

**Westwood Park Association**  
Board Meeting Minutes  
July 12, 2017 – 6:30 P.M.  
45 Pizarro Way

**AGENDA**

**Call to Order**

President Anita Theoharis called the meeting to order at 6:50 PM

**I. Roll Call**

**Present:** Mike Ahrens, Francine Lofrano, Anne Chen, Anita Theoharis, Joe Koman

**Absent:** Ravi Krishnaswamy

**Guests:** Fred Lofrano, Kathy Beitiks

**II. Approval of Minutes May 11, 2017**

Ratification of electronic approval of 5/11/2017 minutes; Mike motioned to approve minutes; Anne seconded; unanimously approved, 5-0

**III. Treasurer's Reports**

**A. Account Balances** – Per Anne, bank balance as 6/30/2017 is \$127,197.00

**B. Income & Expense Report** – June 2017 Income and Expense Report submitted by Anne Chen.

**C. Outgoing Checks** – Per Joe Koman as of 7/12/17:

**#1337** – (6/15/17): \$270.46 to: Urban Farmer - for repairs to Miramar island across from 640 Miramar.

**#1338** – (6/15/17): \$604.92 to: Anne Chen for reimbursement for newsletter mailing, 707 Faxon & 600 Miramar filings & phone.

**#1339** – (7/12/17): \$34.54 to: Anne Chen for reimbursement for Notary, recording fee for release of lien on 1245 Plymouth & certified mail response to 1242 Plymouth.

**IV. Committee Reports**

**A. Newsletter** – Discussed contents & submissions to upcoming newsletter and deadlines for submitting articles.

**B. Centennial Committee** – (Discussion taken out of order) – Per Kathy Beitiks, Centennial Committee is still working on the self-guided walking tour and action past players (who are volunteers) were contacted and Committee is waiting to hear back from them. The Centennial cake will be made by former pastry chefs Norm & Susan. Cake will be made to serve 200 guests. Western Neighborhoods Project will attend meeting and Kathy requested a total of four 6' tables which the board approved. Committee is also working on the Centennial poster that will be available to order online and Kathy will also have a Centennial book available for purchase.

**C. Common Area Maintenance** – Per Anne, two gum trees need to be replaced and sink holes need to be filled. Estimate cost is 1600.00.

**D. Planning & Zoning** – 7/12/17 Planning & Zoning report submitted by Anita discussed. **707 Faxon:** Required Notice of Special Restrictions executed by owner. Anne filed with SF Assessor's office. Anita sent letter of approval to owner. Notice of Special Restrictions is attached hereto and made a part hereof. **154 Eastwood:** Owners were sent a City Pre-Application Notice. Anita attended the meeting. Proposed project consists of raising the one story home 5' and an expansion on the side. Anita explained WPA Residential Design Guidelines require notification of additional properties. Owners acknowledged their error as to proper notice and agreed to comply with WPA requirements. Kurt Meinhardt has plans & will complete design review after owners comply with WPA notice requirements. **600 Miramar:** Director's hearing was held 7/11/17. WPA was represented by board members Joe, Mike & Anita. Owner's representative, Ben Lei also attended. History: 6/14/17, owner applied for permit to cure Notice (#201706280650). Permit application was routed to Planning Department Preservation Section. Planning Department issued Notice of Violation dated 6/14/17 (#2017-002336ENF) by Zoning Administrator, Scott Sanchez. NOV requires all elevations be restored to their historic conditions including design & material of chimney brick work. Hearing officer Lowery said perhaps "fake brick" would need to be used. Anita

informed Mr. Lowery of the requirements in the Planning NOV and submitted the NOV for the records as Mr. Lowery said he hadn't seen the NOV. Mr. Lowery assured WPA that permit would not be issued until the Planning Dept signed off on the plans. Anita will send a letter to Planning and DBI confirming the above. **45 Montecito:** Anne to provide update.

- E. **Balboa Reservoir CAC** – Mike reported on the 7/12/2017 meeting with Supervisor Norman Yee and WP's position of no egress/ingress to Westwood Park and the future of the CAC. Also discussed his analysis of the Balboa Area TDM, Residential Parking Permits and WPA draft letter for upcoming meeting with Jeremy Shaw on 7/14/17 regarding TDM deficiencies.

V. **Old Business**

- A. **Co-treasurer/Bookkeeper/Income Accounting/Responsibilities** – to be continued to next meeting
- B. **Cloud Storage** – Ravi absent - to be continued to next meeting.
- C. **Website Update** - Ravi absent - to be continued to next meeting.
- D. **Notice from SF Tax Collector** – WPA Business Registration – Greg Clinton received yet another notice that he forwarded to Anita. Anita responded (again) via email requesting explanation as to why WPA is required to pay business registration and again requesting address correction. Anita will follow-up with another letter.
- E. **Annual Meeting Planning** – Discussed annual meeting – table & chair count, anticipated attendance, porta potty/sink, barricades, food/beverages/ice, paper goods, certificate of insurance, neighbor notification, special invites, and trash.

VI. **New Business**

- A. **Board Member Replacement** – Board received email notification from Anita on 6/3/17, that Linda Judge resigned her position on the board. Anne motioned for resident Jenny Perez to fill Linda's position; Mike seconded; unanimously approved 5-0.
- B. **Annual Assessment Increase** – Discussed Comparison of Actual vs. Budgeted report of last three fiscal years prepared and submitted by Anne Chen. Mike motioned to keep annual dues as they are for now and at future meetings discuss whether or not the board should remain as conservative as it has been in regards to raising dues; Joe seconded; unanimously approved 5-0.

VII. **Executive Session:** Potential litigation discussed.

VIII **Next Board Meeting:** August 15, 2017 at Anita's house.

IX. **Adjournment:** Mike motioned to adjourn; Joe seconded; unanimously approved 5-0; meeting adjourned 9:20 PM.

Respectfully Submitted,

Francine Lofrano, Secretary  
Westwood Park Association