

**Westwood Park Association  
Minutes of Board of Director Meeting  
Meeting Held Virtually  
March 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:** Mike Ahrens

**2. Open Forum**

No outside guests attended.

**3. Approval of Minutes of February 3, 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**

- P. Jue as the representative of WPA participated in the Ocean Ave Mobility Task Force committee. Potential projects for the Ocean Ave Mobility Task Force were discussed. Projects will be prioritized and submitted to Supervisor M. Melgar for review and support. Meetings are held 4 times/year with the next meeting to be Summer 2022. P, Jue will continue to participate in the monthly meetings of the West of Twin Peaks Council.

**b. Treasurer's Report**

- **Account Balances:** Total bank balance as of 2/28/2022 per online bank information is **\$59,441.13** (Checking: \$38,517.43; Savings: \$20,923.70).
- **Outgoing Checks:** As of 2/28/2022
  - #1547** (1/30/2022) \$80.00 Reverse/Void/Re-issued (Ck #1553)
  - #1548** (2/1/2022) - \$720.00 To: UPS Store for P.O. Box #770 rental 12/27/2021 – 12/26/2022
  - #1549** (2/1/2022) - \$7.88 To: Pauline Jue for reimbursement for envelopes &

copy paper

**#1550** (2/1/2022) - \$473.66 To: Copy Circle for newsletter printing, invoice #B30276

**#1551** (2/1/2022) - \$60.28 To: Pauline Jue for reimbursement for Omma phone Dec 2021 – Feb 2022

**#1552** (2/3/2022) - \$1690.00 To: Levi Erlanger & Company LLP for tax preparation, invoice #72705

**#1553** (2/12/2022) - \$90.00 To: SF Assessor/Recorder for lien release

**#1554** (2/12/2022) - \$259.86 To: Urban Farmer Store for new timer

**#1555** (2/23/2022) - \$4847.00 To: CF&P Insurance Brokers for D&O insurance (Please note this cost will be expensed in the March financials)

**#1556** (2/27/2022) - \$30.00 To: Pauline Jue for reimbursement of notary fees for 1490 Ocean Ave. easement documents

- **Electronic Payments:** Per Bank as of 2/28/2022  
**PG&E** – (2/8/2022) - \$118.49  
**Gutierrez Gardening** – (2/17/2022) – \$1650.00
- **Dues Collection Status:** We closed fiscal year 2021-2022 with a 97% collection rate.
- **Lien Status:** Another lien was paid off. We now have 8 properties with liens which is down 3 liens as compared with the prior 2 fiscal years (11 liens each at year end for previous 2 years). Acknowledgement of satisfaction of lien has been prepared (to be notarized and mailed within the next week).

### c. Health and Safety

- The USAgain Bins located at the corner of Miramar Ave and Ocean Ave. have been removed. The Westwood Park Association has closed the file and issues regarding the USAgain Recycling Bins that were at this location.
- M. Carion is working on a draft of topical documents relating to emergency preparedness and safety recommendations for the board to review.

### d. Common Area

- Miramar & Ocean Pillars: 1490 Ocean HOA attorney sent revised easement agreement on 2/8. 1490 HOA also had some questions about the electrical connection which we responded to, with input from our contractor. Mike Ahrens and WPA's attorney reviewed the agreement and provided two minor edits. 1490 HOA approved the final easement on 2/23. On 2/25, Pauline with the 1490 HOA officer signed and notarized the agreement. WPA (through Mike Ahrens) got the easement recorded at City Hall on 3/3/22, which cost \$267. Now that the easement is recorded and 1490 HOA has been informed, our contractor can start

on the project. We discussed next steps regarding the 1490 developer and contractor in Executive Session.

