

**Westwood Park Association  
Minutes of Board of Directors Meeting  
Meeting Held Virtually  
November 4, 2021**

**AGENDA**

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

Roll Call

**Present (via Zoom):** Francine Lofrano, Jeanine Hawk, Pauline Jue, Rick Marsh, Carol Karahadian

**Absent:** Mike O'Driscoll

**Guests:** Noelle Duong and Cassis Schafer, Waymo

**2. Open Forum**

No comments

**3. Approval of Minutes of October 7, 2021 meeting**

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approved 5-0.

**4. Waymo Presentation**

- Presentation made on the testing of the Waymo Autonomous Driver Program in San Francisco (Waymo One)
- The program is currently in phase 1 of testing the autonomous systems with drivers in a designated section of SF
- No timeline for complete roll out however the program that was implemented in Chandler, AZ took approximately 3 years from initiation to full launch
- The board will contact Waymo should any other updates be requested or presented to the broader community.

**5. Selection of New Board Member**

Two WP residents in good standing applied for the interim board member position to replace Joe Koman.

- Roger Fong – Realtor, Property Manager and Mortgage Broker for 20 yrs
- Michael Carion – Retired Firefighter (26 yrs of service) current VP of sustainable renewable clean energy company

Each candidate submitted a statement of intent and had a phone interview with Pauline who reported on the phone conversation of each.

- After discussion about each candidate, the information they provided, and the expertise needed to address association issues, the board members present

voted and selected Michael Carion as the interim board member replacement (term ends September 2022).

- Both candidates agreed to assist in association issues specific to their expertise should they not be selected for the interim position.
- They were both encouraged to apply for next year's WP election for an open board position.

## **6. Reports**

### **a. Treasurer's Report:**

- **Account Balances:** Total bank balance as of 11/4/2021 per online bank information is **\$97,993.45** (Checking: \$77,071.13; Savings: \$20,922.32).
- **Outgoing Checks:** As of 11/4/2021
  - **#1519** (10/8/2021) - \$1680.00 To: Davey Tree for emergency pruning 2 stone pines on Miramar
  - **#1520** (10/8/2021) - \$4183.00 To: Adams Sterling for invoice #122656, general legal services
  - **#1521** (11/5/2021) - \$51.66 To: Francine Lofrano for certified postage for 7 lien letters
  - **#1522** (11/2/2021) - \$715.66 To: SF Tax Collector for Elmwood
  - **#1523** (11/2/2021) - \$715.66 To: SF Tax Collector for Hazelwood
  - **#1524** (11/2/2021) - \$715.66 To: SF Tax Collector for San Ramon
- **Electronic Payments: Per Bank as of 11/4/2021**
  - **PG&E** - (10/12/2021) - \$109.73
  - **Gutierrez Gardening** - (9/21/2021) - \$1650.00, (10/21/2021) - \$1650.00
- **Dues & Lien Collection Status:** As of the 11/1/2021 deposit, a total of 655 out of 685 properties (95.62%) that have paid their 2021-2022 dues.
- **Lien Warning Letters:** Seven lien warning letters were sent certified mail return receipt requested on 10/19/2021. Three of the seven have paid their past dues assessments. Also, one lien was just paid off. Once the check clears, a lien release will be filed.

### **b. Common Areas**

#### **Common Areas (Davey Tree):**

- Davey Tree pruned the stone pines as scheduled the week of Oct. 25<sup>th</sup>. Invoice of \$9620.00 is forthcoming for payment as already approved.
- They planted 4 new Southern Magnolias on Miramar the week of Nov. 2<sup>nd</sup>. Because we lost 4 trees on Miramar during the Oct. 25<sup>th</sup> storm, the board

authorized purchase of 2 additional magnolias, which will be planted in the next few weeks. We still have 7 missing trees on Miramar and will look at planting new trees with the 2022 budget.

