

Westwood Park Association
Board Meeting Minutes
May 8, 2019 – 4:00 P.M.
920 Faxon Ave.

AGENDA

Call to Order

President Mike Ahrens called the meeting to order at 4:11 P.M.

I. Roll Call

Present: Mike Ahrens, Jenny Perez, Ravi Krishnaswamy, Anne Chen, Francine Lofrano, Anita Theoharis (via phone)

Absent: Joe Koman

Guests: Resident Ken Rychwalski

II. Approval of Minutes March 25, 2019

Confirmation of electronic approval of 3/25/2019 minutes; Anita motioned to approve minutes; Mike seconded; unanimously approved, 6-0

III. Treasurer's Reports:

A. Account Balances: Per Anne, total bank balance as of 4/30/2019 is \$162,575.00 (Checking: \$121,679.00; Savings: \$40,896.00).

B. Outgoing Checks: Per Joe Koman as of 5/8/2019

#1406 – (4/5/2019) - \$250.00 To: Joseph Bernard for 2019-2020 database and annual bill creation

#1407 – (4/12/2019) - \$1090.00 To: Gutierrez Gardening for replanting Faxon green hedges and removal of downed trees

#1408 – (4/23/2019) - \$16.31 To: Mike Ahrens – Reimburse Uber ride to 1390 Turk Street for Coalition presentation Balboa Reservoir

#1409 – (4/24/2019) - \$595.00 To: Levy Erlanger for 2018 tax returns

C. Electronic Payments: Per Bank Statement

PG&E – (3/26/2019) - \$150.00

Gutierrez Gardening – (3/25/2019) - \$1600.00

D. Income & Expense Report: Income statements for March and April 2019 submitted by Anne Chen.

E. Dues & Lien Collection Status: Francine reported that as of the 5/8/2019 check deposit, 576 properties (84% of 685 properties) have paid 2019-2020 dues. 109 properties (16% of 685 properties) still owe just 2019-2020 dues. Also, as of this deposit, 23 properties (3.36% of 685 properties) owe past due dues of more than 1 year. 12 out of these 23 properties already have liens filed against them. The remaining 11 properties will need liens filed against them. 2nd billing was discussed. The Board consensus favors a 2nd billing with interest to be mailed in July 2019.

IV. Committee Reports:

A. Balboa Reservoir Update:

Mike reported on the Status of City College Facilities Plan and impact on Development.

Discussed upcoming June 10 CAC meeting and EIR timing.

Discussed to May 21 meeting of Coalition for San Francisco Neighborhoods & the Resolution they will discuss at meeting. Neighborhood support might be beneficial.

Mike reported that the Sunnyside quarterly meeting was 5/6/2019 (he did not attend).

Discussed future communications with Sunnyside.

Discussed the anticipated draft EIR and next steps.

Discussed the comparison of BRCAC Parameters to actual project as currently proposed.

Discussed the suggestion that WPA consider co-publishing an article with George Wooding for the Westside Observer.

B. Planning & Zoning:

623 Miramar: Confirmation of Electronic Approval of the April 24, 2019 letter of disapproval of project. Anita motioned to approve; Anne seconded; unanimously approved, 6-0.

600 Miramar: Mike has been in contact with Deputy City Attorney, Megan Ryan. Mike has sent certified letters to owner Steve Chen and his authorized representative and agent, Ben Lei requesting plans. If Mike doesn't hear anything in a week or so, he will contact the City attorneys again. Mike motioned to ratify actions taken to date on 600 Miramar. Francine motioned to approve; Anne seconded; unanimously approved, 6-0.

101 San Ramon: Resident Candace Rhodes contacted the Board and Omar Masry, Senior Analyst, City Office of Short Term Rentals with complaints on short term rentals at this property. Apparently, there have been multiple DBI complaints as well as other complaints about the short term rental use of the property. Mr. Masry stated that the owners were advised via email and certified mail to cease hosting guests. In addition, he stated that the matter has also been referred to the Planning Department Code Enforcement.

1500 Plymouth: Erin Flynn sent the Board an email regarding plans to convert basement to living space. Anita will respond to the residents.

1318 Plymouth: Board received complaints about major construction going on at this property. Building plans were submitted last year and Anita responded in a letter of 5/2/2018 that plans would not be approved as submitted. Plan revisions were not submitted to WPA for review however DBI has already issued permits. Anita will make inquiries.

1270 Plymouth Ave: (Discussion taken out of order) Ken reported problems with vagrants accessing his property and yard to urinate, steal, vandalize. He wants to put up some kind of gate across the driveway to prevent access. Mike advised Ken to email the board with his proposals so the Board can discuss.

175 Colon: Received Notice of Short Term Residential Rental Application dated 4/12/2019. Applicant: Stephen Hung, record #2019-005097STR (Second Application). This is a second application, as the first application was denied by OSTR staff because it did not appear the applicant resided in the home (dwelling unit) for at least 275 nights per year (core requirement). Please note that this is not the short-term residential certificate number.

C. Newsletter: Late Spring newsletter discussed. Jenny to do an article on compliance with CCRs, who to call for crime, etc. Anita to do an article on Board openings/elections, call for volunteers. Mike to do articles on Balboa Reservoir, 600 Miramar & an email collection reminder. Annual save the date notice for September 21, 2019 is also to be included in the newsletter.

D. Common Area & Tree Maintenance: Nothing to report.

E. Lighting on Gates to Neighborhood: (Discussion taken out of order) Ken reported that he spoke with PG&E who said that WPA is paying for 22 lights. 12 lights are on the gates (2 lights at the Ocean/Miramar gate, 10 lights at the Monterey/Miramar gate). The other 10 lights are listed as assigned to either "Westwood Park" or "20 Westwood Drive". Ken has an appointment with PG&E tomorrow to sort this all out. Ken also reported problems with the photovoltaic box at Monterey/Miramar (water in box) and that there is no electricity at the Ocean/Miramar gate. Ken will submit a bill for caulk and sensor. Ken will report on his meeting with PG&E tomorrow. Anne is authorized to take appropriate action.

V. Old Business:

A. Conversion of communications to electronic communications – Jenny reported that 373 consent forms have been received, 312 are still missing. Mike proposed that we send a second request for resident's email addresses. Mike will draft a letter and send to the Board for approval.

B. Centralized Cloud Storage: Ravi said we currently have a Google Drive account where WPA can store documents. Ravi suggested that he and Jenny do a demonstration on cloud Storage at an upcoming Board meeting.

C. Website: Discussed removing the discussion group link on the website. Discussed streamlining payment for website, cloud storage etc. via credit card or electronic payment from bank account. Ravi will send Anita information on which accounts require payment and how often. Anita will check with Chase on paying electronically. Anita will also check with Chase regarding the "excessive fee transaction" for transactions in excess of 200 per month and online access.

VI. New Business:

A. 2019 Annual Meeting: Annual meeting is set for Saturday, September 21, 2019.

VII. Next Board Meeting: June 12, 2019, 4:00 PM

VIII. Executive Session: Potential litigation discussed

IX. Adjournment: Francine motioned to adjourn; Mike seconded; unanimously approved 6-0; meeting adjourned 6 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association