

**Westwood Park Association
Meeting Minutes
June 27, 2016 - 7 p.m.
695 Miramar Avenue**

AGENDA

I. Roll Call

Present: Kate Favetti, Kathy Beitiks, Caryl Ito, Tim Emert, Linda Judge, Ravi Krishnaswamy, Anita Theoharis

Guests: Laura Frey, Anne Chen, Jenny Perez, Joe Koman, Fred Lofrano, Francine Lofrano, Jane Meinhardt, Rose Tsang

7- 7:30 p.m. - Westwood Park residents' opportunity for questions and comments. The Westwood Park Association will commence its business meeting promptly at 8:00 p.m. Residents are welcome to stay to observe.

II. Approval of Minutes March 15, 2016

Caryl moved for approval of the March 15, 2016 Minutes; seconded by Tim; approved, 6-0

Approval of Minutes April 19, 2016

Caryl moved for approval of the April 19, 2016 Minutes; seconded by Linda; approved, 4-0

Approval of Minutes May 17, 2016

Caryl moved for approval of the May 17, 2016 Minutes; seconded by Ravi; approved, 5-0

III. Co-Treasurer's Reports

A. Account Balances – Kate

Checking - \$70,871.94; Savings - \$40,836.73; Total - \$111,718.67

B. Income and Expense Report for May – Caryl

Caryl presented the Income and Expense Report, noting nothing out of the ordinary for May. A payment to the Secretary of State was returned with a note it was not due this year. Time suggested the WPA keep a record of the Sec. of State's note in case a question arises. Caryl mentioned one lien release has been completed and two liens will be released next month.

C. Outgoing Checks – Caryl

#1287 – (5/23/16): \$15.00, CA Secretary of State

#1288 – (5/23/16): \$20.20, CA Secretary of State

#1289 – (5/26/16): \$574.20, Fast Signs (Pet Warning for Common Areas)

#1290 – (6/16/16): \$226.20, Dragon Printing, Balboa Update Mailing

#1291 – (6/7/16): \$7,410.00, Davey Tree Service – Invoices dated 2/15, 2/22, 3/11, 5/23/16

#1292 – (6/9/16): \$123.45, Anita Theoharis reimbursement; Copywork, CC&Rs, Realtor Disclosures

#1293 – (6/9/16): \$63.63; AT&T

#1292 – (6/13/16): \$425.00; Gutiérrez Garden Services, Common Area Maintenance Plantings, Median lawn repair.

The WPA board voted via email on June 7 and 8 to approve (7-0) invoice payments to Balthazar Gutierrez (\$425.00).

IV. Committee Reports

A. Website Update – Ravi

Ravi will look into the *neighbors@westwoodpark* email list and determine if there is a way to limit the list to residents of Westwood Park; he encourages board members to give him feedback about the website; board members can continue to post documents in the Google Drive; there is not a large amount of traffic on the website.

B. Newsletter – Kathy

The Fall newsletter will be mailed a few weeks before the September 10 Annual Meeting; article ideas are welcome; article deadlines will be emailed to board members in a few weeks.

B. Centennial Committee – Kathy

Kathy submitted a report on the Centennial Committee, providing updates on the proposed Time Capsule, engraved brick project, streetlight banners, fundraising and draft budget.

C. Common Area Maintenance – Anne

Plantings have taken place in the upper Monterey/Faxon Common Area, as well as the Miramar Circle and the Miramar/Monterey gates. The sinkhole in the Miramar Median (opposite 725 Miramar) has been repaired.

D. Planning and Zoning – Anita

154 Westwood has not yet applied for a remodeling permit – and there has been no response to the WPA letter sent to the owners, explaining remodeling restrictions as written in the Residential Character District Guidelines; the permit for a secondary unit at 579 Miramar has been approved, but not yet issued. The WPA will continue to monitor the situation; it was suggested that someone look into the implications of the Davis-Stirling Act in regards to homeowner associations and the restriction of secondary units; remodeling and expansion continues at 528 Miramar. Anita will send a letter to the Department of Building Inspection requesting an investigation.

F. Balboa Reservoir Proposed Development Committee

To be convened at 6:30 as a Committee of the Whole

- Kate reported that the July 11 Balboa Reservoir Community Advisory Committee meeting would address Sustainability, Public Benefits and Public Realm Parameters. She encouraged residents to attend.
- The WPA is positioned to dissent on a number of areas consistent with the direction given by Westwood Park homeowners in the survey responses – e.g., the WPA did not get assurance that the Plymouth Avenue side of the proposed development would be limited to 28 feet; the WPA has requested a two-acre park – it does not “strive” for two acres, as the Parameters state; 1:1 Parking has not been included; and the number of units is not limited to 500 as stated in the 2009 Balboa Station Area Plan.
- Linda told the BR Committee that in addition to stepping down as chair of the WPA BR committee due to illness, she would be dialing back on her participation in the committee.

G. Ocean Avenue Association (OAA) – Kate

The Ocean Avenue block between Capital and Faxon is for sale; the complete vacancy report (for rent and for sale) is posted on the Ocean Avenue Association’s website.

V. Old Business

A. Project/ Board Oversight responsibility – All

Discussion will continue at next meeting.

B. Communications/Website/Cloud – All

See “Website Update” above.

C. Annual Meeting Update– Kate

Kate passed out assignments for the September 10 Annual Meeting; several residents have agreed to be on the Annual Meeting Committee again; permits have been approved; the SF Police Department and SF Fire Department have confirmed their appearances.

D. Symphony Tickets Update – Kathy

Ginger Troumpur will be contacted for an update on reservations and collecting ticket money.

E. Resignation - Kate

Kate’s resignation from the WPA board is amended to be effective on 9/30/16.

VII. New Business

A. WPA Board Elections 2016 – All

Tim, Caryl and Kathy announced that they will not be seeking re-election to the WPA board. Three guests (Joe Koman, Francine Lofrano, Anne Chen) indicated that they plan to run for seats on the board.

B. Davis-Stirling Act 2013: Application to WPA – All

Caryl pointed out that several HOAs (e.g. Balboa Terrace) have presented information in their newsletters about their responsibilities under the Davis-Stirling Act. She asked that Tim or others volunteer to read the D-S Act to give the WPA a better understanding of its obligation to function under the Act. For example – is the WPA required to go through mediation before taking legal action against a homeowner regarding in-law units and Airbnb issues? She noted that Balboa Terrace increased fines for violation of its CC&R's from \$500 to \$2000 a month.

C. Secondary units, Short Term Rental, Airbnb, et al – All

See above – “Davis-Stirling Act 2013”

D. Application Short Term Rental received: Response deadline July 24, 2016 – All

In response to an application for permission to operate a short term rental business at 929 Monterey Blvd., it was agreed that the WPA would send a letter to the city's Office of Short Term Rentals, stating that the business does not appear to be consistent with or conform to WPA's Residential Character District Guidelines. The letter will include a reference to the relevant city code and a copy of the Residential Character District Guidelines

VIII. Executive Session: Potential Litigation

None

IX Next Meeting

July 19, 2016 at 7 p.m., Location TBD

X. Adjournment

Caryl made a motion to adjourn at 9:21 p.m.; seconded by Kathy; approved.

*Respectfully Submitted,
Kathleen Beitiks, Secretary
Westwood Park Association*

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