- After the Oct. 24<sup>th</sup> storm, many trees were blown down in WPA. We reported all known to 311 and most have been picked up as of Nov. 3. Our gardener Baltazar removed the 4 downed strawberry trees from Miramar on Oct. 25<sup>th</sup> since DPW had not come by yet.

#### McLane Trucking illegal driving on Miramar:

- Caryl Ito informed the board on Nov. 3rd that a McLane Truck was illegally driving down Miramar, clipping branches on pines and possibly breaking the sprinklers. A neighbor captured it on video, and Mike reported it to McLane Tracking management, copying SFPD, noting that WPA will be seeking reimbursement for any damages. McLane confirmed receipt of the email and will route appropriately. Baltazar checked and the sprinkler is not broken but the truck damaged the lawn so he will provide a bill and seek reimbursement.

#### Boulders / Sprinkler:

- Question: Should we have Baltazar add another boulder at Miramar & Northwood? The grass has been getting torn up there lately now that the tree on the corner is gone.
- Baltazar also replaced the sprinkler and timer on upper Miramar as it was broken, and a bill from Urban Farmer will be mailed to WPA. He has stopped all the timers for the winter since the ground is wet.

#### **c. Land Use and Zoning**

- 800 Faxon – A letter will be sent to the owner requesting remodel plans and any notification that had been sent to the surrounding neighbors
- 773 Faxon – Plans requested by the board have been submitted and neighbors have been notified. The owners are in compliance.
- Update on SB9 and SB10 Zoning rules
  - The new zoning rules allowing for higher density housing will likely have an impact on homeowners opting to increase the number of units of their property in WP.
  - The rules were summarized in the meeting. For more information on these bills, go to: <https://leginfo.legislature.ca.gov/faces/home.xhtml>

## **d. President's Report**

### **1. Ocean Avenue Corridor Task Force**

The meeting is hosted by the SF County Transportation Authority. Supervisor Melgar is aware and frustrated that there have been many studies over the years about traffic and mobility issues on the Ocean Avenue corridor without much action to show for it. There will be quarterly meetings in 2022. The group is very diverse (Riordan High and Aptos Middle Schools, CCSF), business owners, neighbors, bike/transit advocates). The slide shows the area covered (which is technically larger than Ocean Avenue, due to Supervisor Safai's interest in his district).

### **2. Resilient District 7**

This group was created for businesses and community members in District 7 to share ideas on how to deal with challenges presented during this time. The speakers tonight were Fire Chief Jeanine Nicholson and Assistant Chief Erica Arteseros Brown (NERT). After the meeting Pauline checked to see if we had a NERT team in WP. The NERT website says, "See Sunnyside." Pauline contacted Joe Metzler of Sunnyside but due to privacy issues, she was unable to get a list of the current NERT members. There will be a new training class starting at the end of November.

### **3. During the September annual meeting, a resident named Jorge asked about commercial vehicles parked on Plymouth Avenue. Mike researched the laws and found:**

"It shall be unlawful for the operator of any motor truck, truck tractor, road tractor, van, trailer, delivery wagon or any vehicle with a gross weight of over 10,000 pounds and used for commercial purposes to park or leave standing any such vehicle in any street in an R-1-D, R-1, R-3, R-4, R-5 or P Use District between the hours of 2:00 a.m. and 6:00 a.m."

If the vehicles weigh less than 10,000 pounds, the only relevant law that would apply is the City's prohibition of parking a vehicle for more than 72 hours. The resident could call 311 to complain about vehicles over 10,000 pounds or that have been parked for more than 72 hours.

An email was sent to a resident named Jorge who lives on the 1500 block of Plymouth. To date, no response.

### **4. Carol Karahadian and Pauline Jue have been added as signatories to the Chase checking and savings accounts. Francine is the third signatory, if necessary.**

5. Pauline has submitted the forms for next year's insurance coverage with Cherrie Lazaro of Philadelphia Insurance Companies. She will let me know when the invoice has been received.

