

Westwood Park Association
Board Meeting Minutes
January 10, 2019 – 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, Joe Koman, Francine Lofrano

Absent: Ravi Krishnaswamy, Jenny Perez

Guests: Fred Lofrano

II. Approval of Minutes November 6, 2018

Confirmation of electronic approval of 11/6/2018 minutes; Anita motioned to approve minutes; Francine seconded; unanimously approved, 5-0

III. Treasurer's Reports:

A. Account Balances: Per Francine, total bank balance as of 12/31/2018 Chase bank statement is \$127,090.06 (Checking: \$86,200.87; Savings: \$40,889.19)

B. Income & Expense Report – November 2018 & December 2018 Income Statement submitted by Anne Chen. Board reviewed statements and discussed next year's budget line items specifically the need to increase budget for anticipated legal fees in regards to the Balboa Reservoir project.

C. Outgoing Checks: Per Joe Koman as of 1/10/2019

#1390 – (11/19/2018) \$ To: First American 636.72 for reimburse of dues overpayment on 141 Westwood Drive

#1391 – (11/19/18) - \$8878.00 To: Philadelphia Insurance Company for liability insurance

#1392 – (12/15/18) - \$384.00 To: UPS Store for PO Box 770

#1393 – (1/5/19) - \$6500.00 To: Duane Morris LLP for legal fees for Balboa Reservoir Development

#1394 – (1/10/2019) - \$94.21 To: Anita Theoharis for phone bill from Sept - Dec 30, 2018

#1395 – (1/10/2019) \$885.00 To: Anne Chen for Halloween prizes reimbursement of notary & liens fees

D. Electronic Payments: Per Bank Statement

PG&E – (10/25/2018) - \$150.00

Gutierrez Gardening – (10/25/2018) - \$1600.00

Gutierrez Gardening – (11/23/2018) - \$1600.00

PG&E – (11/26/2018) - \$150.00

Gutierrez Gardening – (12/21/2018) - \$1600.00

PG&E – (12/26/2019) - \$150.00

E. Dues & Lien Collection Status: Francine reported that as of the 1/10/2019 check deposit, 28 properties have not paid one or more years of dues. This represents 4.09% (of 685 properties) non-payment. Total outstanding dues is \$21,028.55 (this figure includes 2018-2019 interest due on past due accounts and lien fees for newly filed liens). Francine rebilled (with interest) 49 delinquent properties on 10/14/2018 as previously approved (35 have since paid, 2 accounts have been adjusted due to billing errors). Of the 19 properties lien warning letters Anne sent in Aug/Sept, 10 have since paid in full, 7 had liens filed on 1/9/2019 and 2 have been written off as the property changed hands without WPA notification. As of 1/9/2019, a total of 16 properties currently have liens filed against them.

- IV. Balboa Reservoir Proposed Development:**
- A.** Confirmation of electronic approval of payment for legal services paid 1/5/2019 to Duane Morris LLP in the amount of \$6500.00. Anita motioned to approve the invoice; Joe seconded; unanimously approved 5-0.
 - B. Update:** Mike reported on the status of the Balboa Reservoir Development.
- V. Committee Reports:**
- A. Planning & Zoning:**
 - 342 Miramar:** Confirmation of electronic approval of project. Anita motioned to approve; Anne seconded; unanimously approved, 5-0.
 - 600 Miramar:** Mike to contact Assistant District Attorney Victoria Wentworth to follow-up on her letter dated August 13, 2018.
 - 154 Eastwood:** WPA received a notice that this approved project requires a variance. Several neighbors called to report concerns after receiving a copy of the notice. Anita addressed all concerns to neighbor's satisfaction.
 - B. Front yard fences/railings:** To be continued
 - C. Common Area Maintenance:** Received email communication from neighbor Dan Jorganstatt regarding suggestions for replacement trees on common areas. Board will consider these suggestions next time a tree need to be replaced. Board passed unanimous resolution that Anne continue to consult with Davey Tree Service regarding assessing any tree in WP that presents potential danger. Anne presented estimates from Gutierrez Gardening for replacing hedges on Faxon Island. Anita motioned to approve the 11/29/18 estimate from Gutierrez Gardening to replace the dead hedges on Westwood Drive side of Faxon Island with 5 gallon Photinias in the amount of \$840.00; Francine seconded; unanimously approved 5-0.
 - D. Newsletter:** Discussion to be continued.
- VI. Old Business:**
- A. Conversion of communications to electronic communications –** Anita to contact her management company and Mike will contact president of St. Francis Wood for advice on contacting a professional company to convert from regular mail to electronic mail for all communication (except annual assessment billing).
 - B. Centralized Cloud Storage:** Discussion to be continued.
 - C. Website:** Discussion to be continued
- VII. New Business:**
- A. Tax Returns:** – Anita motioned to approved tax preparation firm Levy Erlanger & Company to prepare annual WPA tax returns; Anne seconded; unanimously approved 5-0.
 - B. SF GRT Taxes:** – Anne filed the annual gross receipts tax form that is required by the City. WPA has no gross receipts so no fees were due.
 - C. 2019 Billing:** Annual assessment increase discussed. Anita motioned to increase annual assessment the allowed amount (20%) due to anticipated legal expenses in regard to the Balboa Reservoir project; Francine seconded; unanimously approved 5-0. Billing projected to go out in February. Anita will order mailing & return envelopes from Dragon. Anita to speak to Joe about creating a new database for 2019-2020.
- VIII. Next Board Meeting:** February 21, 2019
- IX. Executive Session:** Potential litigation
- X. Adjournment:** Mike motioned to adjourn; Joe seconded; unanimously approved 5-0; meeting adjourned 8:37 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association