

**Westwood Park Association  
Minutes of Board of Directors Meeting  
Meeting Held Virtually  
January 26, 2021**

**AGENDA**

**Call to order at 7:03 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. Approval of Minutes from December 16, 2020 meeting**

Confirmation of electronic approval of 12/16/2020 minutes. A motion was made and seconded. Motion was unanimously approved 7-0.

**2. Co-Treasurer Report**

**A. Account Balances:** Total bank balance as of 12/31/2020 per online bank information is \$38,123.73 (Checking: \$17,204.83; Savings: \$20,918.90).

**B. Outgoing Checks:** Per Joe Koman as of 1/25/2021

#1479 – (12/17/2020) - \$3200.00 To: Gutierrez Gardening for Nov & Dec 2020

#1480 – (12/17/2020) - \$500.00 To: ER Plumbing and Line Locators for lighting at Miramar & Ocean Pillar

#1481 – (1/18/2021) - \$518.50 To: Adams Stirling for ADU Policy, Bylaws & Opinion Letter

**C. Electronic Payments: Per Bank as of 1/26/2021**

**PG&E** – (1/7/2021) - \$170.56

**Gutierrez Gardening** – None

**D Dues & Lien Collection Status:** collection rate is essentially the same (653 properties out of 685 have paid their 2020-2021 dues). 21 residents are delinquent in just the 2020-2021 dues.

**3. West of Twin Peaks Association Report**

Mike Ahrens, Pauline Jue, and Jeanine Hawk attended the January 25 meeting. Jeanine is our voting member in this Association (and will have voting rights after attending two meetings). California SB9 and SB10 legislation which would affect housing and would be in conflict with our CCRs were discussed. Supervisor Myrna Melgar expressed her desire for restoration of MUNI transportation to the District and increased infrastructure. She said the

west of Twin Peaks area would be next on PUC priorities to increase water access. There was a long discussion about crime in the area and prevention measures. The Captains of the 3 police stations in District 7 will be invited to address the group. There was also some discussion about inviting the District Attorney.

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

##### **A. Miramar gates**

- 1490 Ocean electrician to review pillars this week – if he doesn't come by, Mike A. to write a strongly worded letter to general counsel
- Line locator findings – PG&E electrical line stopped 5 feet from and 27 inches down from the East pillar
- Broken iron top railing on Miramar/Ocean – discussion of who broke it, Mike O. to ask welder for bid
- Painting estimate for rusted iron at Miramar/Monterey pillar – getting quote from painter, can also ask Celtic Painting to bid (neighbor)

**.B. Lighting of tree at corner of Miramar & Ocean** – after board discussion and vote, it was decided 4-3 not to endorse lighting of tree on Miramar median, Mike A. to respond to Ocean Avenue Association

##### **C. Tree damage on Miramar**

Tree branch that fell on 600 block of Miramar 1/19 - DPW cleaned up, Davey looked at it and said it was fine as City went beyond the break to the main trunk

Two flowering gums blew down on 1/18 - Baltazar picked them up, Davey will replace later in the year

##### **D. PG&E streetlights**

A refund for the erroneous billing for 20 Westwood to the WPA will be issued by PG&E. \$1371 refund for the last 3 years should be received by February 12. Mike O will send to Mike A the history of payments going back to 2002, and Mike A and Mike O will discuss whether Westwood Park should be entitled to additional payments from PG&E, and report back to the Board.

**E. Fence at 201 Montecito** – A neighbor on Montecito complained to Mike O. about this new fence. It appears to be too close to street, about 2 feet from sidewalk. Board to review per CC&R's.

#### **5. Consideration and Approval of 2021 Budget**

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

#### **6. Review and approval of new revised bylaws**

The Board has reviewed and the draft bylaws. We need to create an integrated system of financial records and payments. Jeanine and Joe will contact the accountant to formulate whatever is needed for the required financial review for next year. A motion was made to approve the bylaws and seconded. Motion was unanimously approved 7-0.

## **7. Election Procedures**

Mike Ahrens reported to the Board that under the Adams Sterling Act our counsel advises us that we must adopt new Election Procedures in writing and give the members an opportunity to review and comment on those Procedures. It was resolved by the Board that after review by the Board at this meeting of the Draft Election Procedures, the Board would approve Draft Election Procedures that under the law must be made available to members for comment and then reviewed for approval by the Board at a subsequent meeting. It was agreed Mike A would draft a proposed letter to the members that informs them of the subsequent board meeting where the Draft Election Procedures would be reviewed, and inform them that the Draft Procedures are posted on the web, offering to send hard copy of the Draft Procedures if a member desired.

Discussion then continued on certain matters relating to voting and to the Draft Election Procedures that the board needed to decide. Following are the decisions on these issues raised by the proposed Election Procedures:

- The discussion of designating the vote counter was deferred to a future meeting.
- Owners must have owned the property for one year before serving: approved 7-0.
- Members must be in good standing to vote and/or serve: approved 7-0
- Co-owners are eligible to serve in one position: approved 7-0.
- Certain criminal convictions that would impact obtaining bonds or insurance for board members will bar service on the Board: approved 7-0.

The proposed timeline was approved:

- Notice #1: Notice of nominations and nominations deadline to be sent on or before May 10. Sets deadline to nominate candidates at June 14.
- Notice #2: Pre-ballot notice with candidate nominations to be sent by June 25.
- Notice #3: Ballot will be sent by August 9 (could be sent in conjunction with the summer newsletter). Distribution of ballot materials and set voting cut-off deadline for September 15.
- Annual meeting on September 25 to record the results. Meeting will be held on the Faxon Green or via Zoom.

## **8. Notice Provisions regarding new election procedures**

Discussed in item 7 above.

## **9. Letter from Counsel regarding Accessory Dwelling Units**

In an Executive session, the matter was discussed.

## **10. Status of newsletter**

Michelle O'Driscoll has worked on the newsletter and it is ready to go to print.

## **11. Selection of future Board meetings**

As required by the new law, board meeting dates must be announced to allow members the opportunity to join. It was decided that future meetings will be held on the last Thursday of each month at 7 pm, with the annual meeting set for September 25, 2021. We will post notice on the Web site of such meeting dates and will also post draft agendas on the Web at least 4 days prior to such board meetings.”

**12. Speed bumps on Miramar**

Nothing to report.

**13. WPA mailing list**

This topic is deferred to a future meeting.

**14. Chase account and automatic payments**

Mike A will provide Rick access to the account.

**15. 600 Miramar**

No response yet from Jen Low of Supervisor Melgar’s office.

**16. Balboa Reservoir**

Nothing new to report.

**17. Next board meeting**

See item 11 above.

submitted by Pauline Jue, Secretary, January 27, 2021