

**Westwood Park Association
Minutes of Board of Directors Meeting
Meeting Held Virtually
December 2, 2021**

AGENDA

1. Call to order at 7:05 pm

Roll Call

Present (via Zoom): Francine Lofrano, Jeanine Hawk, Pauline Jue, Rick Marsh, Mike O'Driscoll, Carol Karahadian, Michael Carion (late arrival)

Absent: none

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of November 4, 2021, meeting

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

4. Reports

a. Treasurer's Report:

- **Account Balances:** Total bank balance as of 11/30/2021 per online bank information is **\$86,336.46** (Checking: \$65,413.78; Savings: \$20,922.68).
- **Outgoing Checks:** As of 12/2/2021
 - #1525** (11/5/2021) - \$59.73 To: Pauline Jue for Ooma phone Sept.-Nov. 2021
 - #1526** - VOID
 - #1527** (11/5/2021) - \$91.50 To: Adams Stirling for consultation
 - #1528** (11/8/2021) - \$75.00 To: Robert Collins for First Prize Halloween Contest
 - #1529** (11/8/2021) - \$50.00 To: Perker Meeks, Jr. for Second Prize Halloween Contest
 - #1530** (11/9/2021) - \$25.00 To: A. J. Schoenmoser & A. Campbell for Third Prize Halloween Contest
 - #1531** (11/9/2021) - \$25.00 To: Shirley Fong Frydenberg for Third Prize Halloween Contest
 - #1532** (11/11/2021) - \$9,620.00 To: Davey Trees for biannual pruning Stone Pines Trees
 - #1533** (11/11/2021) - \$179.54 To: Urban Farmer for broken sprinkler
 - #1534** (11/11/2021) - \$295.03 To: Copy Circle for November letter to Residents

#1535 (11/16/2021) - \$100.00 To: SF Assessor & Recorder Office for Removal of Lien on 8 Southwood Ave.

#1536 (11/16/2021) - \$30.50 To: Francine Lofrano for Notary and Postage

#1537 (12/2/2021) - \$950.00 To: Adams Stirling for Annual Retainer

#1538 (12/2/2021) - \$9,818.00 To: Philadelphia Insurance Companies for Annual Insurance Policies

- **Electronic Payments: Per Bank as of 12/2/2021**

PG&E – (11/8/2021) - \$109.61

Gutierrez Gardening – No electronic payment made in November (to be paid by hand on 12/3/2021)

- **Dues & Lien Collection Status:** As of the 11/29/2021 deposit, a total of 660 out of 685 properties (96.35%) have paid their 2021-2022 dues.

- **Lien Warning Letters:** Of the seven lien warning letters were sent out on 10/19/2021, four residents have paid their past dues assessments and one has mailed payment. Paperwork for two liens has been prepared and will be filed next week. Also, one lien release was mailed to SF assessor & Recorder's office.

b. Common Areas

1. Status of Ocean & Miramar pillars: Easement draft sent to 1490 Ocean HOA on Nov. 2 after no reply from builder and developer. The HOA rep responded 11/24 and said the HOA attorney reviewed the easement and wants to schedule a time to speak during the week of 12/13. WPA neighbor / architect Rob Razzo volunteered to help with 1490 Ocean HOA easement drawing pro bono. He obtained the map PDFs from architects or surveyors and has a draft drawing created. Once easement signed and filed, work can begin.
2. Planting of new trees: Davey Tree planted 6 new southern magnolias down Miramar Avenue the week of Nov. 1. They are planted where the most egregious holes were (missing or blown down trees); we still have 7 more "holes" to plant new trees in 2022. They are over 12 feet tall and seem sturdy, and we hope will withstand storms and wind. Caryl Ito, Kate Favetti and others thanked the board for planting.
3. McLane Trucking claim: Miramar resident Silvio Lugo witnessed and videoed a McLane Truck running over grass on Miramar and Northwood on Nov. 2. The truck was too tall and long and couldn't make the turn; it reversed multiple times and hit low branches. Baltazar said it didn't break the sprinklers, but he repaired the damaged lawn (he charged \$350 for sod). We filed a claim with McLane Trucking and supplied the gardener's bill; they have mailed us a reimbursement check. Recommend we place 3 large boulders on corner of Northwood & Miramar to prevent this from happening again.
4. Paving on Faxon: Several neighbors have complained on NextDoor that Faxon from Elmwood to Kenwood is bumpy and has potholes due to the sewer replacement project. We contacted Alex Murillo of DPW who said he "checked

