

**Westwood Park Association  
Minutes of Board of Directors Meeting  
Meeting Held Virtually  
November 19, 2020**

**AGENDA**

**Call to order at 7:04 pm**

**Roll Call**

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

**Absent:** None

**Guests:** None

**1. Ratification of Board Minutes of October 29, 2020 Meeting**

Confirmation of electronic approval of 10/29/2020 minutes. A motion was made and seconded. Motion was unanimously approved 7-0

**2. Treasurer Report**

**A. Account Balances:** Total bank balance as of 11/19/2020 per online bank information is \$61,101.39 (Checking: \$40,183.19; Savings: \$20,918.20).

**B. Outgoing Checks:** Per Joe Koman as of 11/17/2020

**#1468** – (11/1/2020) - \$742.10 To: SF Tax Collector for property tax – Elmwood Way

**#1469** – (11/1/2020) - \$742.10 To: SF Tax Collector for property tax - Hazelwood

**#1470** – (11/1/2020) - \$742.10 To: SF Tax Collector for property tax – San Ramon

**#1471** – (11/12/2020) - \$950.00 To: Adams Sterling LLC for Account #3929.001

Retainer for Client Advantage Program

**C. Electronic Payments: Per Bank Statement – None as of 11/19/2020**

**D. Dues & Lien Collection Status:** Francine reported that as of the 11/6/2020 deposit, 651 properties have paid their 2020-2021 annual dues. This equals 95% collection rate for 2020-2021 dues (651 out of 685 properties). Finally, of the 6 lien warning letters that were sent via certified mail on 10/2/2020, 4 have paid and 2 did not. I had the lien paperwork notarized today and will mail as soon as Joe cuts the check to the SF Assessors-Recorder's office.

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

**3. Chase Bank Signatures**

Mike A went to Chase Bank to have "ownership" of the Board's bank account transferred from Anita to him. Currently Joe and Francine have the authority to sign checks.

Francine has on-line access to the Chase account. There was a discussion if others or perhaps all members should have on-line read-only access to the Chase account. No decision made.

#### **4. Common Areas**

##### **A. Tree Trimming:**

Mike O reported that Davey Trees has completed tree trimming. The bill for the unexpected trimming of a low-hanging limb will be submitted next month.

##### **B. Lighting at Ocean-Miramar Pillars**

A PG&E representative met with Mike O and Mike A on the lighting at the Ocean-Miramar pillars. It is believed that during the construction of the 1490 Ocean complex the wires to the Ocean-Miramar pillar were disconnected and never reconnected. The area has since been paved and our wiring cannot be reconnected without excavating the area. PG&E will not accept responsibility for the re-wiring of the pillars; however there is a City electrical box that may be able to provide power to our wires. More research is needed.

In the meantime, Mike A will draft a letter to the owner, developer, contractor of the 1490 Ocean complex. He will put them on notice that their construction had caused damage to ability to light our pillars and they are therefore responsible for its repair.

Mike A needs information (name of owner, developer, contractor, and any information of interaction between the Board and the complex). Joe will do a title search on the 1490 complex. Francine will provide any past meeting minutes with information should be sent or noted for Mike A's use.

#### **5. 600 Miramar**

There has been no action this year from the City Attorney's Office on the planning violations of this construction site. Mike A will discuss our concerns with incoming Supervisor Myrna Melgar.

#### **6. 1340 Plymouth**

The owners have submitted revised plans and again asked to meet with the Board. Mike A will ask Kurt if he is willing to continue reviewing architectural plans on behalf of the Board. The owners will be invited to next month's meeting.

#### **7. 345 Miramar**

The property owner thought the set-back for the side fence was from the curb. It should be from the sidewalk. Jeanine will talk to the owner about the bump-out construction and the fence.

#### **8. Adams Stirling**

They have been retained as our lawyers and will revise the Association's bylaws. A general discussion followed about the enforcement of the CC&R design guidelines. Mike A will discuss this issue with them and report back to the Board.

#### **9. Balboa Reservoir**

Mike A raised our concerns of the feasibility of the project and other concerns during the November 9 meeting with the CAC.

**10. The West of Twin Peaks Central Council**

We agreed that our Association should join this organization which represents the west side of San Francisco. Access to information and other organizations would benefit the Association.

**11. Traffic on Miramar**

Joe discussed the increase of speeding vehicles and large trucks driving on Miramar. Though there are signs prohibiting large trucks, there seems to be an increase of them. He is going to research the steps required to get speed bumps and report back to the Board.

**12. Next Board Meeting**

The next meeting will be held Wednesday, December 16 at 7:00 pm. President Ahrens will send out a Zoom invitation.

**13. Adjourn:** A motion was made and seconded. Motion was unanimously approved 7-0. Meeting adjourned at 8:40 pm.

submitted by Pauline Jue, Secretary, November 20, 2020