

Westwood Park Association
Virtual Board Meeting Minutes
April 14, 2020 – 6:30 P.M.

AGENDA

Call to Order

President Mike Ahrens called the meeting to order at 6:38 P.M.

I. Roll Call

Present (Via Zoom): Mike Ahrens, Anita Theoharis, Francine Lofrano, Joe Koman, Anne Chen
Mike O'Driscoll, Ravi Krishnaswamy

Absent: None

Guests: None

II. Approval of Minutes March 2, 2020

Confirmation of electronic approval of 3/2/2020 minutes; Anita motioned to approve minutes; Joe seconded; unanimously approved, 7-0

III. Treasurer's Reports:

A. Account Balances: Total bank balance as of 3/31/2020 bank statement is \$159,155.78
(Checking: \$118,241.74; Savings: \$40,289.25).

B. Outgoing Checks: Per Joe Koman as of 4/14/2020

#1442 – (3/6/2020) - \$246.65 To: Urban Farmer for 2 Stat timers for island

#1443 – (3/30/2020) - \$6,655.00 To: Duane Morris LLP for Balboa Reservoir Development

C. Electronic Payments: Per Bank Statement

PG&E – (2/25/2020) - \$150.00

PG&E – (3/26/2020) - \$150.00

Gutierrez Gardening – (2/21/2020) - \$1600.00

Gutierrez Gardening – (3/25/2020) - \$1600.00

D. Income & Expense Report: Income statement for March 2020 submitted by Anne Chen and reviewed by the Board.

E. Dues & Lien Collection Status: Francine reported that as of the 4/10/2020 deposit, 471 properties (68.76% of 685 properties) have paid their 2020-2021 annual dues.

IV. Committee Reports:

A. Balboa Reservoir Update – Mike reported on WPA comments submitted at the 4/6/2020 BRCAC virtual meeting and at the 4/7/2020 SF Planning Commission meeting. Mike also discussed his phone meeting today with Leigh Lutenski, Office of Economic and Workforce Development. Next BRCAC virtual meeting date was scheduled for 4/20/2020 but will most likely be rescheduled to 4/27/2020. Proposed agenda to include transportation, replies to WPA and Sunnyside questions on Balboa Reservoir Design Standards & Guidelines, BRCAC Annual Report, and BRCAC sunset extension past the current 5/15/2020 sunset date.

B. Planning & Zoning:

Accessory Dwelling Units: In light of current Covid-19 issue, discussion to be continued.

579 Miramar: Owner has opted to apply for a conditional use permit to restore unit to RH-1D single family unit.

167 Valdez: To be continued

600 Miramar: Mike Ahrens finally received building plans as requested from the project sponsor Bin Lei. Anita sent Bin Lei an email requesting electronic copy of plans again as they were not received as promised. Anne reviewed plans received by Mike Ahrens and found the permit issued to be insufficient for the scope of work detailed in the plans. Joe suggested filing a formal complaint online and follow-up with the inspector if no action is taken. Board authorized Anne to file an online complaint with the Building Department and to draft a letter to the Building Department for Mike Ahrens to review prior to sending.

1399 Plymouth: Anne reported that since everything is closed down due to Covid-19, further action will have to wait until City offices re-open.

C. Common Area & Tree Maintenance: Anne reported that the replacement of damaged tree at top Miramar island by Davey Tree Service as previously approved by the Board is still

- pending due to Covid-19 issue. Discussion regarding repairs of Frida Kahlo Way/Judson pillar and for general pillar maintenance to be continued.
- D. Miramar & Westwood Lawn Damage:** Joe reported that Baltazar will purchase the boulders as previously approved by the Board and place them on the Miramar & Westwood lawn within the next month.
 - E. Lighting on Ocean/Miramar Pillars to Neighborhood:** Mike O'Driscoll & neighbor Andy Faye re-checked the electrical supply at the Ocean/Miramar pillars. Further discussion regarding solution to be continued.
- V. Old Business:**
- A. Centralized Cloud Storage:** Ravi suggested that the Board make a decision on document storage regarding access, storage policy etc. Ravi will propose a decision tree to the Board with suggestions as to possible documents to store.
 - B. Website:** Ravi said charges for domains and website will now be auto paid out of checking account.
- VI. New Business:**
- A. By-Laws Amendment (Discussion taken out of order):** Joe motioned that to the extent the by-laws are not clear, WPA shall reserve the right to conduct virtual Board meetings as necessary; Anita seconded; unanimously approved, 7-0
 - B. Ooma (Westwood Park Telephone):** Anne has physical phone. Anita will continue to answer call and pay the bill via her credit card. Further discussion to be continued.
 - C. Board Selection Process:** Anne will work on notices.
 - D. Annual Meeting:** Tentatively re-scheduled for 9/26/2020. Mike will recheck notice time requirements for annual meeting and Board elections.
- VII. Next Board Meeting:** May 13, 2020
- VIII. Executive Session:** Board went into executive session.
- IX. Adjournment:** Anne motioned to adjourn; Joe seconded; unanimously approved 7-0; meeting adjourned 8:25 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association