

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held Virtually
April 7, 2022**

AGENDA

1. Call to order at 7:03 pm

Roll Call

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

Absent: none

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of March 3, 2022, meeting

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approval 7-0.

4. Reports

a. President Report

- P. Jue as the representative of WPA participates in the Ocean Ave Mobility Task Force committee. The Task Force committee is asking each participating association/organization to post a survey by 2 methods for members of the respective association to comment on various proposals to mitigate mobility issues on the Ocean Ave corridor. The Board recommended that the information be sent by email to residents and be posted on the WPA website.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 3/31/2022 per online bank information is \$104,914.50 (Checking: \$83,990.45; Savings: \$20,924.05).
- **Outgoing Checks: As of 3/31/2022**
 - #1557 (3/1/2022) - \$1743.64 To: Copy Circle for Invoice #B30375
 - #1558 (3/1/2022) - \$112.80 To: Rick Marsh for Zoom account
 - #1559 (3/1/2022) - \$94.99 To: Rick Marsh for Go Daddy

#1560 (3/1/2022) - \$35.00 To: Rick Marsh for Microsoft
#1561 (3/4/2022) - \$865.00 To: Adams Sterling PLC for Invoice #126912
#1562 (3/6/2022) - \$15.00 To: Francine Lofrano for notary reimbursement
lien release 165 Colon
#1563 (3/6/2022) - \$90.00 To: SF Assessor Recorder for
Acknowledgement of Satisfaction of Lien 165 Colon
#1564 (3/6/2022) - \$259.86 To: Urban Farmer Store for Invoice #183384
#1565 (3/15/2022) - \$35.67 To: Franchise Tax Board for delinquent filing
fees
#1566 (3/16/2022) - \$302.15 To: Copy Circle for Spring communication/
election notice
#1567 (3/19/2022) - \$6.10 To: Pauline Jue for postage & envelopes for
Pillar mailing

- **Electronic Payments: Per Bank as of 3/31/2022**

PG&E – (3/8/2022) - \$123.37

Gutierrez Gardening – (3/18/2022) – \$1650.00

Excessive Transaction Fee – (3/31/2022) - \$84.40 – This fee was charged
in error as we did not exceed 200 transactions in March. Pauline
contacted Chase to have the fee reversed.

- **Dues Collection Status:** As of the 4/6/2022 deposit, a total of 441 out of
685 properties (64.38%) have paid their 2022-2023 dues.

- **Lien Status:** Acknowledgement of satisfaction of lien was mailed to the
Assessor/Recorder for the lien that was paid off last month. Awaiting copy
of recorded document.

c. Health and Safety

- M. Carion submitted an outline for an Emergency Response Plan for discussion.
The final document would include emergency preparedness and safety
recommendations be posted on the WPA website in a printable format.

d. Common Area

- **1490 Miramar & Ocean Pillars:** An easement agreement was signed on 2/25/22
with the 1490 HOA and recorded on 3/21/22 with the City. The contractor and
electrician did a site visit on 4/5/22 and hope to start work next week after permit
obtained.

- 520 Miramar: Lawn damage was observed by a gravel truck across from 520 Miramar on 2/22/22. R. Marsh talked to the contractor and asked that the owner pay for the damages.
- Traffic Safety Cords: SFMTA was contacted to enquire about the replacement of vandalized traffic monitoring cords. On 3/18/22, they indicated that the contractors would reattempt to replace cords at the end of the batch.

e. Land Use and Planning

- 50 Hazelwood: M. Carion contacted the owner to enquire about plans for the possible removal of their concrete front yard. They indicated that they are working on a plan. M. Carion will check back with them when their remodel project is closer to completion.
- 1055 Monterey: R. Fong visited the site and reviewed the plans for additions to be added to the back of the house. He determined that the drawings met the WPA standards and did not add any additional height to the roof line. Any concerns or comments from neighbors will be handled through the standard SF Planning Department process.
- 52/54 Eastwood: After the Board enquired of the listing agency about the double unit listing concerns of the property, it appears that the property has been taken off the market. Currently there is no further action from the Board.

f. Technology Report

- The email switchover from Google Suites to Microsoft has been completed. As there is no longer any dependence on the Google Suites account, it will be canceled. If any Board members need assistance with the Microsoft email feature, please contact R. Marsh to receive assistance.
- Victor volunteered to reconcile the email and no-email lists with the main homeowners list to identify any gaps. R. Marsh will send Victor all the spreadsheets.

5. Unfinished Business

QuickBooks Update

- As all data has been entered into QuickBooks from previous years, P. Jue and F. Lofrano will work to clean up any issues with entries.

Welcome letter to new residents

- A welcome letter was developed for new owners that highlights information pertaining to WPA guidelines. It was approved by the Board (7-0) and will be

the standard document sent to all new residents. How it will be distributed was discussed.

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

Election Status

- From the solicitation for new board members, no responses have been received as of as of 4/7/22. If no names are submitted for any of the 3 positions that are up for renewal by the 4/10/22 deadline and the 3 current members are willing to serve for an additional 3 yr. term, there will be no election and their appointments will be renewed.

1540 Ocean Ave

- As of 3/29/22, the Planning Department had not received an application for work to be done on 1540 Ocean Ave. Therefore, no project manager has been assigned. Since there is no formal plan for 1540 Ocean Ave, the Board will not move forward in submitting a letter of concern on behalf of the WPA residents.

800 Faxon Ave

- R. Fong and M. O'Driscoll will drive by the property to assess the intentions of the remodel to include a 3rd garage, after several neighbor complaints.

6. New business

- Painting of Pillars:** Baltazar painted graffiti at Monterey pillars and provided a quote to power wash mold at top. M. O'Driscoll will first use a power nozzle to see how much he can do himself. We may need to get them repainted in 2023 using a mold resistant paint.

Historical Designation of Westwood Park Pillars

- Michelle O'Driscoll drafted application for the Miramar & Monterey gates to be designated as historic landmarks, with help of architect Kurt Meinhardt and Kathy Beitiks (author of Westwood Park book). P. Jue, and Mike and Michelle O'Driscoll met with the SF Planning Dept. on 4/6/22 to go over the timeline and application. An expanded application including the importance of residence parks, architect information, and gates/pillar ownership needs to be provided. The process takes 9-12 months and will require a fee, hearings, and board of supervisor vote for approval. It may prove too complicated for the benefits.

7. Next Board meeting: Zoom or in Person format on May 5, 2022, at 7 pm

8. Adjournment

- A motion was made and seconded to adjourn. Unanimous approval, 7-

0. Meeting adjourned 8:36pm.

Submitted by C. Karahadian, Secretary