

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held Virtually
February 3, 2022**

AGENDA

1. Call to order at 7:02 pm

Roll Call

Present (via Zoom): Francine Lofrano, Pauline Jue, Rick Marsh, Mike O'Driscoll, Carol Karahadian, Miguel Carion

Absent: none

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of January 6, 2022, meeting

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

4. Reports

a. President Report

- A zoom link will be sent for the Feb 23, 2022, SF 7th District Redistricting Meeting to be held at 5:30pm for those interested in attending,

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 1/31/2022 per online bank information is **\$62,942.26** (Checking: \$42,018.88; Savings: \$20,923.38).
- **Outgoing Checks:** As of 1/31/2022
 - #1544** (1/15/2022) - \$26.36 To: Pauline Jue for reimbursement of certified letter fees & stamps
 - #1545** (1/26/2022) - \$400.00 To: Jean Burke for graphic design for newsletter
 - #1546** (1/30/2022) - \$15.00 To: Francine Lofrano for reimbursement of notary fees for lien release
 - #1547** (1/30/2022) - \$80.00 To: SF Assessor Recorder for filing lean release
- **Electronic Payments: Per Bank as of 1/31/2022**
PG&E – (1/10/2022) - \$115.04

Gutierrez Gardening – (1/18/2022) – \$1650.00

- **Dues Collection Status:** As of the 1/8/2022 deposit, a total of 664 out of 685 properties (96.93%) have paid their 2021-2022 dues
- **Lien Status:** One lien was paid off. Acknowledgement of satisfaction of lien was mailed. Awaiting recording.

c. Health and Safety

- The USAgain Bins located at the corner of Miramar Ave and Ocean Ave. will be removed and relocated to another location the week of Feb 7, 2022. M. Carion will follow up to ensure the task is completed.
- M. Carion will draft topical documents relating to emergency preparedness and safety recommendations for the board to review. Once approved the documents will be posted on the WPA Website. Documents will include but not be limited to topics relating to community safety, home security, disaster response, EMS and Fire services, basic first aid, home damage, disaster response, etc. In person or virtual training sessions will be developed as needed.
- M. Carion will inform the WPA resident who has a concern about pedestrian safety at the intersection of Monterrey and St. Elmo about the traffic calming programs that are available through the SFMTA. They will be able to file their concerns and take the appropriate actions to start the process to implement a solution by the SFMTA.

d. Common Area

- **Miramar & Ocean pillars:** The easement exhibit was sent to the 1490 Ocean HOA lawyer on 1/11 after our architect completed the CAD drawing. He will provide redline to the easement agreement by 2/8. After all is approved, we hope to begin the work to get the pillars lit again.
- **Miramar lawn damage:** WPA is awaiting payment by Central Concrete (12/14/21 incident, talked to manager on 2/3, they are sending a check) and Recology (1/12/22 incident signed release 2/2, they are sending a check) for lawn damage on Miramar by their trucks (\$350 each). Big RV parked near 665 is causing trucks to veer into lawn.
- **Sprinklers:** Due to lack of rain, our gardener turned on the sprinklers to water lawns for a few days. Discovered pipe break near new magnolia at Northwood and Miramar; Davey Tree helped him repair. Timer near 430 Miramar at Southwood is broken, Baltazar to purchase new one (\$300).

e. Land Use and Planning

- **1540 Ocean Ave**: Concerns pertaining to the proposed 4 story building expansion at this location was discussed. As the project has not been assigned a project manager from SF, it is too early to act. However, it will be important to have the residents impacted to become involved as the project is submitted for approval. At that time, a protest letter will be submitted on behalf of the residents with further action to be taken as needed.
- **50 Hazelwood**: The new owner concreted over the front yard recently and several neighbors have complained to WPA. Their concrete front yard permit was approved per DBI on 1/24/22. DBI's site shows another complaint was filed 2/7/22, noting that the concrete is not porous, which is against City and neighborhood rules. The homeowner seems open to working with WPA to adhere to our Residential Design Guidelines.
- **SB-9 Woodside Mountain lions' exemption**: Learned that coyotes are not considered endangered species so we can't follow their lead.