with our Construction Management Team and we're awaiting a paving date from the Precision's sub-contractor. I imagine final paving will likely happen in December. In the interim, CM has directed the contractor to apply additional temp pavement at locations where it was needed." The workers paved Kenwood on 11/22.

5. Public Right of Way on Miramar: Marianne Tilds at 815 Miramar is trying to build the downstairs unit (ADU) that the board approved but her architects have been stonewalled by the City. They were told her property line starts almost 15 feet in from edge of the street curb, as do all the properties on the 800 block of Miramar Avenue. Mike talked to her and WPA has no info about this but will support her if needed. She will check her title papers.
6. Litter and Graffiti in WP: WPA reported graffiti on the wall near Monterey and Miramar to 311, and the graffiti was finally painted over on 12/1. Workers were trimming hedges on 11/22 but said a different crew does graffiti. We have noticed a lot of loose litter near the Plymouth & Montecito Island and near 1399 Plymouth. Neighbors should clean up litter near their homes.

c. Land Use and Planning

- 1540 Ocean Ave – Proposed 4 story build out of the property to add an additional 9 residential units with no parking. A formal letter of opposition will be sent from the Board highlighting the negative impact to Westwood Park residents including but not limited to overloaded corridor traffic and parking resulting from the increased density.
- 520 Miramar – Plans for remodel have met the design guidelines for Westwood Park Association and have followed the process of having a neighbor informational meeting. Their plans have been approved.
- 800 Faxon – Remodel plans are within the building envelope. It is the responsibility of the property owners to have a neighbor informational meeting. The resident inquiring about the work will be informed of the review of the board.

d. Technology Report

1. Creating a backup for the MailChimp email list - currently the list exists only inside MailChimp and does not export properly. We are in the process of figuring out how to fix this.
2. Fixing the FNAME macro - in recent emails to homeowners, you may see FNAME instead of your actual first name at the foot of the email. Victor is investigating how to fix this.
3. Reconciling the No Email list – the list of homeowners who did not opt into email is maintained separately from the Homeowners list, and the Email list in MailChimp. We have recently noticed some errors in the list and would like to see if we can proactively find other errors. Once item 1 is accomplished we can make progress on this.
4. One list to rule them all - we would like to work towards a master list of homeowners that also contains email addresses and would eliminate the maintenance of three separate lists. The process for establishing a master list of WP residents (email recipients + physical mailing) is being managed by Rick Marsh. Decisions as to where to house the information and the ability to export subsets of the information are underway.

5. Add Window replacement FAQ to website - Rick will gather the content together and pass it on to Victor for posting.
6. Add Planning Commission video to website - Anita passed on the video to Rick of the Planning Commission meeting where the Westwood Park guidelines were adopted. Rick will edit the video down to just the Westwood Park item and if size is ok we can post on the website.

e. President's Report

- No additional information presented

5. Unfinished Business

a. Approval of Tax Returns and CPA review

- All financials are being reviewed by the CPA
- Question as to whether the WPA has an account designated as a reserve fund was asked by the accountant. Currently there is no account identified as a reserve fund. A reserve policy will be drafted by Jeanine.

b. QuickBooks update

- Discussion commenced as to whether QuickBooks is the right software for WPA needs and if so how/who should be trained on its use initially and as board members change.
- Off-line discussion as to who will have access and how best to utilize the software will take place.

c. 1540 Plymouth Ave

- No additional response from the owners as to any adjustments that will be made to the out of compliance wall. Deadline for a response is Jan. 15, 2022. Based on their response, next steps will be identified.

d. Davis-Sterling Training

- All board members are required to participate in the training by our outside counsel on December 14 at 5pm.

