

Westwood Park Association
Board Meeting Minutes
November 21, 2019 – 6:30 P.M.
920 Faxon Ave.

AGENDA

Call to Order

President Mike Ahrens called the meeting to order at 6:51 P.M.

I. Roll Call

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

Absent: Ravi Krishnaswamy

Guests: Fred Lofrano

II. Approval of Minutes October 1, 2019

Confirmation of electronic approval of 10/1/2019 minutes; Anita motioned to approve minutes; Joe seconded; unanimously approved, 5-0

III. Treasurer's Reports:

A. Account Balances: Total bank balance as of 10/31/2019 bank statement is \$157,976.20 (Checking: \$117,070.11; Savings: \$40,906.09).

B. Outgoing Checks: Per Joe Koman as of 11/21/2019

#1427 – (10/8/2019) - \$200.00 To: Baltazar Gutierrez for 50.00 per month raise Sept – Dec 2019

#1428 – (10/19/2019) - \$722.42 To: SF Tax Collector – Property Tax San Ramon #3178-18

#1429 – (10/19/2019) - \$722.42 To: SF Tax Collector - Property Tax Elmwood #3173-19

#1430 - (10/19/2019) – \$722.42 To: SF Tax Collector - Property Tax Hazelwood #3161-12

#1431 - (10/26/2019) - \$8560.00 Philadelphia Insurance Company - Umbrella & Package Ins.

C. Electronic Payments: Per Bank Statement

PG&E – (10/25/2019) - \$150.00

Gutierrez Gardening – (10/25/2019) - \$1600.00

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

E. Dues & Lien Collection Status: Francine reported that as of the 11/18/2019 check deposit, 655 properties (95.6% of 685 properties) have paid 2019-2020 dues. 19 properties (2.8% of 685 properties) still owe just 2019-2020 dues. 11 properties (1.6% of 685 properties) owe past due dues of more than 1 year and all have liens filed against them.

IV. Committee Reports:

A. Balboa Reservoir Update – Next BRCAC meeting is December 9, 2019. The Annual Report to the Supervisors by the BRCAC is expected to be discussed. Mike to email Alice Barkley of Duane Morris LLP regarding any outstanding invoices for services rendered.

B. Planning & Zoning:

600 Miramar: Owner and sponsor have still not submitted plans to WPA as requested and City attorney has done nothing. Mike to email the City attorney and Jen Low to request a meeting with the Board regarding inaction on this property.

1399 Plymouth: Anne to contact Olga Jargui at the City Board of Health and the Mayor's representative regarding neighborhood complaints.

325 Miramar: Mike proposed that the Board monitor reports regarding resident's complaints of public nuisance at this property.

579 Miramar: Violation and Penalty Decision dated 11/8/2019 was received stating the decision was "Notice of Violation Upheld". Board will review the notice and discuss at the next Board meeting.

C. Common Area & Tree Maintenance: Anne discussed email received from resident regarding damage to pillar at Frida Kahlo Way/Judson. Anne has contacted Everest Waterproofing & Restoration for an estimate for repairs of Frida Kahlo Way/Judson pillar and for general pillar maintenance.

D. Lighting on Ocean/Miramar Pillars to Neighborhood: Fred Lofrano took a look at electrical issues at the Ocean/Miramar pillars. He found that there was no line voltage to any circuit.

Mike motioned to contact Sierra Electric to diagnose & repair lighting on Ocean/Miramar pillars; Joe seconded; unanimously approved, 5-0. Anne will contact Sierra Electric.

V. Old Business:

- A. Conversion of communications to electronic communications:** (Discussion taken out of order) Email has been tested and functioning. Outsourcing not needed at this time.
- B. Centralized Cloud Storage:** To be continued
- C. Website:** Anita motioned to post minutes and governing documents to be viewed publicly on the WPA website; Mike seconded; unanimously approved, 5-0. Other website issues to be discussed when Ravi is in attendance.

VI. New Business:

- A. Board Member Vacancy:** Board continued discussion of vacancy in Board due to resignation of Jenny Perez.

VII. Next Board Meeting: December meeting: to be determined. January meeting: 1/15/2020 at 45 Pizarro Way.

VIII. Executive Session: Potential litigation discussed

IX. Adjournment: Francine motioned to adjourn; Anta seconded; unanimously approved 5-0; meeting adjourned 9:40 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association