

**Westwood Park Association Minutes
of Board of Director Meeting
Meeting Held in Person
July 7, 2022**

AGENDA

1. Call to order at 7:06 pm

Roll Call

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

Absent: none

Guests: Aliza Paz

2. Open Forum

No outside guests attended.

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

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

4. Ocean Avenue Mobility Action Plan Presentation (via Zoom)

- Aliza Paz of SF Planning Department met with the board via Zoom to discuss proposed projects concerning safety, transportation effects, congestion and other mobility issues on Ocean Ave and the greater area in District 7 that impact WP residents and surrounding communities. The planning department is soliciting input on projects that are most important to the impacted communities to make informed decisions on prioritizing projects.

5. Reports

a. President Report

No information was reported.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 6/30/2022 per online bank information is \$129,995.67 (Checking: \$109,070.93; Savings: \$20,924.74).
- **Outgoing Checks: As of 6/30/2022**
 - #1571 (6/1/2022) - \$60.57 To: Pauline Jue for reimbursement for Ooma phone (Mar, Apr, May)
 - #1572 (6/10/2022) - \$272.79 To: Urban farmer for replacement of timer
- **Electronic Payments: Per Bank as of 6/30/2022**
 - PG&E – ((6/6/2022) - \$127.49

Gutierrez Gardening – ((6/18/2022) – \$1650.00

- **Dues Collection Status:** As of the 6/30/2022 deposit, a total of 598 out of 685 properties (87.30%) have paid their 2022-2023 dues.
- **Lien Status:** Nothing new to report
- **Income/Expense Report:** June 2022 income/expense report was emailed to Board members.

c. Health and Safety

- **1399 Plymouth Ave and increased crime in neighborhood:** No new information obtained pertaining to the state of the property. Any additional action as to compliance from the outcome of the 6/3/22 hearing will be enforced by the City.

d. Common Area

1490 Miramar & Ocean Pillars:

- M. O'Driscoll confirmed the pillar status with contractor Andy Fay. The project is not yet completed. The electrical work passed inspection however there was an issue with the exterior photocells. As the new city streetlights are so bright, they prevent the lights from illuminating. Therefore, the lights will be tested by powering them on and waiting for nightfall.
- The WPA electrician is in the process of acquiring an appropriate submeter as the amount of electricity measured will be very low. Once the submeter is installed, the WPA board will confer with the 1490 Ocean board on a pay schedule.
- The ornamental iron on the East pillar lights needs repairs. They will be removed to be worked on and replaced once they are fixed.

Annual Tree Trimming

- Stephen Howard of Davey Tree did a walk-through of selected WPA common areas to assess the need and cost of fall tree trimming and planting of new trees along Miramar. An estimate for pruning, plus the addition of 4 new stone pine trees amounted to \$17,240. The amount was within the yearly tree budget of \$18,500. The board unanimously (7-0) approved the work to be done in early October.

e. Land Use and Planning

- **15 Hazelwood:** M. O'Driscoll will draft a letter to the owner as a follow-up to the agreed replacement of the planter box to meet WPA guidelines.

- 19 Hazelwood and 50 Hazelwood: M. Carion will draft a letter from the board to be sent to the owners requesting their final plan for ensuring compliance of softscape in the front yard.
- 1055 Monterey: No further action needed from WPA pertaining to this property.
- Graffiti on Elmwood Street Wall: R. Fong will contact the Villa Dorado HOA president to determine the plan for removing the graffiti on the wall owned by their association. P. Jue has also contacted Supervisor Melgar's office and they have contacted the DPW.

Technology Report

- V. Vela completed the reconciliation of the multiple lists (Homeowner, Mailchimp, No Email). The new [No Email list](#) is now on the WPA share point. The "No Email" list has grown by about 80 households.
- R. Marsh will send individuals on the new "No Email list" with the email consent form in case residents wish to be put on the WPA email list.
- The Google G Suite Legacy account has been closed out.

Unfinished Business

a. QuickBooks Update

- Journal entries have been reconciled, corrected, and ready for the addition of new information (this year's HOA assessments and new owners) in the coming months. R. Marsh and F. Lofrano will update the records.

b. Study of Common Area Major Repairs and Replacement: Pillar study

- M. O'Driscoll met with Everest Restoration at Miramar gates on 5/31/22 to discuss gate longevity and estimated costs to repair moving forward. They provided a bid for \$42K that included all gates and pillars in WPA, including the main gates located at Miramar & Monterey Blvd, two pillars at Ocean Ave, and one pillar at Frida Kahlo Way & Judson Ave.
- We received an earlier bid from Cronin Painting for estimated painting and metal repair for the Miramar gates on 1/29/2021 with a bid of \$12,350.
- No decision was made as to whether to move forward with the proposals at this time.

c. Designation of Pillars for SF historic status

- No new information on the status of identifying WP as an historic designation.

6. New business

a. **Annual Meeting**. September 17, 2022, is set for an in-person annual meeting on Faxon Green. An email will be sent to residents informing them of the date. Planning of the event will be undertaken by the board. P. Jue will invite Sup. Melgar. M. Carion will contact the SF Fire Department and SF Police Department for pertinent speakers. _

b. **Newsletter**. Michelle O'Driscoll has finalized the Fall newsletter to be distributed electronically in August, with hard copies only to those without emails. Since there are no candidate statements/balloting, it will simply include info on the 3 continuing candidates. Pierre Smith of OAA provided an Ocean Avenue update and Mike Ahrens will provide a Balboa Reservoir development update._

7. Next Board meeting: In Person format on August 4, 2022, at 7 pm

8. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 7-0. Meeting adjourned 9:20 pm.

Submitted by C. Karahadian, Secretary