

Westwood Park Association
Board Meeting Minutes
July 17, 2019 – 6:30 P.M.
920 Faxon Ave.

AGENDA

Call to Order

President Mike Ahrens called the meeting to order at 6:40 P.M.

I. Roll Call

Present: Mike Ahrens, Jenny Perez, Anne Chen, Francine Lofrano, Joe Koman, Anita Theoharis
(via conference call)

Absent: Ravi Krishnaswamy

Guests: None

II. Approval of Minutes May 8, 2019

Confirmation of electronic approval of 5/8/2019 minutes; Joe motioned to approve minutes; Anita seconded; unanimously approved, 6-0

III. Treasurer's Reports:

A. Account Balances: Per Francine, total bank balance as of 6/28/2019 is \$163,984.78
(Checking: \$123,085.64; Savings: \$40,899.14).

B. Outgoing Checks: Per Joe Koman as of 7/17/2019

#1410 – (5-23/2019) - \$22.51 To: Mike Ahrens for reimbursement for Uber ride to CSFN meeting

#1411 – (5/24/2019) - \$763.38 To: Honey Bucket for ADA Porta Potty & Wash Station & seat covers

for 2019 WPA Annual meeting & Picnic

#1412 – (5/25/2019) - \$150.00 To: Duane Morris LLP for Balboa Reservoir Development Consultation

#1413 – (6/28/2019) - \$10.00 To: Franchise Tax Board for

#1414 – (7/3/2019) - \$1867.00 To: Anne Chen for reimbursement for liens, postage, printing

#1415 – (7/17/2019) - \$400.00 To: Duane Morris for Balboa Reservoir Development legal fees

#1416 - (7/17/2019) - \$300.00 To: Gutierrez Gardening for retroactive increase of \$50.00 per month since March 2019 thru August 2019

C. Electronic Payments: Per Bank Statement

PG&E – (4/26/2019) - \$150.00

PG&E – (5/28/2019) - \$150.00

PG&E – (6/25/2019) - \$150.00

Gutierrez Gardening – (4/24/2019) - \$1600.00

Gutierrez Gardening – (5/23/2019) - \$1600.00

Gutierrez Gardening – (6/24/2019) - \$1600.00

D. Income & Expense Report: Income statement for June 2019 submitted by Anne Chen.

E. Dues & Lien Collection Status: Francine reported that as of the 7/16/2019 check deposit, 600 properties (88% of 685 properties) have paid 2019-2020 dues. 69 properties (10% of 685 properties) still owe just 2019-2020 dues. 16 properties (2% of 685 properties) owe past due dues of more than 1 year. 10 out of these 16 properties already have liens filed against them. The remaining 6 properties will need liens filed against them if they don't respond to Anne's lien warning letters that were sent via certified mail on July 1, 2019. 2nd billing template will be provided for Board approval. 2nd billing with interest to be mailed by end of July 2019.

IV. Committee Reports:

A. Balboa Reservoir Update: Mike Ahern's provided an update and recapped the 6/10/2019 BRCAC meeting noting his comments regarding annual report to Supervisors that has not done for last 3 years. Today, Mike met with CAC members Jon Winston (BRCAC Chair) & Robert Muehlbauer (BRCAC Assistant Chair). Mike will do first draft of the annual report (the

final report will be delivered to City by 9/30/2019 BRCAC meeting). City suggested that the 9/9/2019 BRCAC meeting be continued to a later date and that there may be a special meeting to consider the annual report. The next BRCAC meeting is scheduled for 9/30/2019. Mike also reported on his meeting with Chancellor Rocha & Jean Barish. Mike to receive a copy of the DEIR from Jeanie Poling by August 8, 2019.

B. Planning & Zoning:

600 Miramar: Mike reported he has sent emails to both the City attorneys & the property owner and will continue to follow-up to ensure that the plans are received and reviewed by the Board.

1318 Plymouth: Anita checked DBI online and discovered that there are notices of violations that have been issued for exceeding scope of permit. Anita will continue to follow up.

1399 Plymouth: Board has received complaints regarding this property. Resolution was made that Board will draft a letter asking owner to address this public nuisance. This matter will also be discussed at the annual meeting.

325 Miramar: Discussed situation at his property that has come to the board's attention. Board will analyze and further discuss at the next board meeting.

127 Valdez: Anita responded to future owner's inquiries regarding contemplated remodel.

C. Newsletter: Newsletter discussed. Anita has discussed newsletter with Susan. Anita will check with Susan tomorrow to see how soon she can get the newsletter out. Headline/first page of newsletter to be notice of annual meeting and barbeque and Balboa Reservoir Update. Next, Board candidate & various articles. Anita has everything to send to Susan. Anita also has return envelopes with labels for mailing ballots. Francine will prepare mailing labels for newsletter and send file to Anita & Dragon.

D. Common Area & Tree Maintenance: (Discussion taken out of order). Anne submitted estimate from Gutierrez Gardening for boulder placement and sprinkler repair at 360 Miramar in the amount of \$1,100.00. Joe motioned to approve estimate; Jenny seconded; unanimously approved, 6-0. Anne also proposed 50.00 increase per month for Gutierrez Gardening retroactive to March 2019. Mike motioned to approve raise; Joe seconded; unanimously approved, 6-0.

E. Lighting on Gates to Neighborhood: (Discussion taken out of order) Meeting Ken was supposed to have with PG&E on 5/9/2019 didn't happen as PG&E didn't show for the meeting. Nothing further to report at this time. Anne to follow-up next month.

V. Old Business:

A. Conversion of communications to electronic communications – Jenny reported that 465 consent forms have been received, 25 have opted out of email. 195 are still missing. Jenny will attempt to obtain these missing email addresses.

B. Centralized Cloud Storage: Jenny has been discussing with Ravi. The plan is to set up a demonstration of mapping at a future board meeting. Scanning documents and cloud storage fees to be discussed at a future board meeting.

C. Website: Jenny reported that she has updated the website. We still need to inform residents of the process of accessing owner only information. Ravi will eventually send a test email to confirm legitimate email addresses.

VI. New Business:

A. 2019 Annual Meeting: Francine has ordered ADA porta potty, wash station and seat covers from Honey Bucket. Check #1411 for \$763.38 was mailed 5/24/2019 and has cleared the bank. Erica Driskell from Honey Bucket will confirm our order the week of our event. Mike has ordered tables, chairs & barbeque from Action Rentals. Mike will confirm order. Joe will talk to neighbor regarding barriers. Jenny will oversee sign in sheets. Anita will extend invitations to various City representatives. Costco food purchase trip will be 9/19/2019. Food preparation to be done at Mike's house on 9/20/2019. Anita is waiting to hear back from Margaret Reed to inspect & count ballots. If Margaret cannot do it, Anita will ask another resident.

B. Halloween Contest: Francine motioned to discontinue the contest due to no one available to organize and oversee; Anne seconded; Mike opposed; approved 5-1.

VII. Next Board Meeting: August 19, 6:30 PM

VIII. Executive Session: Potential litigation discussed

IX. Adjournment: Francine motioned to adjourn; Joe seconded; unanimously approved 6-0; meeting adjourned 9:14 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association