

**Westwood Park Association**  
Virtual Board Meeting Minutes  
July 22, 2020–6:30 pm

**AGENDA**

**Call to order**

President Mike Ahrens called the meeting to order at 6:33 pm.

**Roll Call**

**Present (via Zoom):** Mike Ahrens, Anita Theoharis, Francine Lofrano, Joe Koman, Mike O’Driscoll, Ravi Krishnaswamy, Pauline Jue

**Guests:** None

Mike Ahrens has received Anne Chen’s resignation and thanked her for 25+ years of service to the Westwood Park Association. Anita motioned to accept and Joe seconded; unanimously approved, 6-0.

Mike A moved to appoint Pauline Jue to the Board. Anita motioned to accept and Joe seconded; unanimously approved, 6-0.

**I. Approval of Minutes June 18, 2020**

Confirmation of electronic approval of 6/18/2020 minutes; Anita motioned and Joe seconded; unanimously approved 7-0.

**II. Discussion of Responsibilities of Board members**

Francine will assume co-treasurer duties which include picking up the mail, making deposits, responding to inquiries about the HOA and liens. Pauline will assume the duties of secretary and manage the answering machine.

**III. Co-Treasurer’s Reports**

**A. Account Balances:** Total bank balance as of 6/30/2020 bank statement is \$108,312.55 (Checking: \$67,396.50; Savings: \$40,916.05).

**B. Outgoing Checks:** Per Joe Koman as of 7/22/2020

#1454 – (6/22/2020) - \$17.35 To: Mike O’Driscoll for structural grout for Frida Kahlo/Judson pillar. (This check was lost.)

#1455 – (7/15/2020) - \$17.35 To: Reissue lost check #1454 to Mike O’Driscoll for structural grout for Frida Kahlo/Judson pillar.

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

**PGE** – (6/25/2020) - \$150.00

**Gutierrez Gardening** – (6/24/2020) - \$1600.00

**D. Dues & Lien Collection Status:** Francine reported that as of the 7/15/2020 deposit, 585 properties (85.40% of 685 properties) have paid their 2020-2021 annual dues.

**IV. Income and Expense Report**

Deferred to the October meeting.

**V. Hiring of a Bookkeeper**

Discussed and decided that a full-time bookkeeper should not be hired. If there is a need, hire on an as-needed basis.

**VI. Common Areas Matters**

**Ocean/Miramar pillar:** There is no PGE power to the pillar. Mike O will contact PGE.

**Frida/Judson pillar:** Patching will be done before the next meeting. He needs access to a nearby neighbor's electrical and water source to do the work.

**Miramar tree:** On July 22, Mike O received a complaint about a dangerous branch on one of the trees in the median strip. He went out and cut down the branch and called 311. Branch and debris has been cleared by the City. Davey Tree Service will begin its biennial tree evaluation on July 24. After their review, Mike will bring their report and estimate to the Board for review.

**VII. Recent Burglaries in Westwood Park**

Two recent burglaries were discussed and whether the board should hire a security service. Joe will research options and costs.

**VIII. Covenants, Conditions, and Regulations (“CC&R’s”) and Design Guidelines**

Mike Ahrens discussed measures to make sure that all residents follow the CC&R's that “run with the land” and are binding on all homeowners. He also discussed the Design Guidelines. The Board discussed these matters, provided that there should be a reminder as to these matters in the next Newsletter, and resolved to continue this discussion at the next Board meeting.

**IX. Taxes – Status**

The tax return is being prepared. Joe will send the tax preparer a list of checks written.

**X. Newsletter**

**Preparation of Ballot for Board Election:** Two of the three candidate statements have been received. The third is expected early next week. Ravi will look into electronic voting.

**Articles for newsletter:** Renovation plans and CCR review (Mike A); Balboa Park Reservoir (Mike A), Security (Joe); Common Area Maintenance (Mike O); virtual annual meeting for the neighbors (Ravi). **Articles are due to Pauline by August 7, 2020**, in anticipation of an August 26, 2020 hand-off to the printer for distribution.

**Preparation of newsletter:** Pauline will post a request on NextDoor to see if we can get a volunteer to help us prepare the newsletter (layout). Anita will send the masthead to Pauline.

**XI. Preparation for General Meeting, September 26, 2020**

Ravi will look into the options for a virtual meeting (Zoom?).

**XII. Balboa Park Reservoir**

Mike A wrote a letter on behalf of the Board with the assistance of outside counsel to the selected members of the Board of Supervisors. Anita motioned to accept letter; Francine seconded; unanimously approved 6-0 (Ravi had left the meeting by then). The letter in its form presented to the board was approved and ratified.

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

**XIV. Planning and Zoning**

50 Westwood Drive: homeowner submitted plans to widen their garage. Joe motioned to approve; Mike seconded; unanimously approved 6-0. Anita will notify the homeowner.

**XV. Next meeting**

August 26, 2020 at 6:30 pm

**XVI. Adjournment:** Francine motioned to adjourn; Joe seconded; unanimously approved 6-0. Meeting adjourned at 8:56 pm.

Respectfully submitted,

Pauline Jue, Secretary  
Westwood Park Association