

Westwood Park Association
Minutes of Board of Directors Meeting
Meeting Held Virtually
September 9, 2021

AGENDA

1. Call to order at 7:01 pm

Roll Call

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

Absent: Rick Marsh

Guests: Vik Chaudhary, Pashima Chaudhary, Denis Kenny, Megan Hall

2. Open Forum

No comments

3. Hearing on Fence Matters relating to 1540 Plymouth

Megan Hall, representing the Westwood Park Association, opened the hearing. Denis Kenny, representing the homeowners Pashima and Vik Chaudhary, presented their arguments.

A short discussion ensued. A written decision will be rendered within 15 days. The Chaudharys and Mr. Kenny exited the meeting.

4. The Board and Ms. Hall went into Executive session.

5. Approval of Minutes of August 11, 2021 meeting

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approved 6-0.

6. Treasurer's Report

A. Account Balances: Total bank balance as of 9/9/2021 per online bank information is \$107,142.24 (Checking: \$86,220.59; Savings: \$20,921.65).

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

#1513 (8/11/2021) - \$1692.29 To: Copy Circle for Printing and Mailing Westwood Park Newsletter

#1514 (8/27/2021) - \$8.10 To: Pauline Jue - reimbursement for postage for certified letters and regular mail

#1515 (8/27/2021) - \$53.75 To: Jeanine Hawk - reimbursement for September Zoom for Annual Meeting

#1516 (8/29/2021) - \$58.32 To: Richard Marsh – reimbursement for WWP website renewal and privacy protection (Go Daddy)

#1517 (8/31/2021) - \$87.94 To: Copy Circle for Mailing and Printing of Past Due Notices for 56 residents who did not pay their annual dues Invoice # B29828

#1518 (9/4/2021) - \$6235.50 To: Adams Stirling PLC for legal services related to CC&R enforcement

C. Electronic Payments: Per Bank as of 9/9/2021

PG&E – (9/9/2021) - \$109.63

Gutierrez Gardening – (8/21/2021) -\$1650.00

D. Dues & Lien Collection Status: As of the 8/18/2021 deposit, a total of 624 out of 685 properties (91.09%) that have paid their 2021-2022 dues.

E. Second Billing: A total of 56 second bills for delinquent dues went out on 8/30/2021 with a due date of 9/30/2021. Of the 56 residents billed, 11 are delinquent for two years and will require an additional lien warning letter if payment is not received by the 9/30/2021 due date.

7. Unfinished business

a. Common Area: Davey Tree proposal: Discussion about the bid submitted by Davey Tree for pruning and new planting in the Fall, which is over budget. The Board questioned whether another pruning of trees was necessary so soon after October 2020. Mike O. will ask Davey to further explain and do a walk through with him. Safety is of utmost importance. He can ask an independent arborist with Friends of the Urban Forest for another review, if needed.

b. Common Area: Proposal re: 1490 Ocean Pillars: The Board has reviewed the bid submitted by contractor Andy Fay to power electricity to the pillars. Mike O. is awaiting a second electrical bid from Andy.

Mike A. will then write a letter (with the two bids) to the contractor and developer, giving them 60 days notice that we will proceed with the work to restore electricity to the pillars and bill them, unless they provide an alternative. A motion was made and seconded. Motion approved 6-0 to proceed in this fashion

8. New Business

a. Other Common Area Matters: none

b. Update on tax return and review by accountant: Jeanine is working with accountant and will check if an extension has been filed

c. Update on monthly financials: Jeanine provided the Financial Statements for Fiscal Years 2020 (3/19-2/20) and 2021 (3/20-2/21). There seemed to be missing information. Francine and Pauline, agreed to discuss and develop logistics of implementing Quickbooks and then work with Jeanine.

d. Front yard maintenance: deferred to the next meeting

e. Possible hiring of professional management: deferred to the next meeting

f. Late fee payments: The Board discussed and reconfirmed the current policy regarding late fees after past due/final notices are mailed: No waiver of late fees will be given after the past due/final notices are sent out.

g. Annual meeting: Preparations have been made and speakers have been confirmed. Any edits to draft PowerPoint are due by 9/18.

h. Window replacement guidelines: deferred to the next meeting

Deferred matters:

- Front yard maintenance
- Possible hiring of professional management
- Window replacement guidelines
- Short term rentals
- Report on financials and tax returns
- Proposals on tree replacements and pruning
- Status of 1490 Ocean claim and pillars
- New signatories needed for Chase checking account, as Joe Koman and Mike Ahrens will no longer be on the Board after 10/1/2021. Pauline Jue and Mike O'Driscoll to be new signatories and will make the change at Chase.

The President will call a special meeting for September 24 at 7:00 pm to discuss the replacement to complete Joe Koman's term. A notice will be posted on the website and emailed to residents.

A motion was made and seconded to adjourn. Unanimous approval, 6-0. Meeting adjourned at 9:59 pm.

Submitted by Pauline Jue, Secretary