

**Westwood Park Association**  
Board Meeting Minutes  
November 15, 2016 – 6:30 P.M.  
45 Pizarro Way

**AGENDA**

**I. Call to Order**

President Anita Theoharis called the meeting to order at 6:35 PM

**II. Roll Call**

Present: Anita Theoharis, Anne Chen, Joe Koman, Linda Judge, Francine Lofrano

Absent: Ravi Krishnaswamy

Guests: Fred Lofrano, Frank Kalmar, Norm Batteate, Jane Meinhardt, Laura Frey, Robert Bernstein, Mike Ahrens

**III. Approval of Minutes September 13, 2016**

Ratification of board approval of 9/13/2016 minutes sent electronically; Joe motioned to approve minutes; Linda seconded; unanimously approved, 5-0

**Approval of Minutes September 10, 2016**

Ratification of board approval of 9/10/2016 minutes (sent electronically on 11/15/2016) - approved electronically by Anita Theoharis, Caryl Ito, Kate Favetti & Tim Emert

**IV. Treasurer's Reports**

A. **Account Balances** – October 2016 Income and Expense Report submitted by Anne Chen. Per Anne, as of 10/31/16 - Checking: 67,309.00; Savings: 40,845.00; Total: 108,154.00 (Centennial fund: 5241.25)

B. **Deposits** – Per Anne Chen as of 10/31/16 = \$1677.00

C. **Outgoing Checks** – Per Joe Koman as of 11/15/16

#1303 – (9/12/16): \$36.00 to – Ray Favetti – reimbursement for annual picnic expenses

#1304 – (9/13/16): \$400.00 to – Deepa Balgobian - reimbursement for annual picnic expenses

#1305 – (9/19/16): \$64.60 to – AT&T Monthly Service

#1306 – (10/22/16): \$111.10 – AT&T Monthly Service

#1307 – (10/22/16): \$697.40 – Anne Chen – reimbursement for certified postage, UPS store, Ooma phone system, notary & assessor fees

#1308 - (10/24/16): \$353.84 - SF Tax Collector: Block 3178, Lot 018

#1309 - (10/24/16): \$353.84 - SF Tax Collector: Block 3173, Lot 019

#1310 – (10/24/16): \$353.84 - SF Tax Collector: Block 3161, Lot 012

#1311 – (11/1/16): \$6925.00 – The Davey Tree Expert Company – for Miramar Median Tree Pruning

#1312 – (11/1/16): \$1550.00 – Baltazar Gutierrez – October Median Gardening

#1313 – (11/15/16): \$380.00 – Davey Tree – Removal of Vehicle Damaged Limb from Stone Pine

#1314 – (11/15/16): \$293.63 – Ravinder Krishnaswamy – for Go Daddy Website for Westwood Park

#1315 – (11/15/16): \$97.87 – Anne Chen – for lien release fees, notary fees, telephone

#1316 – (11/15/16): \$1550.00 – Baltazar Gutierrez – Monthly Common Area Maintenance

**V. Committee Reports**

A. **Website Update** – (Go Daddy Host) to be discussed at next meeting

B. **Newsletter** – to be discussed at next meeting

C. **Centennial Committee** (discussion taken out of order) – Frank Kalmar said the Centennial Committee would like to proceed with applying for the banner permit using his own funds. If approved, the Committee can proceed, if denied, the \$250.00 permit application fee could be appealed. Anne voiced concern that banners are not allowed in residential districts and that banner regulations indicate that banners are intended to promote business corridors. Also, our liability insurance may also be impacted. Frank said his understanding is that the company that does the banners bears liability. Anita addressed ongoing delays in Board requests for information from the Centennial Committee and concurred with Anne that the

