

Westwood Park Association
Board Meeting Minutes
January 8, 2018 – 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: Mike Ahrens, Joe Koman, Anita Theoharis, Anne Chen, Francine Lofrano, Jenny Perez
(arrived later)

Absent: Ravi Krishnaswamy

Guests: Fred Lofrano, Crystal Zhou, Francis Wang

II. Approval of Minutes November 16, 2017

Ratification of electronic approval of 11/16/2017 minutes; Joe motioned to approve minutes; Mike seconded; unanimously approved, 5-0

III. Treasurer's Reports

A. Account Balances – Per Anne, total bank balance as 12/31/2017 is \$88,467.00 (Checking: \$47,598.00; Savings: \$40,868.00.)

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

C. Outgoing Checks – Per Joe Koman as of 12/19/2017

#1354 – (10/3/2017) - \$604.38 To Norcal Portable Services: Past due bill for porta potty
9/10/2016

#1355 – (10/16/2017) - \$393.72 To S.F. Tax Collector for Block 3178, Lot 19: V000 San
Ramon Way

#1356 – (10/16/2017) - \$393.72 To S.F. Tax Collector for Block 3178, Lot 19: V000 San
Ramon Way

#1357 – VOID

#1358 – (10/16/2017) - \$393.72 To S.F. Tax Collector for Block 3161, Lot 12: V000 San
Hazelwood Way

#1359 – (11/20/2017) - \$6157.00 To Philadelphia Insurance Services: for Policy
#PHPK1716543, Homeowners Association
Package

#1360 – (11/20/2017) - \$2429.99 To Philadelphia Insurance Services: for #PHUB601478,
Homeowners Association Umbrella DU

#1361 – (11/30/17) - \$625.39 To Anne Chen: Reimbursement for paint for gates, notary &
recording fees

#1362 – (12/4/217) - \$9280.00 To Davey Tree: Westwood Park tree trimming

#1363 – (12/19/2017) - \$372.00 To UPS Store: Westwood Park Association mailbox

#1364 – (1/8/2018) - \$650.00 To Baltazar Gutierrez: for past due raise of \$50.00 per month
from Jan 2017 through Jan 2018

IV. Committee Reports

A. Website Update (Go Daddy Host) – Ravi absent, discussion to be continued.

B. Newsletter – Discussion moved to future meeting.

C. Common Area Maintenance – Baltazar is due 50.00 per month increase for all of 2017 as electronic payment was accidentally not updated. Check to catch Baltazar up on missed payments will be issued. Anne reported that she needed to buy more paint of a higher quality for the gates as the paint Baltazar purchased was not sufficiently coating the stucco. Anne also reported that the coating on ironwork of gates is failing and rust is forming. Anita will call Jane Meinhardt to discuss solutions.

D. Balboa Reservoir CAC – Mike Ahrens reported on current status of the Balboa Development. Further discussion moved to Executive Session.

E. Planning & Zoning – Report submitted by Anita.

1375 Plymouth: (Discussion taken out of order) Discussed revised remodel plan that currently showing 2 beds/2 baths, office & family room on lower level, 2 beds/2 baths second floor and 1 bath in attic/storage area with Crystal and Francis. Discussed elimination of the bathroom in the attic/storage area in keeping with home being maintained as a single family residence. Crystal & Francis agreed to eliminate this bathroom. Crystal & Francis were informed that revised plans showing the removal of bathroom in attic storage area will be required along with notarized Notice of Special Restrictions before the Board will issue final approval of their remodel plans.

1441 Plymouth: Discussed photo received from project sponser indicating replacement of windows and entry due to dry rot. Anita will follow up as needed.

600 Miramar: Anita will follow up.

V. Old Business

- A. Co-Treasurer/Bookkeeper/Income Accounting Responsibilities** – Dues billing will go out via Dragon mid-February. Anita is getting envelopes. Dues payments are expected to start coming in by the end of February. Anita will be back in town 2/24/2018. Anita will get checks from the mail box, check info is complete on the checks, stamp and deliver to Francine. Francine will do the input into database and do the bank deposits.
- B. Communications** – Discussion to be moved to a future meeting.
- C. Cloud Storage** – Ravi absent, discussion to be continued.

VI. New Business

- A. Dues Increase** – Dues have not be increased since 2007. Mike motioned to increase dues to \$100.00 per year due to reasons discussed in Executive Session; Joe seconded; unanimously approved 6-0. A brief statement of notification of the dues increase will be sent with the annual dues billing in February 2018.

VII. Executive Session: Balboa Reservoir Development. Potential litigation discussed.

VIII. Next Board Meeting: Date for February board meeting to be determined.

IV. Adjournment: Joe motioned to adjourn; Francine seconded; unanimously approved 6-0; meeting adjourned 9:22 PM.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association