

Westwood Park Association
Board Meeting Minutes
March 26, 2018 – 6:30 P.M.
29 Westwood Drive

AGENDA

Call to Order

President Anita Theoharis called the meeting to order at 6:35 PM

I. Roll Call

Present: Mike Ahrens, Anita Theoharis, Anne Chen, Francine Lofrano, Jenny Perez

Absent: Ravi Krishnaswamy, Joe Koman

Guests: Fred Lofrano, Laura Frey

II. Approval of Minutes February 27, 2018

Ratification of electronic approval of 2/27/2018 minutes; Anne motioned to approve minutes; Mike seconded; unanimously approved, 5-0

III. Treasurer's Reports

A. Account Balances – Per Anne, total bank balance as of 3/26/2018 is \$119715.38 (Checking: \$78843.19; Savings: \$40872.19). Deposits for March as of 3/22/2018 = \$43,125.87.

B. Income & Expense Report – Income & Expense Report to be submitted by Anne Chen.

C. Outgoing Checks – Joe absent but reported prior to the meeting that no checks have been written since last board meeting.

IV. Committee Reports

A. Newsletter – Discussed Spring newsletter. Newsletter to include Balboa Reservoir update (Mike), update on CCSF Spring Wellness passes (Anita). Article interviewing Ocean Ave beat police officer and/or oldest Westwood Park resident (Jenny). Article on Annual Meeting. Call for volunteers. Article on feral cats/what to do (Francine). Anita will contact Kathy Beitiks to see if she wants to do a paragraph about her Centennial book. Francine will prepare mailings labels. Anita will order stamps.

B. Common Area Maintenance – Anne awaiting invoice from Baltazar for plant and sprinklers that were damaged during construction at 1490 Ocean Ave. WP pillar lighting issue also still needs to be resolved with 1490 Ocean Ave.

C. Planning & Zoning – Report submitted by Anita.

1441 Plymouth: Ratification of vote to approve project. Mike motioned to approve; Francine seconded; unanimously approved, 5-0.

600 Miramar: Notice of violation still not corrected.

D. Balboa Reservoir CAC – Mike Ahrens reported on current status of the Balboa Development. Next CAC meeting is scheduled for 4/9/2018. Further discussion moved to Executive Session.

V. Old Business

A. Approval of 2017 Tax Return – Anne motioned to approve 2017 tax return as prepared by Levy & Erlanger for \$595.00; Mike seconded; unanimously approved, 5-0

B. Co-Treasurer/Bookkeeper/Income Accounting Responsibilities:

- **Database Input:** Francine
- **Check Deposits:** Francine
- **Bank Reconciliation:** Francine
- **Income/Expense Report:** Anne
- **Title Company Demands:** Anne
- **Liens:** Anne
- **Questions from Residents:** Group effort

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

- D. Annual Meeting Planning** – Annual Meeting date set for Saturday, August 25, 2018. Barbeque lunch will be served.
- E. Invoice from Joe Bernhard to Correct Database, Mail Merge Bills, and Create 2018-2019 Database for \$400.00** - Francine motioned to approve; Anne seconded; unanimously approved 5-0.

VI. New Business

A. Letter from Russell Davis, owner 1221 Plymouth: Mike motioned that arguments submitted by Mr. Davis were totally without merit and that Mr. Davis must pay dues the same as all Westwood Park residents so his check should be returned; Anne seconded; unanimously approved 5-0. Anita will return check along with another copy of his assessment invoice with a letter.

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

VIII. Next Board Meeting: April 4, 2018 at 2:00 PM.

IV. Adjournment: Francine motioned to adjourn; Anita seconded; unanimously approved 5-0; meeting adjourned 9:00 PM.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association