- understanding from all inquiries is that banners are not allowed in our RH-1 (D) neighborhood. Anita also voiced concerns about the banner bid terms and conditions. Anita agreed to call our insurance agent to inquire if our insurance covers banners and/or if a rider is needed and cost of rider. She also offered that \$250.00 permit application fee can be paid out of the Centennial Fund monies. Three bids received (AAA Flag & Banner: 4408.13; Sierra Display: 6246.32; Alphagraphics: 5997.15), Centennial Committee will ask AAA Flag & Banner (lowest bid) for clarification in regards to whether or not the contract includes insurance coverage and if the permit is denied, can we be release from the contract and what if any charges would be incurred for cancellation.
- D. **Common Area Maintenance** – to be discussed at next meeting
  - E. **Balboa Reservoir Proposed Development Committee** – Mike Ahrens discussed the 11/10/16 Overview Report from the City team to the Board of Supervisors on the BRCAC process. Of concern is that this report did not address numerous neighborhood concerns of parking, traffic, our neighborhood survey etc. and that members of the BRCAC were only give one week to submit comments on this report to Lisa Spinali. Mike also reported on his request that he be allowed to be on the RFQ/RFP evaluation committee as an ex officio member as WP is the only stakeholder not represented on the evaluation committee (Sunnyside (Lisa), CCSF, PUC are all on the committee). Lisa Spinali said she would consider his request. Anita was designated to work with Mike on issues regarding the Balboa Reservoir development.

## VI. **Old Business**

- A. **Co-treasurer/Bookkeeper/Income Accounting/Responsibilities** – Discussed the need to find a better way to delegate duties. Possible solutions include hiring an independent contractor to maintain the database or using Quick Books. Discussion to be continued.
- B. **Communications** – to be determined
- C. **Cloud Storage** – to be determined

## VII. **New Business**

- A. 1490 Ocean Ave – (discussion taken out of order) Project sponsor Robert Bernstein presented request to move pillar. Robert noted that changes to PG&E transformer clearances (in 2016) & mutual aesthetic concerns prompted the request to move the pillar. Jane voiced concerns about moving the pillar due to age of pillar & questionable/unknown composition of pillar, possible need for structural engineer, prior problems & history of delays in dealing with PG&E, trenching needed to connect pillars, potential hazard/encroachment on public sidewalk, Vision 0 ramifications, permits and possible need for major encroachment permit which would require Board of Supervisors approval. Also noted that contingency will be needed that if pillar is destroyed, it would have to be restored/replaced as original and that any required permits must actually be issued (not just applied for). Finally, legal clarification/contract will be needed with project/Westwood Park/PG&E. Robert noted that time is an issue as the building is scheduled to open in April 2017 so he will look into our requests/concerns. Board will discuss feasibility and answer Robert within the week noting that if we do agree to move the pillar, we would not be able to proceed unless & until all questions, conditions & issues are addressed & resolved. Anne also discussed damage done to Miramar median by H.J. Rabbitt & Sons (per Anne's 11/14/16 letter to Michael Rabbitt), the need to restore median and to have construction worker immediately cease driving on the median. Robert to coordinate median restoration with Anne Chen.
- B. Appointment of new board member to fulfill remainder of Kate Favetti's term which ends 9/2018 – Anita proposed Mike Ahrens to fulfill Kate's term; Anne motioned to appoint Mike; Francine seconded; unanimously approved, 5-0
- C. Liability Insurance Renewal –. Anita has received an invoice for \$1470.00. Anita will call the insurance company to clarify coverages & amounts. Renewal needs to be voted on and is due 11/30/16.
- D. Letter from Tax Collector re: Business Registration Due – Anita received notice from SF Tax Collector for Business Registration due for 2015-2016 & 2016-2017 in the amount of \$2226.00. Date to appeal has past as notice was originally (in error) sent to Greg Clinton. Anita will call the CPA to determine action needed.

**VIII. Executive Session: Potential Litigation**

Mike Ahrens was invited into executive session to discuss the Balboa Reservoir project. Mike has lived in the neighborhood for 18 years and is acting solely as a neighborhood volunteer. The board understands that he is not acting as legal counsel.

**IX Next Meeting: To be determined**

**X. Adjournment:** Joe motion to adjourn; Mike seconded; unanimously approved 6-0; meeting adjourned 9:50 PM.

Respectfully Submitted,

Francine Lofrano, Secretary  
Westwood Park Association