6. New business

a. Safety meeting and Neighborhood Emergency Response Team (NERT) training

- Health and Safety (NERT Emergency Response)
 - New board member and former fireman Michael Carion attended the police safety meeting. No information pertinent to WP was provided during the meeting.
 - Michael C. will follow up with the Sunnyside NERT contact to identify criteria for starting a NERT program in WP and the process for setting up training.

b. Approval to pay bills (Adams-Sterling, Philadelphia Insurance, Davey Trees, SF Assessor, Francine postage/notary)

- The Board agreed that budgeted reoccurring bills can be paid without additional vote from the Board.

c. Delegation of Authority

- The Draft delegating limits of authority for the Board was unanimously approved – see document in Appendix A. The Board’s policy of requiring two signatures on every check was reviewed. While there can be two signatures, it is no longer required as approved by a vote of 5 yeas and 2 nays.

d. Formation of WPA committees

The following committees will be established to more efficiently manage important areas for WPA. An appointed Board Member will be chairing each committee.

- Planning, Zoning and Compliance (Jeanine Hawk, board liaison)
- Technology (Rick Marsh, board liaison)
- Health and Safety (Michael Carion, board liaison)
- Common Area Maintenance (Mike O’Driscoll, board liaison)

e. Next Board meeting: January 6, 2022, at 7pm

7. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 7-0. Meeting adjourned 8:56 pm.

Submitted by Carol Karahadian, Secretary

Appendix A

WESTWOOD PARK HOMEOWNERS' ASSOCIATION DELEGATION OF AUTHORITY POLICY

1. PURPOSE

The purpose of this policy is to:

1. Define the Board of Directors delegated authority and provide guidelines on its application
2. Facilitate compliance
3. Establish the levels of authority delegated to duly appointed Officers and committees
4. Detail authority to incur expenditure and administration funds

2. AMENDMENTS

No amendments shall be made to the specified delegations without the approval of the Board of Directors

3. SCOPE

This policy applies to all Board of Directors, employees and contractors of Westwood Park Association.

4. PRINCIPLES OF DELEGATION

4.1 All financial delegations are subject to the approved annual budget allocation. Any items outside the approved budget must be referred to the President or Board of Directors for approval.

4.2 All Delegations are subject to any overriding federal/state legislation.

4.3 Consideration must be given to risks and internal controls when exercising a delegation.

4.4 The delegation of authority is unique to a specified position (or to a person acting in that position) and not transferable.

4.5 Monetary amounts as stated in this policy are the **maximum** delegated amounts per transaction.

4.6 All expenditure is to be approved considering availability of funding within budget and expense area.

4.7 Approval must not be made for any self-related matters- these include expenditure or reimbursement to self or certifying own invoices.

4.8 All amendments, changes and deletions to the Delegations Policy must be considered by the Board of Directors.

5. AGREEMENTS OR CONTRACTS

The authority to sign contracts within the delegated authority limits and parameters of the approved budget is outlined in Section 6. Contracts over the delegated limit must be approved by the Board of Directors.

Agreements and contracts that may infer legal rights and liabilities may relate to:

- 1) Agreements for the provision of goods and services- operational leases, computer services, software agreements etc.
- 2) Agreements for the receipt of goods and services
- 3) Engagement of consultants or agreements relating to consultants
- 4) Approval of transfer of assets
- 5) Approval of leases
- 6) Licenses to use WPA assets
- 7) Memoranda of Understanding

6. SCHEDULE OF DELEGATIONS

Description	Expenditure/Activity Level	Approver
Operating Expenditure	>\$501	Board of Directors
	<\$500	President
Reimbursement to President	>\$501	Board of Directors
	<\$500	Treasurer
Capital Expenditure(s)	>\$501	Board of Directors
	<\$500	President
Contracts/MOUs/Leases	Any	Board of Directors
Unbudgeted Expenditures	Any	Board of Directors