

**Westwood Park Association
Minutes of Board of Directors Meeting
Meeting Held Virtually
October 29, 2020**

AGENDA

Call to order at 6:33 pm

Roll Call

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

Guests: Anita Theoharis, David Chan

1. Ratification of Board Minutes of September 30, 2020 Meeting

Confirmation of electronic approval of 9/30/2020 minutes. A motion was made and seconded. Motion was unanimously approved 7-0.

2. Treasurer report

A. Account Balances: Total bank balance as of 10/29/2020 per online bank information is \$72,163.95 (Checking: \$51,246.09; Savings: \$20,917.86).

B. Outgoing Checks: Per Joe Koman as of 10/29/2020

#1465 – (10/3/2020) - \$479.95 To: Ravi Kirshnaswamy for Zoom fees annual meeting

#1466– (10/3/2020) - \$38.40 To: Francine Lofrano for certified return receipt postage for 6 lien warning letters

#1467 – (10/29/2020) - \$8837.00 To: Philadelphia Insurance for liability insurance

C. Electronic Payments: Per Bank Statement

PG&E – (10/16/2020) - \$210.84

Gutierrez Gardening – (10/23/2020) - \$1600.00

D. Dues & Lien Collection Status: Francine reported that as of the 10/28/2020 deposit plus the 3 checks I still have to deposit, 649 properties have paid their 2020-2021 annual dues. This equals 95% collection rate for 2020-2021 dues (649 out of 685 properties). Finally, of the 6 lien warning letters I sent via certified mail on 10/2/2020, 3 have paid and 3 are still due. If I don't receive payment by 11/2/2020, I can proceed with filing the liens.

A motion was made and seconded to accept the Treasurer's report. Motion was unanimously approved 7-0.

Francine currently has on-line access to the Chase account. Jeanine should have access to banking information. Anita will contact the bank to determine how this change will be made. Joe, Francine, and Mike A will have the authority to sign checks. Francine and Jeanine will work on next year's budget that must be posted by February 2021.

3. Common Area Report

Work on the Frida-Judson pillar will be completed by this week. Davey Tree will complete their work on 11/5 and has done an excellent job in pruning the trees, including removing the low branch near 682 Miramar.

The saga of the Ocean-Miramar pillars continues. Mike O was able to meet with PG&E to open the utility box which is adjacent to the City utility box. It was determined that as part of the construction of the nearby condominiums, the power conduit was disabled and subsequently paved over with concrete. PG&E is claiming the City is responsible for reconnecting the conduit. Mike O will work with PG&E to try to get them to fix the problem. If they do not, Mike A will contact Supervisor Yee and Jen Low to seek assistance in connection with this matter. Mike O will draft a summary of the events to date for Mike A to use in such communication.

4. 600 Miramar

This construction site continues to be an unsightly blight in the neighborhood. With the consent of the Board, Mike A will contact the City Attorney's office to renew our attempts to have the City Attorney abate the nuisance that has continued so long.

5. Transition from Ravi to Rick and Jeanine on IT matters

Two meetings have been held to date to familiarize Rick and Jeanine with the Association's website and the Mail Chimp mailing list. Additional meetings will be held to review the GoDaddy account and G-Suite.

6. Transition of Planning and Zoning matters from Anita to Jeanine

They have discussed some issues and will continue to meet during this transition period.

7. Frank Navarro's Request

He would like to add a spa to his property at 1001 Monterey. Pauline had spoken to him but additional information is needed about his proposed construction. Jeanine will contact him.

8. Engagement of Adams Stirling

Mike A had a very good discussion with Nathan McGuire of Adams Stirling. Mike felt we need representation on day-to-day issues. He asked that the Board for approval to enter a fee agreement with Stirling to engage them to do an analysis of the ADU issue and to update the by-laws of the Association. He would also like to enter a continuing relationship with them (for \$995) and thereby be qualified for the 10% discount on future matters.

A motion was made and seconded. Motion was unanimously approved 7-0.

9. Balboa Matters

The next CAC meeting will be November 9. The City had proposed quarterly meetings from this date on. Mike will question the developers about the status of their plans, financing, and timeline. Depending on the response of the developers to Mike's questions, Mike may, at his discretion, seek meetings on a more than quarterly basis.

10. 1340 Plymouth ICE Design

Derek Vinh of ICE Design had asked to meet with the Board. An invitation was extended to him but only David Chan, who claims some ownership interest and claims to be a contractor of this property joined the meeting. He seemed unaware of the Westwood Park Residential Design Guidelines, emails with Mr. Vinh, and the letter Anita had previously sent. He indicated there were interior and exterior plans that should have been forwarded to review. The Board had not received them.

Mr. Chan was advised to follow up with Mr. Vinh, review the design guidelines, submit the plans for review, and comply with Anita's earlier letter. They will be invited to attend another meeting, if necessary.

11. Approach by owner of residence on Miramar to Balthazar

A resident approached Balthazar Gutierrez (our gardener) and complained about how he was working and claimed he was an officer of the Board and threatened to fire him. The Board felt this was inappropriate and all complaints should be brought directly to attention of the Board. Mike will draft a letter to the resident.

12. Next Board Meeting

The next Board meeting will be Thursday, November 19 at 7 pm.

13. Adjourn: A motion was made and seconded. Motion was unanimously approved 7-0. Meeting adjourned at 8:27 pm.

Submitted by Pauline Jue, Secretary, October 30, 2020