

Westwood Park Association
Board Meeting Minutes
February 15, 2017 – 6:30 P.M.
920 Faxon Ave

AGENDA

Call to Order

President Anita Theoharis called the meeting to order at 6:31 PM

I. Roll Call

Present: Anita Theoharis, Anne Chen, Mike Ahrens, Francine Lofrano, Ravi Krishnaswamy (arrived later)

Absent: Joe Koman, Linda Judge

Guests: Fred Lofrano, Elizabeth Valadez, Robert Razzo, Norm Batteate, Kathy Beitiks

- II. 6:30 – 7:00 Residents questions & comments:** WP residents, Elizabeth Valadez and Robert Razzo discussed Notice of Short Term Lease that they received on a nearby property. Elizabeth and Robert will forward information that they have gathered regarding this matter to the Board. Anita will also forward information she has on Short Term Leases to Elizabeth & Robert.

III. Approval of Minutes January 10, 2017

Ratification of electronic approval of 1/10/2017 minutes; Anne motioned to approve minutes; Mike seconded; unanimously approved, 4-0

IV. Treasurer's Reports

A. Account Balances – Per Anne, as of 1/31/17 - Checking: \$50251.00; Savings: \$40833.00; Total: \$91084.00. As of 2/15/2017 – Checking: \$42,865.00; Savings: \$40850.00; Total: \$83,715.00.

B. Income & Expense Report – January and February 2017 Income and Expense Report submitted by Anne Chen.

C. Deposits – Per Anne Chen – 2/2017 = \$850.00

D. Outgoing Checks – Per Joe Koman as of 2/3/17:

#1322 – (1/17/17): \$1000.00 to: Baltazar Gutierrez – Repair of storm damage to trees (1/2 payment)

#1323 – (1/17/17): \$135.00 to: Reimbursement to Anne Chen – November & December Ooma phone bills, new address stamp, Halloween contest prizes

#1324 – (2/3/17): \$1000.00 to: Baltazar Gutierrez - Repair of storm damage to trees (final payment)

#1325 – (2/3/17): \$18.16 to: Reimbursement to Anne Chen – January Ooma phone bill

#1326 – (2/3/17): \$396.85 to: Letter to residents

#1327 – (2/3/17): \$350.18 to: Reimbursement to Anita Theoharis – printing of CAC materials for representative Mike Ahrens, certificate for newsletter designer, Susan Sheldrake, stamps for check deposits, mailing labels

#1327 – (2/3/17): \$402.30 to: Reimbursement to Anita Theoharis – USPS stamped envelopes for 2/1/17 mailing to residents

V. Committee Reports

A. Website Update – Ravi discussed methods of capturing email addresses of WP residents and having a section of our website available to residents only. Also discussed document management and storage. Anne motioned to allow Ravi to purchase Google Apps for Business not to exceed 400.00 per year; Mike seconded; unanimously approved 5-0.

B. Newsletter – Discussed items to be included in next newsletter: Centennial celebration, trees/common area, Balboa Reservoir update, call for volunteers. Final content of newsletter to be decided at March 2017 Board meeting.

C. Centennial Committee – (discussion taken out of order) – Kathy provided February 2017 update on Centennial projects. Projects discussed: Centennial banners, album, self-guided walking tour, archives. Also discussed Centennial Celebration “piggybacking” on the Annual Meeting and Committee’s request that Centennial communications be included in the WPA newsletter and on the WPA website.

D. Common Area Maintenance – Anne provided update on storm damaged trees and common area maintenance. Discussed email received from Lindsay Greene regarding dog waste

bag dispenser she erected on WP common areas. WPA will send email to Lindesay Greene requesting her to remove her dog waste bag dispensers.

- E. Planning & Zoning – 707 Faxon –** Discussed Kurt Meindhardt’s preliminary review of the project. Board supports conclusions of Kurt’s preliminary review. 600 Miramar – SF Department of Building Inspections (DBI) sent a letter to the property owner asking them to cease willful neglect of property. WPA will send a letter to SF Planning Department, Preservation unit requesting that they ask DBI to immediately enact code enforcement. 101 Southwood – concrete ramp has been removed from right of way. WPA will pursue methods to keep parked cars off of lawns and front yards.
- F. Balboa Reservoir CAC –** Mike reported on 2/13/17 Balboa Reservoir CAC meeting and upcoming calendar & events. Anita reported that she spoke to Supervisor Norman Yee at the 2/13/17 BRCAC meeting and requested that Supervisor Yee meet with WPA CAC representative, Mike Ahrens. Supervisor Yee responded that he “would be pleased to meet” with Mike Ahrens.

VI. Old Business

- A. Co-treasurer/Bookkeeper/Income Accounting/Responsibilities –** to be discussed at next meeting
- B. 1490 Ocean Ave –** Anita called project manager Bernstein and learned that currently, PG&E has proposed a fence be erected between the pillar and the development.
- C. Notice from SF Tax Collectors – WPA Business Registration –** Anita sent an email to SF Tax Collector in December but to date, she has still not received any response. Anita to send a follow-up email.

VII. New Business

- A. Approval 2017-2018 Budget –** Mike motioned to approve, Ravi seconded; unanimously approved 5-0
- B. Approval 2017-2018 Bill Format –** Mike motioned to approve, Anne seconded; unanimously approved 5-0
- C. Approval 2017-2018 Letter Enclosure -** will be sent electronically.

VIII. Executive Session: Delinquent dues discussed

IX Next Board Meeting: April 11, 2017

- X. Adjournment:** Anne motioned to adjourn; Francine seconded; unanimously approved 5-0; meeting adjourned 9:50 PM.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association