

Westwood Park Association
Board Meeting Minutes
January 10, 2017 – 6:30 P.M.
45 Pizarro Way

AGENDA

Call to Order

President Anita Theoharis called the meeting to order at 6:38 PM

I. Roll Call

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

Absent: Ravi Krishnaswamy

Guests: Fred Lofrano, Frank Kalmar, Kathy Beitiks

II. Approval of Minutes November 15, 2016

Ratification of electronic approval of 11/15/2016 minutes; Mike motioned to approve minutes; Joe seconded; unanimously approved, 6-0

III. Treasurer's Reports

A. Account Balances – Per Anne, as of 12/31/16 - Checking: 45,184.00; Savings: 40849.00; Total: 86,033.00

B. Income & Expense Report - December 2016 Income and Expense Report submitted by Anne Chen. 2017-2018 proposed budget discussed.

C. Deposits – Per Anne Chen – 11/2016 = \$170.00, 12/2016 = \$529.34

D. Outgoing Checks – Per Joe Koman as of 1/10/17

#1317 – (11/19/16): \$1470.00 to: Philadelphia Insurance – Liability Insurance

#1318 – (11/23/16): \$5732.00 to: Philadelphia Insurance - Liability Insurance

#1319 – (12/11/16): \$1550.00 to: Baltazar Gutierrez – Monthly Common Area Maintenance

#1320 – (12/16/16): \$372.00 to: UPS Store - Mailbox

#1321 – (01/10/17): \$917.00 to: Philadelphia Insurance – D&O Insurance

IV. Committee Reports

A. Website Update – to be discussed at next meeting

B. Newsletter – to be discussed at next meeting

C. Centennial Committee – (discussion taken out of order) - Kathy requested the board to approve AAA Flag & Banner bid (previously submitted). Anita had the following questions: What costs would WPA incur if the permit is denied as the contract does not specify the amount; is the 500.00 charge non-refundable; what are the shipping charges “to be determined”. Kathy said there would be no cost for shipping and that she would clarify with AAA Flag & Banner whether or not the 500.00 charge would apply if the permit was granted and if the permit is not granted, she would clarify that the charge would not exceed 500.00. She also said that the \$285.00 fee to DPW for the permit application would be refunded though DPW may charge a “little bit” but the amount would be “negligible”. The following amendments/corrections to the contract were requested:

- Address on the contract to be changed to WPA address
- Shipping charge is to be stated as zero
- If AAA Flag & Banner does have a charge of 500.00 (if the permit is not approved), the language is to read “not to exceed” 500.00

Joe motioned to accept AAA Flag & Banner bid pending corrections to contract as requested. Anne seconded; unanimously approved 6-0. Kathy said that once the permit is approved and the contract signed, she expects banner production to take 2 weeks and banner would be up as soon as possible along Miramar.

D. Common Area Maintenance – Anne motioned to increase Balthazar Gutierrez’s monthly salary by 50.00 per month starting 3/1/2017. Mike seconded; unanimously approved, 6-0. Discussed 2 trees down on Miramar median & several trees to be inspected. Once weather permits, trees will be inspected and required maintenance will be performed.

E. Planning & Zoning – Discussed property condition at 600 Miramar. Both fireplaces have been demolished and some windows have been removed. Though the City had placed a notice of violation, the property remains in an unsecured/attractive nuisance condition and the board has received complaints from neighbors. Anita to draft a letter to the City and the owner of record.

F. Balboa Reservoir CAC – (discussion taken out of order) – Our new representative on the Balboa Reservoir Community Advisory Committee (“CAC”), board member Mike Ahrens, next updated the Board on developments since the last board meeting. He reported that after the last board meeting he distributed to Lisa Spinelli, the chair of the CAC, his comments to the proposed annual report of the CAC to the Board of Supervisors. Ms. Spinelli had requested comments in writing by a specific date and he met that deadline. His comments followed the changes that he discussed with the Board at the last Board meeting. The CAC was supposed to consider the changes to the report at the December 12 meeting, but the chair of the CAC reported that she did not have time to digest all the suggested changes and that the matter would be considered at the next meeting of the CAC on February 6. Mike also reported about other matters that took place at the December 12 CAC meeting. In particular he expressed his concern that neither the City nor the chair of the CAC supported the appointment of a resident of Westwood Park to the Evaluation Committee that would review the responses to both the Requests for Qualifications (RFQ's) and the Requests for Proposals (RFP's). He expressed concern to the CAC that with the Chair of the CAC being the lone representative of the CAC she could not obtain the input of the entire CAC on important issues. The Board agreed with Mike's concerns. Mike indicated that he had requested the Chair of the CAC to keep him apprised of developments so that we would have input into the process, and he would report further as matters develop as to his progress. Mike further reported that the TDM Study had been completed but his initial review of that study indicated that it did not solve the traffic or parking problems that we had addressed. He said that the CAC had resolved to shift many of our concerns to the developer and therefore it was crucial that we have a say in the RFQ and RFP process. He concluded the report by suggesting that a board meeting be convened after the next CAC meeting set for February 6 so that he could further report and obtain the views of the Board.

V. Old Business

- A. Co-treasurer/Bookkeeper/Income Accounting/Responsibilities** – to be discussed at next meeting
- B. Cloud Storage** – to be discussed at next meeting
- C. 1490 Ocean Ave** – Project Sponsor Request to Move Pillar – Anita received call from Robert Bernstein (project sponsor) acknowledging Board was correct that pillar can't be moved without a major encroachment permit. Fence will be put around pillar. Mr. Bernstein will ask PG&E for a variance. Anita to write letter supporting major encroachment permit and to ask for more information on the appearance of the proposed fence.
- D. Communications to Property Owners** – Anne discussed WPA annual dues policy. Anita discussed need for a property owner update in addition to the annual newsletter. Update would include new annual dues policy, information on common area & tree maintenance and introduce new board members. Communication to property owners to be sent out late January to early February 2017.
- E. Notice from SF Tax Collectors – WPA Business Registration** – Anita sent an email to SF Tax Collector in December but to date, has not received any response. Anita to send a follow-up email.

VI. New Business

- A. Approval of D&O Excess Liability** – Philadelphia Insurance – Bills for increased coverages & costs discussed.
- B. Ratification of Electronic Approval** – 1570 Plymouth Ave. Project Approval. Joe motioned to approve; Anne seconded; unanimously approved, 6-0

VII. Executive Session: Potential Litigation - None

VIII Next Meeting: February 8, 2017

IX. Adjournment: Joe motion to adjourn; Anne seconded; unanimously approved 6-0; meeting adjourned 8:55 PM.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association