

**Westwood Park Association**  
Virtual Board Meeting Minutes  
August 26, 2020–6:30 pm

**AGENDA**

**Call to order**

**Roll Call**

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

**Absent:** Ravi Krishnaswamy

**Guests:** None

**I. Approval of Minutes July 22, 2020**

Confirmation of electronic approval of 7/22/2020 minutes; Joe motioned and Mike O seconded; unanimously approved 6-0.

**II. Co-Treasurer’s Reports:**

**A. Account Balances:** Total bank balance as of 7/30/2020 bank statement is \$107,440.67 (Checking: \$66,523.94; Savings: \$40,916.73).

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

**#1456 – (7/23/2020) - \$201.21 To: Dragon Printing for printing/labeling/mailing**

**#1457 – (8/3/2020) - \$595.00 To: Levy, Erlanger, & Company LLP for 2019 Tax**

Returns

**#1458 – (8/3/2020) - \$10,508.00 To: Duane Morris LLP for Balboa Reservoir**

Development

**#1459 – (8/3/2020) - \$10.00 To: Franchise Tax Board for CA FORM 3586 Voucher for Corporations**

**#1460 – (8/14/2020) - \$1632.54 To: Dragon Printing for Newsletter printing and mailing WPA letter, candidate statements & ballots**

**#1461 – (8/14/2020) - \$250.00 To: Joseph Bernhard for New 2020-2021 database Invoice #296**

**#1462 – (8/20/2020) - \$23,236.50 To: Duane Morris LLP for Balboa Reservoir Development**

The balance after checks 1457-1462 clear (check 1456 has already cleared), the bank balance will be \$71,208. Discussion about future costs for insurance policies and tree trimming ensued.

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

**PG&E** – (7/24/2020) - \$150.00

**Gutierrez Gardening** – (7/24/2020) - \$1600.00

**D. Dues & Lien Collection Status:** Francine reported that as of the 8/20/2020 deposit,

596 properties (87% of 685 properties) have paid their 2020-2021 annual dues. Also, 2nd billing for annual HOA past due dues has been sent to Dragon with corresponding resident labels (a total on 73 residents), also delivered to Dragon were 73 stamped, non-window envelopes. Dragon will provide and enclose a WPA return envelope (without postage). Dragon to mail out bills 8/30/2020. Finally, seven residents were identified as delinquent in paying their dues for 2 billing cycles. If these residents do not pay per second billing invoice (by 9/30/2020), a lien warning letter will then be sent via certified mail, return receipt requested.

**E. Lost check #1454:** in the amount of \$17.35 (that was re-issued) was returned to WP A. Check was voided and shredded.

**III. Income and Expense Report**

Deferred to the October 2020 meeting

**IV. Ratification of payments authorized by email consent in last month**

Duane Morris LLP and Levy, Erlanger, & Company

After a motion and a second, the two payments were approved.

**V. Tax Return for 2019**

Tax return has been sent to the accountant for advisement.

**VI. Posting of Minutes Prior to September Meetings**

Mike A will call Ravi to have him post the meeting notes for the August 2020 and all prior minutes in advance to the Annual meeting to give all members time to review them..

**VII. Preparation for September 26 ZOOM meeting Agenda**

A. Opening and welcome: Mike Ahrens

B. Election results for one board seat, as reported by independent inspection of elections Margaret Reed: Mike Ahrens

C. Treasurer's Report: Francine Lofrano

- D. Common Area Maintenance: Mike O'Driscoll
- E. Planning and Zoning: Anita Theoharis
- F. Balboa Reservoir Proposed Development: Mike Ahrens
- G. Use of Email for notices: Mike Ahrens
- H. Safety and Crime and Introduction of Guests: Joe Koman
- I. Introduction of SF Police Captain Woon: Joe Koman
- J. Introduction of SF SAFE Art Campos: Joe Koman
- K. Introduction of President Norman Yee: Mike Ahrens
- L. Questions and Answers: Mike Ahrens

**VIII. Continued Discussion of Responsibilities of Board Members**

- A. Defer discussion until new board member is elected
- B. Discuss areas already covered and open areas: Covered
- C. Taxes and insurance matters: Covered

**IX. Philadelphia Insurance**

Philadelphia Insurance Companies: Homeowners Association Umbrella and Package Insurance, \$8,560 paid on 10/26/2019. Notice of renewal received and we are awaiting billing.

CF&P Insurance Brokers: D&O renewal and IRG policy administration charges, \$4,847 paid on 1/13/2020.

**X. Common Area Matters**

- A. Frida Kahlo/Judson Pillar: Will complete repair soon as need to access water from home on corner during work week.
- B. Lighting for Ocean Miramar Pillar: After six weeks of calling PG&E every day, a case number has been established and we are making progress on getting PG&E to admit they are responsible for restoring power to the lights
- C. Davey Tree evaluation: Tree trimming will begin week of October 12, 2020; new and replacement trees to be done in future.

**XI. Actions regarding possible violations of CC&R's**

Defer to broader discussion to the next meeting.

Mike A will draft letter for 127 Valdez. Mike A will discuss with Anita and architect on progress for 600 Miramar.

**XII. Balboa Reservoir Project**

The project has been approved by the Board of Supervisors. Mike A will continue to serve on the BRCAC as the project moves ahead.

**XIII. Revision of bylaws**

Deferred to the next meeting

**XIV. Discussion of next Board Meetings**

September 23, 7:00 pm: Zoom run-through

September 26, 12:00 pm: Annual meeting

September 30, 6:30 pm: Board Meeting

**XV. Adjournment:** Joe motioned to adjourn; Francine seconded; unanimously approved 6-0. Meeting adjourned 7:59 pm.