

**WOODSIDE COMMONS
HOMEOWNERS ASSOCIATION**

Community Management Services, Inc.
1935 Dry Creek Road suite 203
Campbell, CA 95008
408-559-1977
markhudkins@communitymanagement.com

ELECTRICAL PANEL REPLACEMENT PROJECT

Dear Woodside Commons Homeowners,

After consulting with our HOA attorney regarding the electrical panel replacement project. Here is the clarification:

MAIN ELECTRICAL PANELS:

- Emergency special assessment of approximately \$3,500 per unit (as approved October 21, 2025)
- Assessment due date: TBD
- Payment plans available upon request
- Required to obtain insurance coverage

SUBPANELS WITHIN UNITS:

Our insurance carrier will not renew our policy if Sylvania, or other hazardous, subpanels remain in place. Under CC&R Section 6.1, you must maintain your unit in safe condition. All subpanels must be replaced by May 1, 2026.

TWO OPTIONS:

Option 1: Pay Willow Glen/ Trout Electric Directly (Recommended)

- Bulk pricing (~\$2,500)
- Contact: [Jessica Stephenson](mailto:Jessica.Stephenson@willowglen.com), (408) 289-9725
- Reference: Woodside Commons bulk pricing

Option 2: Use Your Own Contractor

- Submit Architectural Review Form via email by March 13, 2026
- Provide: licensed contractor information including license number, insurance including liability insurance naming Woodside Commons HOA as an additional insured, City permits including final inspection and sign off, completion invoice.
- Submit to: markhudkins@communitymanagement.com

IMPORTANT: Bulk pricing depends on majority participation with Willow Glen Electric. Choosing Option 2 may increase costs for everyone.

CRITICAL DEADLINES:

- February 28, 2026: Choose your option and notify the HOA
- March 13, 2026: Architectural Review due (Option 2 only)
- May 1, 2026: ALL WORK MUST BE COMPLETED

IF WORK NOT COMPLETED BY MAY 1:

- HOA will enter unit and arrange replacement (CC&R Section 6.1)
- Costs will be billed back to the unit owner as special assessment
- Additional fees will apply

WHY THIS MATTERS:

Hazardous subpanels cause electrical fires. At least one Woodside Commons unit has experienced a near-fire incident. Our insurance will not renew if these panels remain— affecting all homeowners.

QUESTIONS?

- General project questions: woodsidecommonshoa@gmail.com
- Willow Glen/ Trout Electric pricing: [Jessica Stephenson](#), (408) 289-9725
- Architectural Review: Mark Hudkins at CMS, markhudkins@communitymanagement.com

ACTION REQUIRED BY FEBRUARY 28, 2026 - TO CHOOSE YOUR OPTION

Sincerely,

Woodside Commons HOA Board