

**Westwood Park Association  
Meeting Minutes  
March 15, 2016 – 7 p.m.  
598 Miramar Ave.**

**MINUTES**

**I. Roll Call**

*Present:* Kate Favetti, Tim Emert, Caryl Ito, Linda Judge, Ravi Krishnaswamy (left at 8:45 p.m.), Anita Theoharis (Left at 8:45 p.m.)  
Kathy Beitiks, Absent

*Guests:* Westwood Park neighbors Rob Razzo, Liz Valadez, Gretchen Schmitt attended to express concerns regarding another neighbor's oversized RV that has been parking throughout the neighborhood. Caryl and Kate will meet with neighbors who own the RV to discuss concerns. Should this not resolve the issue, Kate will write a letter.

**II. Approval of Minutes February 23, 2016**

Tim moved to approve the Minutes of February 23, 2016, with corrections; seconded by Caryl approved 5-1 (Anita dissents and stated the Centennial Committee Report not accurate)

**III. Co-Treasurer's Reports**

A. *Account Balances* – Kate

Deposits made since 3/15/16 totaled \$16,313.79 for dues payments received to date.

B. *Dues and Liens*

Anne will be meeting with Kate to finalize Dues and Liens (14) for filing.

C. *Outgoing Checks* – Caryl

1267	3/1/16	ATT	\$ 82.55
1268	3/1/16	Urban Farmer	\$ 450.01
1269	3/1/16	Cris, Fritschi, Paterson, D&O Liability Insurance	\$4288.00
1270	3/1/16	SF Treasurer – Parcel Tax	\$ 627.42
1271	3/1/16	SF Treasurer – Parcel Tax	\$ 791.70
1272	3/1/16	Dragon Printing – Newsletter/HOA Dues Mailing	\$ 791.70
1273	3/10/16	ATT	\$ 83.25

**IV. Committee Reports**

A. *Website Update* – Ravi reported that the mailing lists are now active for

[Board@westwoodpark.com](mailto:Board@westwoodpark.com) and the Google Drive account is now operational.

B. *Newsletter* – Kathy - *Postponed to April*

C. *Centennial Committee* – Kathy – *Postponed to April*

D. *Common Area Maintenance* – Anne was unable to attend; Kate reported that a tree limb broke and was hanging on mid 600 block of Miramar after the last storm. Anne was able to contact Davy tree who happened to be nearby and the tree limb was cut and removed from the street within hours after reporting it.

E. *Planning and Zoning* – Anita

No report

F. *Balboa Reservoir Proposed Development Committee* – Linda Judge  
Convened at 6:30 as a Committee of the Whole

Linda gave an overview on the Proposed Balboa Reservoir Development for the benefit of residents attending and update on the March 14 meeting of the Balboa Reservoir Community Advisory Committee as well as the survey results and the importance of having residents attend the meetings and provide public comment. The April meeting of the CAC will meet on April 13, 2016, 6:15 p.m., CCSF Multi-Use Building, to discuss “Transportation.” This discussion will also include parking issues.

V. **Old Business**

- A. *Co-Treasurer/Bookkeeper/Income Accounting/ Responsibilities* –Kate updated on progress in recruiting volunteers to do data entry.
- B. *Project/Common Area Maintenance Board Oversight responsibility* – Discussion to continue at next board meeting.
- C. *Communications/Website* – see Ravi’s Report

VI. **New Business**

Anita asked for her request to speak regarding newsletter review policy be taken out of order.

She reported that the policy board review and oversight has not been followed for the past three years. The newsletter is from the entire board to all property owners, so board members should have thorough review, including the final.

She requests that the policy of review be followed. Specifically, after the board decides on content and importance of articles, articles are submitted to the newsletter coordinator who then sends to the board for review. The final newsletter is sent to the board for review of content before sending to the printer. There have been problems since this policy is not being followed.

Anita said she coordinated the newsletter for many years working with three volunteer graphic artists and there were no problems or issues.

Board continued to April meeting because current newsletter coordinator was unable to attend the meeting.

VIII. **Executive Session: Potential Litigation**

Not convened

IX **Next Meeting: April 19, 2016 at 7 p.m.**

X. **Adjournment**

Tim made a motion to adjourn at 9:20 p.m.; seconded by Linda; approved, 6-0.

*Respectfully Submitted,  
Kate Favetti, President  
Westwood Park Association*