

**Westwood Park Association**  
Board Meeting Minutes  
February 27, 2018 – 6:30 P.M.  
29 Westwood Drive

**AGENDA**

**Call to Order**

President Anita Theoharis called the meeting to order at 6:46 PM

**I. Roll Call**

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

**Absent:** Ravi Krishnaswamy, Jenny Perez

**Guests:** Fred Lofrano

**II. Approval of Minutes January 8, 2018**

Ratification of electronic approval of 1/8/2018 minutes; Mike motioned to approve minutes; Joe seconded; unanimously approved, 5-0

**III. Treasurer's Reports**

**A. Account Balances** – Per Anne, total bank balance as of 2/20/2018 is \$85,747.00 (Checking: \$44,877.00; Savings: \$40,871.00.)

**B. Income & Expense Report** – Year End 2017-2018 Expense Report and 2018-2019 Budget Report submitted by Anne Chen. Mike motioned to approve; Anita seconded; unanimously approved, 5-0.

**C. Outgoing Checks** – Per Joe Koman as of 2/23/2018

**#1365** – (2/1/2018) - \$536.64 To Anita Theoharis: Reimbursement for mailbox keys, telephone services & window envelopes

**#1366** – (VOID)

**#1367** – (2/16/2018) - \$4490.00 To CF&P Insurance Brokers: for Directors & Officers Insurance

**#1368** – (2/16/2018) - \$46.93 To Francine Lofrano: Reimbursement of Dragon Printing, Collate & Staple Fees

**#1369** – (2/23/2018) - \$595.00 To Levy & Erlanger: Preparation of 2016 Tax Returns

**#1370** – (2/23/2018) - \$567.45 To Dragon Printing: Print, collate, stuff & seal Westwood Park Annual Assessment invoices

**IV. Committee Reports**

**A. Website Update** – Ravi absent, discussion to be continued.

**B. Newsletter** – Discussed Spring newsletter. Newsletter to include Balboa Reservoir update (Mike), update on CCSF Spring Wellness passes (Anita to contact Linda Shaw to find out about passes). Other ideas for newsletter articles/topics solicited.

**C. Common Area Maintenance** – Nothing to report.

**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.

**1441 Plymouth:** Sponsor submitted plans and required neighbor notification meeting attendance list to Board. Plans have been sent to Kurt Meinhardt for review. Sponsor was informed that once the Board receives Kurt's review, the Board should be able to approve/disapprove the project electronically.

**600 Miramar:** To date, no progress has occurred on correcting violations.

**V. Old Business**

**A. Co-Treasurer/Bookkeeper/Income Accounting Responsibilities** – Joe Bernhard has sent 2018-2019 database. Annual assessments have been mailed.

**B. Communications** – Discussion to be moved to a future meeting.

**C. Cloud Storage** – Ravi absent, discussion to be continued.

- VI. New Business**  
**A. Approval of Levy Erlanger to prepare 2017 Tax Returns \$595.00** – Francine motioned to approve; Joe seconded; unanimously approved, 5-0.
- VII. Executive Session:** Balboa Reservoir Development. Potential litigation discussed.
- VIII. Next Board Meeting:** Tentatively scheduled for March 26, 2018. Location TBD.
- IV. Adjournment:** Mike motioned to adjourn; Joe seconded; unanimously approved 5-0; meeting adjourned 9:00 PM.

Respectfully Submitted,

Francine Lofrano, Secretary  
Westwood Park Association