### **6. Checks to pay the property taxes for Elmwood, Hazelwood, and San Ramon will be dropped off in the mail Friday.**

7. Pauline consulted with Megan Hall about payment of expenses and submit a bill of \$91.50 for payment. Approved by the Board for payment.

## **7. Unfinished Business**

### **a. Decision on 1540 Plymouth**

- No additional information or comment from the owner or their attorney has been provided. Deadline for response is January 2022

### **b. Status of 1490 Ocean claim and pillar**

- Former WPA President Mike Ahrens contacted the 1490 Ocean developer and builder regarding the electrical bid to power the lights on Sept. 27, with no reply. Current President Pauline Jue contacted them again on Oct. 12, noting that if we did not hear back by Nov. 1, we would proceed with the project but hold them responsible for fees and costs and will seek reimbursement.
- As they did not reply by Nov. 1, WPA sent a draft easement agreement to the 1490 Ocean HOA on Nov. 2, which they are reviewing. We will need an architect or draftsman to create a map of the project as Exhibit C to the easement. The contractor has recommendations if we do not receive any volunteers to our architect communication. The WPA resident / volunteer architect who formerly reviewed plans are now retired.

### **c. Report on financials and tax returns**

- All financials have been sent to the CPA on 11/4/21.

### **d. Window Guidelines**

- A guideline checklist and a standardized letter for the Board to use in responding to inquiries created by Francine will be posted on the Website.

### **e. Front Yard Maintenance**

- Concerns around maintenance of front yards that can lead to safety/hazardous/blight can be reported by calling 311.

### **f. Hiring Professional Management Firm**

- Pauline contacted the Ingleside Homeowners Association to see if they have hired a management firm to address legal issues. They informed her that they do not retain such service. WP will not pursue this option at this time.

## **8. New business**

### **a. Davis-Stirling Training**

All board members are required to participate in the training  
Tentative date would be Dec 6, 7, 13 or 14 for a late afternoon/early evening session.

### **b. Creation of Committees**

Creation of subject specific committees to address association concerns was recommended. The following committee suggestions were made. A description of the possible areas they cover would need to be created.

- Health and Safety: NERT (Emergency Response), Neighborhood Watch, etc.)
- Land Use and Zoning: Architecture Design, Remodel, Compliance
- Information Technology

### **c. Participatory Budget Projects**

#### **● Ocean Pillars/Trees on Miramar**

- The City of SF has Community Challenge grants available, which could be applied for repairs for the pillars or new tree planting under “beautification.” The application deadline is Dec. 3. We will target completing the application for a grant by Dec 3. If it is not possible to meet the deadline, it will be considered for next year.

### **d. Misc.**

Pauline will send out a letter to residents, announcing the current Board members and include the following:

- NERT training
  - Any interested resident in participating in NERT training should contact the board. The first session begins on November 30.
- Turkey Drive
  - An announcement about the Turkey Drive by Pierre Smits, a resident.
- Halloween Decorating announcement
  - Westwood Park had a festive and fun Halloween, with many trick or treaters on Miramar and elsewhere. David Greenbaum coordinated the Halloween decorating contest and will provide the winner information by Nov. 5<sup>th</sup>, to be posted to the web site and communicated to WPA. Checks will need to be written for the winners (\$75 first, \$50 second, \$25 third). We will include a longer description about the contest winners in our Winter WPA newsletter, to be sent around Feb. 2022.

- Call for architect volunteers
  - The Board will establish some volunteer opportunities for residents. With the increased remodels and home improvements, we will ask for assistance for design review and compliance. Of immediate need, we are seeking an architect to help with an easement CAD drawing.
  
- Update on magnolias planted on Miramar
  - During the recent storms we had strawberry trees go down and have had new magnolia trees planted.

**Next Board meeting:** December 2, 2021 at 7:00 pm.

A motion was made and seconded to adjourn. Unanimous approval, 5-0. Meeting adjourned at 8:50 pm.

Submitted by Carol Karahadian, Secretary