

**Westwood Park Association
Minutes of Board of Directors Board Meeting
Meeting Held Virtually
September 30, 2020**

AGENDA

Call to order at 6:33 pm

Roll Call

Present (via Zoom): Mike Ahrens, Francine Lofrano, Joe Koman, Mike O'Driscoll, Anita Theoharis, Jeanine Hawk, Rick Marsh, Pauline Jue

Absent: Ravi Krishnaswamy

Guests: None

1. Ratification of Board Minutes of August 26, 2020 Meeting

Confirmation of electronic approval of 8/26/2020 minutes. A motion was made and seconded. Motion was unanimously approved 6-0.

2. Approval of Minutes from September 26, 2020 Annual Meeting

Confirmation of electronic approval of 9/26/2020 minutes. A motion was made and seconded. Motion was unanimously approved 6-0.

3. Welcome to New Board Members, Jeanine Hawk and Rick Marsh

As Mike Ahrens reported at the Annual meeting, the independent counter of the ballots reported that the voting for a director to replace Ravi resulted in a tie between Rick Marsh and Jeanine Hawk. With the resignation of Anita, this resulted in a slot available. The Board confirmed that it would appoint to fill Anita's slot either Rick or Jeanine, with one board member to replace Ravi for the three-year slot, and the other to replace Anita to serve out her remaining one-year slot. Both Rick and Jeanine agreed to draw names and based on a drawing during the board meeting, Rick will serve the three-year slot replacing Ravi and the Board selected Jeanine to serve out Anita's remaining one-year term.

4. Selection by Board of Directors of Officers for 2020-2021 year

The Board selected the following directors to serve the following slots.

President: Mike Ahrens

Vice President: Joe Koman

Treasurer: Francine Lofrano

Secretary: Pauline Jue

Members-at-Large: Mike O'Driscoll, Jeanine Hawk, Rick Marsh

5. Co-Treasurer Report by Francine Lofrano

A. Account Balances: Total bank balance as of 8/31/2020 bank statement is \$70,179.31 (Checking: \$29,261.90; Savings: \$40,917.41).

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

#1463 – (9/1/2020) - \$51.00 To: Dragon Printing for 2nd billing for homeowners' dues printing and mailing

#1464 – (9/14/2020) - \$1404.06 To: Anita Theoharis for WP phone, USPS mailing envelopes and return envelopes

C. Electronic Payments: Per Bank Statement

PG&E – (8/25/2020) - \$150.00

Gutierrez Gardening – (8/25/2020) - \$1600.00

D. Dues & Lien Collection Status: Francine reported that as of the 9/23/2020 deposit, 635 properties (plus 4 checks that haven't been deposited yet) have paid their 2020-2021 annual dues. This equals 93% collection rate for 2020-2021 dues (639 out of 685 properties). Finally, she has prepared 6 lien warning letters (for people who have not paid their dues for two consecutive years and the second billing payment was due by 9/30/2020). After checking the PO box on Friday for possible late submissions, she will send these letters out via certified return receipt.

6. Income and Expense Report

Deferred to the October meeting

7. Common Area Report

Mike referred back to the report he did during the September 26 annual meeting. He has spent many hours trying to get the power back on the Miramar-Ocean pillars. There is no power coming from the east and no power going into the boxes to light the fixtures. He needs the PGE account number paid through the Chase account. Without this, PGE will not cooperate on restoring power to the pillars. Francine will ask for the PG&E account number when she next visits Chase to deposit homeowner dues.

8. Philadelphia Insurance and Tax Returns

Joe Koman will contact Philadelphia Insurance about the D&O liability insurance. While we have received notice from Philadelphia Insurance that the policy has been renewed, no bill has been received. Joe will contact the insurance company and request an invoice.

Joe confirmed that the tax returns have been filed.

9. CCRs and ADUs

Westwood Park's CCR establishes that there be only one residence per lot. There is a state law that would allow more than one residence per lot. Mike Ahrens has tried to discuss the issue with a land lawyer to determine if state law could overturn the CCR which runs with the property. Jeanine will give him contact information for real estate lawyer Gregory Rocca in West Portal. Mike will consult with the lawyer and report back to the Board.

The Board had rejected the renovation plans submitted for 1340 Plymouth. Anita sent the owner and ICE Design Team a letter informing the owner that they need to comply with the guidelines set out in the CCR. The owner would like to meet with the Board. Anita will contact Ice Design to inform them of the date of the next board meeting.

10. Assignment of Responsibilities to Board Members in 2020-2021

Mike Ahrens, President: Serves as member on the Balboa Reservoir CAC and Balboa matters; owner of the Chase account (Mike will go down to Chase to add his name to the account)

Joe Koman, Vice President: Writing checks and maintaining the check register; maintains copies of invoices; retrieving mail from the PO box

Francine Lofrano, Treasurer: Responds to HOA phone and email inquiries from residents; responds to HOA sale demands from real estate agents; recording liens; handles HOA billing and deposits; retrieving mail from the PO box; maintaining homeowner database for HOA billing

Pauline Jue, Secretary: Recording and maintaining minutes of meetings; working with Dragon Printing or its successor on future mailings

Mike O'Driscoll, Member-at-Large: Common Area maintenance

Jeanine Hawk, Member-at-Large: Maintaining income/expense reports, budgets; working on planning and zoning issues; updating and maintaining email contact lists; website maintenance and updates

Rick Marsh, Member-at-Large: Updating and maintaining email contact lists; website maintenance and updates; managing the GoDaddy account

Unassigned duties: There are 2 unassigned PO box keys (Anita has one); newsletter creation and coordination; managing architectural review of residential renovation plans; managing the G-suite for board@westwoodpark.com email alias

12. Follow up on General Meeting of Members

Mike Ahrens sent thank you notes to Captain Woon, Art Campos of SF SAFE, and President Yee.

13. Balboa Reservoir Matters

Mike Ahrens will continue to serve as our representative on the CAC.

14. Next Board Meeting

The next meeting will be held Thursday, October 29 at 6:30 pm. President Ahrens will send out a Zoom invitation.

15. Adjourn: A motion was made and seconded. Motion was unanimously approved 8-0. Meeting adjourned 7:59 pm.

Submitted by Pauline Jue, Secretary, October 1, 2020