

Westwood Park Association
Minutes of Board of Directors Meeting
Meeting Held Virtually
August 11, 2021

AGENDA

Recorded Zoom Meeting: At the commencement of the meeting Mike Ahrens, President, announced to all of the Board Members and the three Guests present that the meeting would be recorded, except for the Executive Session of the meeting.

Roll Call

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

Absent: None

Guests: Pashima Ochani Chaudhary and Vik Chaudhary, Victor Vela

1. Call to order at 7:03pm. There was a motion to revise the agenda to begin with the Open Forum and discussion of 6K. Fence matters at 1540 Plymouth. Motion was approved 7-0.

2. Open Forum: Victor Vela is offering his services to assist with IT related work for the Board. He and Rick will talk off-line to discuss possible projects (including reorganizing the website, updating documents, and web-based access).

6K. Fence Matters relating to 1540 Plymouth Avenue

The President welcomed the guests, Pashmina Ochani Chaudhary and Vik Chaudhary. Both of the guests/members raised concerns about the Board's compliance enforcement and they also raised questions relative to San Francisco planning guidelines and Westwood Park CC&Rs. Board members asked various questions of the guests/members, and the guests/members responded to such questions. The Board then thanked the guests/members for their attendance at the meeting.

7. Adjourn to Executive Session

The Board adjourned to Executive session and returned to open session with no action taken.

3. Approval of Minutes

A. July 1, 2021

B. July 14, 2021 emergency meeting

Confirmation of electronic approval of July 1, 2021, and July 14, 2021, minutes. A motion was made and seconded. Motion was unanimously approved 7-0.

4. Treasurer's Report:

A. Account Balances: Total bank balance as of 8/11/2021 per online bank information is \$110,689.49 (Checking: \$89,768.20; Savings: \$20,921.29).

B. Outgoing Checks: Per Joe Koman as of 8/9/2021

#1508 (7/15/2021) - \$255.10 To: Copy Circle for mailing newsletter and nominated candidate's ballots

#1509 (8/4/2021) - \$36.41 To: Jeanine Hawk for reimbursement ZOOM 500 participants Meeting Monthly

#1510 (8/4/2021) - \$427.00 To: Adams Stirling for prepare & attend meeting with client. re: Enforcement revised notice to members regarding rules. Invoice #120990.

#1511 (8/4/2021) - \$400.00 To: Larry Brown: Graphic Design and Communication for Westwood Park Newsletter

#1512 (8/10/2021) - \$59.73 To: Pauline Jue for Reimbursement for Ooma phone for Westwood Park Association

C. Electronic Payments: Per Bank as of 8/11/2021

PG&E – (8/10/2021) - \$108.62

Gutierrez Gardening – (7/21/2021) -\$1650.00

D. Dues & Lien Collection Status

As of the 7/28/2021 deposit, a total of 623 out of 685 properties (91%) that have paid their 2021-2022 dues.

Notice of Short Term Residential Applications: Date: 8/4/2021 for 101 San Ramon Way 3189-02, Applicant: Haiping Ying, Record #: 2019-021624STR

E. Status of Newsletter – The Summer newsletter was sent electronically to residents that opted in on August 5 and will be mailed to all residents by August 16. It includes the candidate

statements and ballots, which are due September 18.

5. Unfinished Business

A. Follow up on the report of June 28, 2021 West of Twin Peaks Meeting

Jeanine had reached out to the WTP for their meeting notes but had not heard back. WTP Council is on hiatus until September 2021.

6. New Business

A. Update on preparation of tax return: An extension has been filed until September 15, 2021. Work continues.

B. Status of Review by accountant: Jeanine is working with William Erlander of Levy Erlander on the review. She is organizing the Association's financials in Quickbooks.

C. Update on monthly financials and status of Quickbooks: Jeanine has experienced difficulty in entering one year's files into Quickbook and has spent many hours trying to get assistance from Quickbooks. There are numerous entries that still need to be entered into Quickbooks. Pauline offered to help Jeanine with this work.

D. Inspector of Elections: Margaret Reed has agreed to count the ballots and manage the process, as she has done in prior years. Francine will drop off ballots in her mailbox.

E. Front yard maintenance: The matter was discussed and an article was written in the newsletter about cleaning up foxtails and gardens. No further action will be taken at this time.

F. Possible Hiring of Professional Management for Association: Balboa Terrace HOA has hired a professional management firm which monitors compliance with the HOA guidelines, serves as an intermediary between residents and the Board, and issues warning letters to residents who are not in compliance.

The Board discussed options and Joe Koman will contact a property management firm to solicit interest.

G. July 24, 2021 presentation by Balboa Reservoir developers: This was not a presentation but a showcase of their plans. Nothing new was presented.

H. Preparation for September 25 Annual Meeting: Jeanine Hawk has confirmed Zoom access for August and September 2021. The board is working on the draft presentation, to be completed by September 18. Mike Ahrens will contact Supervisor Melgar and Captain Jones to confirm their attendance and to provide them with the Zoom login information.

I. Common Areas:

- Ocean/Miramar pillars continuity from the East to West pillars were tested and the contractor confirmed they have the capacity to be electrified and lit. Contractor Andy Fay is working on an estimate for the repairs (\$8-10k), to be received by August 31.

- Davey Tree will do advance pruning on stones pines near 549 and 630 Miramar on August 12, 2021. They are preparing an estimate for annual pruning for October TBD.
- New Southern Magnolia replacement trees will be planted later this year. The Board agrees that larger 36" box mature trees should be planted to prevent them from blowing down in the wind. Davey will conduct tree pruning of the stone pines and the annual tree trimming.

J. Window Replacement Guidelines:

Francine suggested standardized language be created to respond to homeowners seeking advice on window replacements. She will email an example to the Board for discussion/approval to be further discussed at the next Board meeting.

7. Next meeting

The next Board meeting will be held on Thursday, September 9 at 7:00 pm. Rick will post this date on the website. The Annual meeting will be held from 11:00 am to 12:30 pm on Saturday, September 25.

The meeting was adjourned at 9:14 pm.

Submitted by Pauline Jue, August 12, 2021