd. # - 212	**$1,239.45**
21650 Burbank Blvd.#213	**$1,237.05**
21650 Burbank Blvd. # - 214	**$1,239.45**
21650 Burbank Blvd. # - 215	**$1,239.45**
21650 Burbank Blvd. # - 216	**$1,239.45**
21650 Burbank Blvd. # - 217	**$1,239.45**
21650 Burbank Blvd. # - 218	**$1,239.45**
21650 Burbank Blvd. # - 310	**$1,311.46**
21650 Burbank Blvd. # - 201	**$1,237.05**
21650 Burbank Blvd. # - 317	**$1,239.45**
21650 Burbank Blvd. # - 103	**$1,239.45**
21650 Burbank Blvd. # - 210	**$1,311.46**
21620 Burbank Blvd. # - 10	**$1,337.96**
21650 Burbank Blvd. # - 223	**$1,237.05**
21620 Burbank Blvd. # - 20	**$1,292.91**
21650 Burbank Blvd. # - 207	**$1,239.45**
21650 Burbank Blvd. # - 311	**$1,292.91**
21650 Burbank Blvd. # - 202	**$1,323.73**
21650 Burbank Blvd. # - 316	**$1,239.45**
21620 Burbank Blvd. # - 1	**$1,368.87**
21620 Burbank Blvd. # - 7	**$1,344.43**
21650 Burbank Blvd. # - 115	**$1,239.45**
21650 Burbank Blvd. # - 303	**$1,239.45**
21620 Burbank Blvd. # - 2	**$1,368.87**
21650 Burbank Blvd. # - 205	**$1,237.05**
21650 Burbank Blvd. # - 321	**$1,237.05**
21650 Burbank Blvd. # - 116	**$1,239.45**
21650 Burbank Blvd. # - 109	**$1,237.05**

Property	Special Assessment Amount
21620 Burbank Blvd. # - 19	**$1,292.91**
21650 Burbank Blvd. # - 301	**$1,237.05**
21650 Burbank Blvd. # - 211	**$1,292.91**
21650 Burbank Blvd. # - 104	**$1,234.41**
21650 Burbank Blvd. # - 319	**$1,239.45**
21650 Burbank Blvd. # - 315	**$1,239.45**
21620 Burbank Blvd. # - 17	**$1,299.93**
21650 Burbank Blvd. # - 111	**$1,292.91**
	$117,597.90