

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

AGENDA

Call to Order

President Mike Ahrens called the meeting to order at 6:42 P.M.

I. Roll Call

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

Absent: Ravi Krishnaswamy

Guests: None

II. Approval of Minutes September 25, 2018

Confirmation of electronic approval of 9/25/2018 minutes; Joe motioned to approve minutes; Mike seconded; unanimously approved, 6-0

III. Treasurer's Reports:

A. Account Balances: Per Francine, total bank balance as of 9/28/2018 Chase bank statement is \$134,846.34 (Checking: \$93,962.37; Savings: \$40,883.97)

B. Income & Expense Report – September & October 2018 Income Statement submitted by Anne Chen

C. Outgoing Checks: Per Joe Koman as of 11/6/2018

#1386 – (10/15/18) \$700.34 To: SF Tax Collector, for Hazelwood - Block 3161, Lot 12

#1387 – (10/15/18) - \$700.34 To: SF Tax Collector, for Elmwood – Block 3173, Lot 19

#1388 – (10/15/18) - \$700.34 To: SF Tax Collector San Ramon – Block 3178, Lot 18

#1389 – (11/6/18) - \$22.70 To: Francine Lofrano for 2nd billing postage & envelopes

D. Electronic Payments: Per Bank Statement

PG&E – (9/25/2018) - \$150.00

Gutierrez Gardening – (9/24/2018) - \$1600.00

E. Dues & Lien Collection Status: Francine reported that as of the 11/6/2018 check deposit, 45 properties have not paid one or more years of dues. This represents 6.57% (of 685 properties) non-payment. Total outstanding dues is \$20,845.46. Francine rebilled (with interest) 49 delinquent properties on 10/14/2018 as previously approved (23 have since paid, 1 account was adjusted due to billing error). Anne sent 19 properties lien warning letters in Aug/Sept (9 have since paid in full). Ten properties currently have liens filed against them.

IV. Balboa Reservoir Proposed Development:

A. Confirmation of electronic approval of Agreement for Legal Services dated October 8, 2018 between Alice Barkley of Duane Morris and WPA. Anita motioned to approve agreement; Joe seconded; unanimously approved 6-0. Mike reported that he has been working with counsel on Balboa Reservoir EIR scoping letter as authorized by the Board.

B. Update: Mike reviewing scoping comments submitted by AJ from Sunnyside. Mike motioned to survey San Ramon property belonging to WPA; Anita seconded; unanimously approved 6-0.

V. Committee Reports:

A. Planning & Zoning: 342 Miramar: Project sponsor have submitted plans and will be sending required neighborhood notification as required by WPA.

866 Faxon: Received Notice of Short Term Residential Rental Application dated 10/24/2018. Applicant: Ha T Nguyen, record #2018-0050255STR.

Front yard fences/railings: Joe is still in the process of photographing properties with front yards and railings but has so far documented approximately 10-15 properties in violation. Mike motion to enforce CCRs with respect to front yard fences & railings with enforcement recommendations to be submitted to the Board by Mike & Joe. Final violation

enforcement/penalties will then be determined by the Board. Francine seconded; unanimously approved 6-0.

B. Common Area Maintenance: Trees willing will be trimmed week of December 17th, 2018.

C. Newsletter: Discussion to be continued.

VI. Old Business:

A. Conversion of communications to electronic communications – Ravi still working on collection of resident's email addresses for all communications (except annual assessment billing). Anita motioned to investigate hiring a company to convert communions to WP residents to electronic communications that would comply with all laws including privacy, subject to final Board approval. Mike seconded; unanimously approved 6-0.

B. Centralized Cloud Storage: Discussion to be continued.

C. Website: (Update via email) Ravi discussed transferring the **westwoodpark.com** domain with Danny Burkes. Danny has domain paid till 2019 and said it should be possible to transfer ownership to WPA. Ravi will contact GoDaddy to find out how to transfer of ownership. Once ownership has been transferred (including the **westwoodparks.org** domain that is currently under Ravi's name), he will work on the domain so the web properties are all under WPA.

D. Succession Planning: Discussion to be continued.

VII. New Business: None

VIII. Next Board Meeting: December 10, 2018

IX. Executive Session: Potential litigation

X. Adjournment: Joe motioned to adjourn; Mike seconded; unanimously approved 6-0; meeting adjourned 8:50 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association