

Westwood Park Association
Board Meeting Minutes
September 25, 2018 – 6:30 P.M.
920 Faxon Ave.

AGENDA

Call to Order

President Anita Theoharis called the meeting to order at 6:44 P.M.

I. Roll Call

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

Absent: Jenny Perez

Guests: Fred Lofrano

II. Approval of Minutes July 18, 2018 and August 25, 2018

Approval of 7/18/2018 and 8/25/2018 minutes sent electronically; Mike motioned to approve minutes; Anne seconded; unanimously approved, 6-0

III. New Business:

A. Election of Officers – (Taken out of order) Anne motioned to elect the following slate; Francine seconded; unanimously approved, 6-0.

President – Mike Ahrens

Vice President – Anne Chen

Treasurer – Joe Koman

Secretary – Francine Lofrano

Members at Large – Anita Theoharis, Ravi Krishnaswamy and Jenny Perez

IV. Treasurer's Reports:

A. Account Balances – Per Francine, total bank balance as of 8/31/2018 Chase bank statement is \$138,130.04 (Checking: \$97,247.63; Savings: \$40,882.41)

B. Dues & Lien Collection Status - Francine reported that as of the 9/19/2018 check deposit, 78 properties have not paid one or more years of dues. This represents 11.39% (of 685 properties) non-payment. Total outstanding dues is \$26,536.39. Francine is waiting Joe's reply to her 8/23/18 email regarding rebilling (with interest) all delinquent properties as previously approved. Also, Anne supplied a list of 16 properties that received a lien warning letter (1 has since paid in full). Ten properties currently have liens filed against them.

C. Outgoing Checks – Per Joe Koman as of 9/25/2018

#1380 – (7/28/18) \$651.85 To: Dragon Printing for newsletters & ballots

#1381 – (8/10/2018) - \$736.38 To: Honey Bucket for ADA toilet & wash station WP Annual Picnic

#1382 – (8/24/2018) - \$897.96 To: Mike Ahrens for supplies for WP Annual Meeting

#1383 – (8/27/2018) - \$139.00 To: Francine Lofrano for WP Annual Meeting (Ice/Dump Run)

#1384 – (9/2/2018) - \$1505.21 To: Anita Theoharis for USPS mailing, graphic newsletter, Action Rental, bill for WPA Annual Meeting and OOMA phone bill

#1385 – (9/25/2018) - \$604.10 To: Anne Chen for recording of liens, release of liens & notary

D. Electronic Payments – Per Bank Statement

PG&E – (7/19/2018) - \$150.00

PG&E – (8/24/2018) - \$150.00

Gutierrez Gardening – (7/25/2018) - \$1600.00

Gutierrez Gardening – (8/24/2018) - \$1600.00

E. Income & Expense Report – August 2018 Income Statement submitted by Anne Chen.

V. Committee Reports:

A. Website Update – Ravi discussed Google Apps for business and transferring the Westwood Park.com domain from Danny Burkes. Anita will contact Danny.

B. Newsletter - Discussed sending newsletter electronically pending collection of resident's email addresses.

- C. Common Area Maintenance** – Annual tree pruning is normally done between Nov – Feb. Anne submitted bid from Davey Tree for \$9250.00. Discussed Davey’s experience and history of maintaining Westwood Park trees. Mike motioned to approve; Joe seconded; unanimously approved, 6-0. Also discussed the hedge surrounding upper Faxon island where portions of the hedge are dying. Anne will have Baltazar provide a bid for the most cost effective and similar evergreen hedge. Joe brought up pillar lights on Miramar gates at Ocean Ave. are still not lit up at night. Anne will contact management company for 1490 Ocean for a resolution.
- D. Balboa Reservoir CAC** – The board discussed hiring of counsel. It was the consensus of the board that we should hire counsel to advise us on matters relating to the CEQA process that was now commencing in relation to the Balboa project. Referrals to counsel were suggested by Anita, Francine and other board members other than Mike Ahrens. Mike Ahrens disclosed that his firm represented some of the developers so he did not obtain any referrals or advice from members of his firm on counsel to be hired. Mike Ahrens and Anita Theoharis interviewed various lawyers. Approximately 10 lawyers were considered. At the conclusion of the interview process Mike Ahrens and Anita Theoharis suggested to the board that it engage two lawyers for the project. The lawyers suggested were Alice Barkley and Susan Brandt Hawley. Both have different areas of expertise needed in connection with the project. Alice Barkley has expertise in the details of the CEQA project, and Susan Brandt Hawley has expertise in litigation if that is ultimately needed. Both counsels indicated a desire to work out an engagement that recognizes the limited funds of the Association. On motion made the board unanimously approved 6-0 hiring of such counsel. Mike Ahrens was asked to work on the form of an engagement letter to be submitted to the board for review and approval.
- E. Planning & Zoning – 600 Miramar:** City Attorney sent the property owner a letter declaring the property a public nuisance. Construction is currently underway on the property.
55 Southwood: Anita motioned to confirm electronic approval of proposed expansion; Anne seconded; unanimously approved, 6-0.
Front yard fences/railings: Joe brought up issue of residents placing fences and railing in front yards which in violation of WP CCRs. Joe to photograph offending properties. Mike motioned to work with Joe on a letter to residents in violation of Westwood Park CCRs. Anita seconded; unanimously approved, 6-0.
ADU: Accessory dwelling units as now allowed by the City are in contravention of Westwood Park CCRs.

VI. Old Business:

- A. Conversion of communications to electronic communications** – Discussed collection of resident’s email addresses for all communications (except annual assessment billing). Mike motioned to draft a letter with Ravi to satisfy legal requirements for collecting emails. Joe seconded; unanimously approved, 6-0

VII. Executive Session: None

VIII. Next Board Meeting: To be determined

- IX. Adjournment:** Francine motioned to adjourn; Anita seconded; unanimously approved 6-0; meeting adjourned 9:00 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association