- Truck Damage on Miramar: Recology and Central Concrete both paid on 2/21 for damage incurred by their trucks, after we filed claims. Contractor doing work at 520 Miramar damaged lawn on 2/22. Baltazar fixed damage and spoke with homeowner who asked that we show proof of damage; Rick Marsh to talk to them.
- Traffic Safety Cords: SFMTA installed traffic safety cords in response to our speed bump applications on Miramar and Plymouth Avenues to monitor traffic for the traffic calming project. The traffic safety cords were cut the day after installation. The vandalism was reported to the SFMTA via 311. The contractor will pick up and replace the damaged equipment.

#### e. Land Use and Planning

- 50 Hazelwood: P. Jue will contact the owner to gather any new information as to updated plans concerning the concreted front yard.

#### f. Technology Report

- Window replacement FAQ to website – As there has been no negative feedback, the [Renovation Resources](#) document will go live and will be linked within the website.
- Microsoft 360 Account – The transition to the Microsoft 360 Account is working well. All board members now have access. After a successful 30-day free trial, the first payment (\$35/month) has been made.
- Domain Transfer - The [westwoodpark.com](#) domain will be transferred from Google to Microsoft. As this may take some time, it is possible that the [board@westwoodpark.com](#) and other related email addresses may not be available for a few days. If this is the case, a temporary message will be posted on the website.
- Verification of addresses - The process of verifying the email and no-email lists has begun by comparing the lists with the Homeowners database.
- Technology Invoices submitted:
  - A single license for Zoom has been purchased for all future virtual Board meetings (\$112.80/year)
  - GoDaddy SSL (1 year) \$94.99
  - Microsoft 365 (1 month) \$35.00

### 5. Unfinished Business

**a. Vacant Board Position**

- P. Jue contacted Roger Fong who previously showed an interest in filling a vacant board position to serve out the remaining vacant 3-year term. He was still interested and if selected agreed to manage the Planning and Zoning committee. The board voted unanimously to invite Mr. Fong to join the board (6-0). He will be informed of his appointment which will begin March 3, 2022.

**b. Tax Returns and CPA review**

- Tax returns have been completed and submitted. Once a final copy of the returns is received, it will be posted on the WPA SharePoint site for future reference.

**c. QuickBooks update**

- All data has been entered into QuickBooks from previous years. Minor fixes will be addressed, and amendments made as necessary.

**d. 1540 Plymouth Ave Letter**

- P. Jue drafted a letter confirming the agreement between WPA and the owners as to the approval of the modifications made to their wall. The letter has been reviewed and edited by the WPA board members and legal counsel and has been unanimously approved by the board for mailing to the owner (6-0).

**e. Welcome Letter to new residents**

- A welcome letter is being developed for new owners that highlights information pertaining to WPA guidelines. Once approved by the Board it will be the standard document sent to all new residents.

**6. New business**

**a. 2022 Assessment Mailing**

- Annual assessment bills were emailed to Copy Circle on 2/24/2022. Assessment bills were mailed out on 3/1/2022.

**b. 52/54 Eastwood Ave**

- A letter was sent to the listing realtor highlighting special exemptions for double unit listing for disclosure to any potential buyers. M. Carion will work with R. Fong to understand the legality of double unit listing of the property.

**c. Study of Common Area Major Repairs and Replacement**

- Based on standard budgeting guidelines for HOA, a study for reserved funds for major repairs and replacement costs needs to be written.

**d. Informational Letter to all WP Residents**

- An informational letter from the President will be sent to all residents outlining upcoming events to include but not limited to future elections, announcement of the appointment of a replacement Board member, traffic safety cord vandalism on Miramar and Plymouth Avenues, and a reminder that the yearly assessments are due by April 30, 2022.

**e. Historical Designation of Westwood Park Pillars**

- As the Westwood Park Gates and Pillars are more than 100 years old (built in 1916), the Board discussed the possibility of registering the gates and pillars as Historic Landmark Designation through the San Francisco Planning Department. Mike O'Driscoll will take the lead on this.

**f. Next Board meeting: Zoom format on April 7, 2022, at 7:00 pm**

**7. Adjournment**

- a. A motion was made and seconded to adjourn. Unanimous approval, 6-0. Meeting adjourned 8:47pm.

Submitted by C. Karahadian, Secretary