

Westwood Park Association
Board Meeting Minutes
September 13, 2016 - 7:00 p.m.
45 Pizarro Way

AGENDA

I. Call to Order

President Favetti called the meeting to order at 7:15 PM

II. Roll Call

Present: Anita Theoharis, Anne Chen, Joe Koman, Kate Favetti, Francine Lofrano

Absent: Linda Judge, Ravi Krishnaswamy

Guests: Fred Lofrano, Jenny Perez, Laura Frey

7:00 p.m. to 7:30 p.m. - Westwood Park residents' opportunity for questions and comments.

III. Approval of Minutes August 16, 2016

Ratification of board approval of 8/16/2016 minutes sent electronically with exception of Tim Emert who did not vote.

IV. Election of Officers

Anne nominated Anita as president; Anita motioned to propose the following slate & check signatories:

Anita Theoharis: President – signatory on checks

Anne Chen: Vice President

Joe Koman: Treasurer – signatory on checks

Francine Lofrano: Secretary –signatory on checks

Ann seconded; unanimously approved, 5-0

V. Outgoing Co-Treasurer's Reports

A. **Account Balances** – August 2016 Income and Expense Report submitted by Kate. Per Kate as of 9/13/16 - Checking: 67,565.48; Savings: 40,841.84; Total: 108,407.32 (Centennial fund: 5241.25)

B. **Deposits** – Per Kate as of 9/13/16 = \$1219.99:

9/8/16: \$255.00

9/12/16: \$964.99

C. **Outgoing Checks** – Per Kate as of 9/10/16

#1300 – (9/2/16): \$1501.80 to Anita Theoharis – reimbursement for newsletter, ballot, dragon printing

#1301 – (9/10/16): \$683.24 to Roxie's – deli sandwiches for Annual Meeting

#1302 – (9/10/16): \$183.16 to Vivian Dudro - reimbursement for various Annual Meeting supplies

VI. Reports

A. **Website Update** – Per Anita, Ravi will add names of new WPA board members to email distribution group and change cloud password.

B. **Centennial Committee** – Discussed report prepared by Kathy Beitiks, submitted by Kate. Per report, six raffle tickets at \$25 sold at Annual Meeting; raffle information was posted on NextDoor.com, deadline to purchase tickets is 9/30/2016; current funds estimated to cover purchase of 8-10 banners; banner company has been selected and the three estimates obtained will be submitted to the board. Upon board approval, contracts to be obtained & forwarded to board for approval; City permit to be applied for in October as banner installation is planned for January 2017. Anita noted that board cannot approve/disapprove of any Centennial Committee expenditures until the following items still in question are resolved: banner design, three estimates, SF banner application, celebration details and proposed book. Anita proposed reaching out to Kathy to gain information previously requested to ensure a successful Centennial and asked Kate for ideas to accomplish this goal. Kate said

she would think about it. Joe suggested a Westwood Park residents' cookbook as a possible addition.

- C. **Common Area Maintenance** – Discussed 2016 WPA tree care proposal from Davey Tree Service. Anne motioned to approve the Davey Tree Service bid in the amount of \$6925.00; seconded by Joe; unanimously approved, 5-0
- D. **Planning and Zoning** – No report
- E. **Balboa Reservoir Proposed Development Committee** – Kate noted that BRCAC vote on final review of development parameters was 7-1 with Westwood Park CAC rep (Kate) being the only dissenting vote (CAC member Maria Picar was absent but in favor). Anita announced that per ordinance, WP president or their designee serves on the BRCAC. Anita has chosen Mike Ahrens to represent Westwood Park on the BRCAC replacing Kate. The board unanimously supported this decision. Anita will notify appropriate parties. Laura Frey discussed submitting comparison of changes made to parameters to Supervisor Yee.
- F. **Secondary units, Short Term Rental Air BnB, et al** – No new applications; 100 Westwood Drive under investigation.
- G. **Annual Meeting De-Brief** – Kate has placed annual meeting procedures and recommended changes on the cloud noting that an updated inventory form was requested.

VII. Old Business

- A. **Transition Planning** – Phone line is priority; phone will be answered remotely; Ray will get his phone line back; Jenny Perez volunteered to look into method of receiving WPA phone messages via Google Voice. Ravi will update website & change passwords; Kate will retain access until 10/1/2016. Anita to check with Kathy Beitiks as to where old meeting minutes have been archived; Anita will give Joe the checkbook.

VIII. New Business

- A. **154 Westwood Proposed Plan** – Proposed plans discussed; Anne motioned to approve proposed plans; Kate seconded; all approved, 5-0
- B. Jenny Perez brought up issue with Viking's Giant Submarines possibly dumping waste grease onto Plymouth Ave. Jenny will take documenting photos and email to Anita. Anita will draft a letter to the owner of the business requesting remediation.

IX. Executive Session: Potential Litigation

None

X Next Meeting: To be determined

XI. Adjournment: Anita motion to adjourn; Joe seconded; approved 5-0; meeting adjourned 9:00 PM

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association