

**Westwood Park Association**  
Virtual Board Meeting Minutes  
May 13, 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 (who had to leave 7:03 PM)

**Absent:** None

**Guests:** None

**II. Approval of Minutes April 14, 2020**

Confirmation of electronic approval of 4/14/2020 minutes; Anita motioned to approve minutes; Anne seconded; unanimously approved, 7-0

**III. Treasurer's Reports:**

**A. Account Balances:** Total bank balance as of 4/30/2020 bank statement is \$160,935.51  
(Checking: \$120,020.81; Savings: \$40,914.70).

**B. Outgoing Checks:** Per Joe Koman as of 5/12/2020

#1444 – (4/23/2020) - \$214.93 To: Michael O'Driscoll for letters, envelopes and stamps

#1445 – Void

#1446 - (4/23/2020) - \$21,999.00 To: Duane Morris LLP for Balboa Reservoir Development

#1447 - (5/12/2020) - \$121.31 To: Dragon Printing for Balboa Reservoir Development update mailing

#1448 - Void

#1449 (5/12/2020) - \$17,179.00 Duane Morris LLP for Balboa Reservoir Development

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

**PG&E** – (4/27/2020) - \$150.00

**Gutierrez Gardening** – (4/24/2020) - \$1600.00

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

**E. Dues & Lien Collection Status:** Francine reported that as of the 5/9/2020 deposit, 559 properties (81.60% of 685 properties) have paid their 2020-2021 annual dues.

**IV. Committee Reports:**

**A. Balboa Reservoir Update** – Mike presented review of Duane Morris LLP 5/11/2020 invoice #2657884 in the amount of 17,179.00. Confirmation of electronic approval of payment of invoice #2657884; Joe motioned to approve payment; Anita seconded; unanimously approved, 6-0. Mike mentioned that he expects further invoices for legal fees next month. Mike then reported on yesterday's Zoom consultation with Duane Morris (Mike, Anita and Steve also attended the consultation). Discussed parking issues and financial feasibility of the project and other issues that potentially impact the project. Mike also reported on his contact with CCSF representative, Jean Barish and that the CCSF subcommittee facilities meeting is tomorrow (with trustees Rizzo, Davila, Rudolph). Mike will try to call into this meeting. The next BRCAC meeting is 5/18/2020. The next Planning Commission meeting is 5/28/2020. The next SFPUC meeting will be in June and the next Board of Supervisors meeting will be in July 2020.

**B. Planning & Zoning:**

**Accessory Dwelling Units/HOA Matters:** Due to Covid-19 issues, discussion to be continued at a later date.

**600 Miramar:** Anne will file an online complaint with the Building Department regarding permit violations tomorrow. Pending the outcome of the complaint, she may need to draft a letter to the Building Department that Mike Ahrens would review prior to sending. Discussion to be continued.

**1399 Plymouth:** Exterior of the house was painted last week however the home is still a Health Department issue as the home still has a number of broken windows and is visibly packed full. Discussion to be continued.

- 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 issues. Anne has requested that Davey Tree do an evaluation for common area trees trimming in the fall.
- D. Frida Kahlo Way/Judson Pillar Repair & General Pillar Maintenance:** Discussed repair needed to the Frida Kahlo Way/Judson pillar and general pillar maintenance/waterproofing. Mike reported that damage to Frida Kahlo Way/Judson pillar isn't that bad and that damage is only to a small area at the base which he could repair with structural grout. Baltazar could then just repaint the repaired area. Mike will ask WP resident and contractor Andy Fay to give a bid for waterproofing the Miramar/Monterey pillars.
- E. Lighting on Ocean/Miramar Pillars to Neighborhood:** Mike O'Driscoll spoke with Jane Meinhardt on history of the pillar's lighting issues. He also spoke with Ken Rychwalski on what he found when he checked the pillars. Mike reported that he found that the electric box on the west side pillar has been welded shut and will need to be opened to determine whether or not power is connected. Mike will ask WP resident and contractor Andy Fay to give a bid for gaining entrance into the electric box and then follow-up with PG&E.

**V. Old Business:**

- A. Managing Digital Properties (Centralized Cloud Storage/Website):** (Discussion taken out of order) Ravi discussed cloud storage and storage of discussion threads. He suggested G-Suite for Business which is a Google app for business (we currently have the free version but it has limitations). Ravi said we could upgrade and pay a fee to store data but the Board would need to develop a protocol and have a Board administrator that would manage the system. Ravi could discuss all this with the new person who replaces him when his term expires. Ravi also said that WPA domains though Go Daddy will also need to be managed. Ravi discussed Mail Chimp and decisions that the Board will need to be made going forward.

**VI. New Business:**

- A. Expiration of Ravi's Term--** (Discussion taken out of order) Ravi said he won't run for re-election this year. He will keep the WP website running but won't take any new projects (such as Google Apps, G-Suite, Cloud Storage) but he will help with transition of new Board member. Anita will reach out to Mr. Lally's son to see if he would consider joining a committee to assist the Board with computer/technical support.
- B. Ooma (Westwood Park Telephone):** Further discussion to be continued when we have a replacement for Ravi's position.
- C. Dragon Printing Proposal:** (Discussion taken out of order) – Anne proposed that the Board give Dragon Printing a deposit on account of \$500.00 to handle Westwood Park mailings as needed (attached). Anita moved to adopt Anne proposal as written; Mike O'Driscoll seconded; unanimously approved 6-0.

**VII. Next Board Meeting:** June 10, 2020, 6:30 PM

**VIII. Executive Session:** Board went into executive session.

**IX. Adjournment:** Joe motioned to adjourn; Francine seconded; unanimously approved 6-0; meeting adjourned 8:29 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary  
Westwood Park Association

## Proposal for Dragon Printing

Westwood Park Association (WPA) is in need of a full service printer to provide mailing supplies and printing service to handle mailings as needed.

Westwood Park Association (WPA) will open an account with Dragon Printing with \$500.00 deposit on account.

To order a job, WPA will email to Dragon Printing:

- Mailing address label list
- WPA return address label list
- Document(s) to be mailed

Upon receipt of job order, Dragon Printing will email job cost to [board@westwoodpark.com](mailto:board@westwoodpark.com)

WPA treasurer will mail a check to Dragon Printing immediately to replenish the deposit account.

For special jobs such as annual elections and billings, WPA will email to Dragon Printing one month in advance of the desired mailing date with list of needed supplies and detailed instructions.

Dragon will follow usual procedure of emailing job cost to [board@westwoodpark.com](mailto:board@westwoodpark.com)

WPA will follow usual procedure of sending check to Dragon Printing.