

**Westwood Park Association**  
Board Meeting Minutes  
January 15, 2020 – 11:00 A.M.  
45 Pizarro Way

**AGENDA**

**Call to Order**

President Mike Ahrens called the meeting to order at 11:24 A.M.

**I. Roll Call**

**Present:** Mike Ahrens, Anita Theoharis, Francine Lofrano, Joe Koman

**Absent:** Ravi Krishnaswamy, Mike O'Driscoll, Anne Chen

**Guests:** Fred Lofrano

**II. Approval of Minutes November 21, 2019**

Confirmation of electronic approval of 11/21/2019 minutes; Anita motioned to approve minutes; Joe seconded; unanimously approved, 4-0

**III. Treasurer's Reports:**

**A. Account Balances:** Total bank balance as of 12/31/2019 bank statement is \$115,256.41 (Checking: \$74,346.93; Savings: \$40,909.48).

**B. Outgoing Checks:** Per Joe Koman as of 1/15/2020

#1432 – (12/3/2019) - \$902.40 To: Ravinder Krishnaswamy for WPA website & domain

#1433 – (12/14/2019) - \$408.00 To: The UPS Store for WPA P.O. Box

#1434 – VOID

#1435 - (12/20/2019) – \$28,855.00 To: Duane Morris LLP for Balboa Reservoir Development

#1436 - (1/13/2020) - \$300.00 To: Duane Morris LLP for Balboa Reservoir Development

#1437 – (1/13/2020) - \$4847.00 To: CF&P Insurance Brokers for D&O Insurance

**C. Electronic Payments: Per Bank Statement**

PG&E – (11/21/2019) - \$150.00

PG&E – (12/24/2019) - \$150.00

Gutierrez Gardening – (11/21/2019) - \$1600.00

Gutierrez Gardening – (12/23/2019) - \$1600.00

**D. Income & Expense Report:** Income statement for November & December 2019 submitted by Anne Chen.

**E. Dues & Lien Collection Status:** Francine reported that as of the 12/2/2019 check deposit, 657 properties (96% of 685 properties) have paid 2019-2020 dues. 17 properties (2.4% 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** – Mike to have a meeting with Duane Morris LLP on 2/27/2020. Next BRCAC meeting date has not yet been set.

**B. Planning & Zoning:**

**600 Miramar:** Owner and sponsor have still not submitted plans to WPA as requested and City attorney has still done nothing. Mike contacted the City attorney who said a site visit would be done January or February 2020. Mike to contact the City attorney again to request that a Board member is present when the site inspection occurs.

**1399 Plymouth:** (Update provided via email) Anne tried to contact Olga Jargui at the City Board of Health but there was no such person there. Board of Health advised to start with 311. Anne said she is awaiting a letter summary regarding neighborhood complaints from president Mike Ahrens. Once she has this, she will contact the Mayor's representative, Ashley.

**325 Miramar:** Nothing to report at this time.

**579 Miramar:** Violation and Penalty Decision dated 11/8/2019 was received stating the decision was "Notice of Violation Upheld". Mike to contact Duane Morris LLP for counsel regarding enforcement of WPA CCRs.

- C. **Common Area & Tree Maintenance:** (Update provided via email) Anne contacted Everest Waterproofing & Restoration for an estimate for repairs of Frida Kahlo Way/Judson pillar and for general pillar maintenance but has not heard back from them.
- D. **Lighting on Ocean/Miramar Pillars to Neighborhood:** (Update provided via email) Anne contacted Sierra Electric to diagnose & repair lighting on Ocean/Miramar pillars but has not heard back from them.
  
- V. **Old Business:**
  - A. **Centralized Cloud Storage:** To be continued
  - B. **Website:** Ravi has posted minutes and governing documents on the WPA website. Other website issues to be discussed when Ravi is in attendance.
  
- VI. **New Business:**
  - A. **2020-2021 Annual Billing:** Francine has obtained 2020-2021 database from Joe Bernard and submitted 2020-2021 billing template. Joe motioned to approve template; Mike seconded; unanimously approved, 4-0. Anita to order window envelopes and SASE return envelopes and send to Dragon. Mike to work on enclosure letter and will send to the Board for additional comment/additions.
  - B. **2020-2021 Budget:** Discussed next year's budget for legal and other expenses and notification to residents. Line items reviewed and adjusted. Anita motioned to approve budget and send with annual billing; Francine seconded; unanimously approved, 4-0.
  
- VII. **Next Board Meeting:** March 2, 2020 at 920 Faxon, 6:30 PM
  
- VIII. **Executive Session:** Potential litigation discussed
  
- IX. **Adjournment:** Mike motioned to adjourn; Joe seconded; unanimously approved 4-0; meeting adjourned 12:30 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary  
Westwood Park Association