

**Westwood Park Association  
Minutes of Board of Director Meeting  
Meeting Held in Person  
May 5, 2022**

**AGENDA**

**1. Call to order at 7:20 pm**

Roll Call

**Present:** Francine Lofrano, Pauline Jue, Rick Marsh, Mike O'Driscoll, Miguel Carion, Roger Fong

**Absent:** Carol Karahadian

**Guests:** Fred Lofrano

**2. Open Forum**

No speakers

**3. Approval of Minutes of April 7, 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**

- Need reimbursement for QuickBooks annual renewal: \$540.  
Approved 6-0 for payment.
- Need reimbursement for Adams Stirling invoice for pillar study: \$217.  
Approved 6-0 for payment.

**b. Treasurer's Report**

- **Account Balances:** Total bank balance as of 4/30/2022 per online bank information is **\$121,816.43** (Checking: \$100,892.05; Savings: \$20,924.38).
- **Outgoing Checks:** As of 4/30/2022, no checks were written since last report.
- **Electronic Payments: Per Bank as of 4/30/2022**  
PG&E – (4/11/2022) - \$115.80  
Gutierrez Gardening – (4/18/2022) – \$1650.00  
Excessive Transaction Fee Reversal –Excessive transaction fee of \$84.40

charged on 3/31/2022 was reversed on 4/11/2022.

Returned Check - (4/13/2022) - \$140.00 - Stop pay requested by resident in error. Resident re-issued the check (including 12.00 return check fee) and the check was re-deposited on 4-30-2022.

Returned Check Fee – (4/13/2022) - \$12.00

- **Dues Collection Status:** As of the 4/30/2022 deposit, a total of 553 out of 685 properties (80.73%) have paid their 2022-2023 dues.

- **Lien Status:**

Acknowledgement of satisfaction of lien for parcel #3135-003 was recorded and copy was emailed to the resident.

Property owner for parcel #3162-008 contacted the Board via email on 3/7/2022 to inquire about assessment bill. Full account of lien history & charges was given via email on 3/15/2022. Since no payment, contact or questions were received back, owner was contacted again via email on 4/29/2022 to see if they were any questions on the information provided. To date, owner has not replied to the Board.

- **Income/Expense Report:** April 2022 income/expense report was emailed to Board members.

#### c. Health and Safety

- Work continues on the Emergency Response Plan document.
- We discussed the theft of catalytic converters in the neighborhood. Miguel will write an article for the Summer newsletter.

#### d. Common Areas

- **Miramar & Ocean Pillars Update:** Electrical work with 1490 Ocean began May 2, 2022. Inspection will follow, then repair of light and hatch.
- **Graffiti:** The paint and graffiti near the Miramar & Monterey gates was reported with a call into 311. The current posting says the incident was closed/resolved but paint and graffiti were still there as of 4/30/22. M. O'Driscoll will explore other options to remove the paint and graffiti. Roger Fong to investigate who owns wall near Elmwood & Faxon which has graffiti and ask owners to clean it. It was also reported to 311.
- **Traffic Safety Cords:** SFMTA was contacted about cords being cut since that is how they test prior to installing speedbumps. The contractors replaced the cords on Miramar, which were removed after a week. Cords have also been replaced on Plymouth Ave. in the same location but covering only half of the road.

#### e. Land Use and Planning

- 50 Hazelwood Update: Miguel will continue to monitor the construction on this house and concrete front yard.
- 15 Hazelwood: Roger will contact the owners regarding the height of the fence.
- 51 Ridgewood: No action to be taken.
- 1399 Plymouth and increased crime: No action required by the Board as DBI has complaints about abandoned house which City is pursuing. Neighbors can pursue action through the City Attorney's office if there are health and safety issues relating to potential squatters. There were two break-ins on Wildwood and Greenwood after window broken in home.

#### **f. Technology**

- The no-email list and an up-to-date homeowners list has been sent to Victor for cross-checking with the Mailchimp list
- R. Marsh successfully logged into QuickBooks and is in the process of looking at the accounts to assist with any issues.

### **5. Unfinished Business**

#### **a. QuickBooks Update**

- Journal entries need to be closed out so all records are current and accurate. Jeanine's name needs to be removed from the account.

#### **b. Welcome letter to new residents**

- Will be sent out 6 months after new owner information is confirmed. Email consent form will be included, if not already submitted.

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

According to the Davis-Stirling Act, a reserve study must be conducted every 3 years of the major components the HOA will need to repair, replace, or maintain. If the replacement value of the major components is equal to or greater than one-half of the gross budget of the Association, excluding the reserve account. The only major component WPA owns are the gates at Miramar/Monterey and the pillars at Miramar/Ocean, Frida Kahlo/Flood, and Frida Kahlo/Judson, as the grass areas belong to the City.

- It was agreed that we should establish a reserve fund, possibly using the Savings account of \$20,000. Discussion ensued whether the dues should be raised to replenish the savings account, as Balboa Park legal costs severely depleted the account. No decision made.
- Mike will contact Everest Restoration, who restored the gates in 2003 and repainted them in 2013, to obtain an estimate for maintenance and

warranty.

- We can use architect Kurt Meinhardt's email as a study statement on the lifespan of the gates.

**d. Election Status**

- From the solicitation for new board members, no responses have been received as of as of 5/5/22. The 3 incumbents up for re-election (Jue, Carion, Lofrano) have agreed to stay on for an additional 3-year appointment. Therefore, no election will be run as their appointments will be renewed.

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

- Kathy Beitiks has agreed to write our SF Planning application. Pauline has asked Jen Low of Sup. Melgar's office for a copy of the application their office submitted on behalf of the Sundial of Ingleside Terraces, to use as a model.

**6. New business**

No new business discussed

**7. Next Board meeting**

**Zoom or in Person format on June 2, 2022, at 7 pm**

**8. Adjournment**

A motion was made and seconded to adjourn. Unanimous approval, 6-0. The meeting adjourned at 9:05 pm.

Submitted by P. Jue, President