f. Technology Report

- Creating a backup for the MailChimp email list - Victor has reformatted the MailChimp list so that the list can be exported. We now have an external backup of the list.
- The Winter Newsletter was mailed in January. The FNAME macro was used successfully, and recipients saw their names rendered correctly.
- Window replacement FAQ added to the website - A proposed page for Renovation Resources was drafted by Victor. Although this page is not yet linked from within the website, it is suggested to add it to the main page between Association and Balboa Reservoir Development. Comments from the board are requested after reviewing. It is also recommended that information on Solar panels could be added in the same location to address resident enquiries.
- R. Marsh is aware that M. O 'Driscoll is unable to email board@westwoodpark.com, This should be resolved when the switch is made from Google Suites to Microsoft 365. (See next item)
- A free subscription to Microsoft 365 to be evaluated by the board for its use. The ongoing cost would be \$5 per board member per month. This will replace the use of the personal DropBox, and Google Suites accounts that WPA has been using. The Google Suites account will cease to exist on July 1st. If WPA continues to use a Google Suites account, it would be through a paid version. R. Marsh moved all files from the DropBox account to the Microsoft 365 OneDrive. Pauline and Carol currently have access to test the platform. R.

Marsh is in the process of adding access for the rest of the board. Please refrain from using the DropBox account from here on out. If there is a reason that someone need to use that platform, please contact R. Marsh.

- A single license for Zoom has been purchased for all future virtual Board meetings.

5. Unfinished Business

a. Approval of Tax Returns and CPA review

- Tax returns have been completed and reviewed by the CPA commissioned by WPA. The returns have been reviewed and a motion to approve the returns and to have P. Jue sign and submit was made and seconded. The motion was unanimously approved 6-0.
- The board agreed to commission the same CPA to complete and review the 2022 taxes for WPA.

b. QuickBooks update

- P. Jue will continue to enter WPA data into QuickBooks with the assistance of F. Lofrano.

c. 1540 Plymouth Ave

- M. O'Driscoll and P. Jue met with the owner and discuss next steps that would comply with the WPA Design regulations. A compromise was reached for the cinderblock wall to be reduced by 12". A letter to the owner was discussed.

d. Winter Newsletter

- The Winter issue of the newsletter (including the 2022-2023 budget) was sent electronically to residents on 1/28. It was also mailed via hard copy to 182 who have not opted into email on 1/28. It is posted to the web site. The next issue will be sent in the Summer with the candidate statements and election ballot.

6. New business

a. Vacant Board Position

- P. Jue will contact R. Fong who had previously showed interest in filling a vacant board position to see if he is still interested in serving out the remaining vacant 3-year term. He would need to agree to manage the Planning and Zoning committee.
- Should Mr. Fong not be interested in the position, a call for any nominations from residents will be made specifying the need for the role to manage the Planning and Zoning committee. Depending on how

many responses are received there will be a WPA vote or an appointment by the Board.

b. Prep for 2022 Assessment mailing

- F. Lofrano will work with R. Marsh to roll over the assessment mailing database from 2021 to 2022 so the 2022 assessment mailing can be sent out. The target date for sending the mailings will be March 1.
- A follow up mailing/email will be sent on or around April 1, 2022, to alert residents to look for the physical mailing of the information.

c. Welcome letter to new residents

- It was decided that a welcome letter to new owners that includes a link to the WPA Design Guidelines, e-mail consent form and other important information as part of the WPA would be beneficial. A draft will be reviewed by the Board and once approved will be the standard document sent to all new residents.

d. Next Board meeting: Zoom format on March 3, 2022, at 7pm

7. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 6-0. Meeting adjourned 8:43pm.

Submitted by C. Karahadian, Secretary