

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held in Person
June 3, 2022**

AGENDA

1. Call to order at 7:12pm

Roll Call

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

Absent: Miguel Carion

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of May 5, 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 requested that information regarding the Ocean Avenue Mobility Task Force be sent to homeowners with email addresses on file.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 5/31/2022 per online bank information is **\$130,944.35** (Checking: \$110,019.78; Savings: \$20,924.57).
- **Outgoing Checks:** As of 5/31/2022
 - #1568** (5/6/2022) - \$540.00 To: Pauline Jue to reimburse for Quick Books annual subscription renewal.
 - #1569** (5/6/2022) - \$217.00 To: Adam Sterling for phone consultation for advice on reserve study.
 - #1570** (5/24/2022) - \$27.80 To: Pauline Jue for reimbursement for 2 books of stamps and a box of envelopes.
- **Electronic Payments: Per Bank as of 5/31/2022**
 - PG&E** – (5/9/2022) - \$127.47
 - Gutierrez Gardening** – (5/18/2022) – \$1650.00

Returned Check - (5/18/2022) - \$154.00 – Resident wrote check on a closed account.

Returned Check Fee – (5/18/2022) - \$12.00

- **Dues Collection Status:** As of the 5/27/2022 deposit, a total of 591 out of 685 properties (86.27%) have paid their 2022-2023 dues.
- **Lien Status:** Nothing new to report
- **Income/Expense Report:** May 2022 income/expense report was emailed to Board members.

c. Health and Safety

- **1399 Plymouth Ave and increased crime in neighborhood:** M. Carion spoke with Captain Lew about the process to address abandoned homes and discussed recent crime in the neighborhood. A DBI abandoned building hearing was held about 1399 Plymouth on 6/3/22 and we understand the owners were given 30 days to repair the broken front window.
- **Graffiti on sidewalk near Miramar & Monterey:** M. O'Driscoll will waterblast in June to try to remove graffiti. Reports to 311 have not done anything.
- **Graffiti on Elmwood Street Wall:** As the Elmwood Street wall is owned by the Villa Dorado HOA, R. Fong will send a letter to the Villa Dorado HOA requesting that they remove the graffiti as it has become an eyesore in the community. WPA has previously reported it to 311 with no action by the City.

d. Common Area

- **1490 Miramar & Ocean Pillars:** The electrician began work on 5/2/22, and the building/ electrical inspector approved the trench and gave the ok to hook up everything thereafter. Electrician still needs to troubleshoot a sensor issue, install the submeter, and then the contractor will do some minor pillar restoration work. Should be completed by June.

e. Land Use and Planning

- **50 Hazelwood:** No new update
- **15 Hazelwood:** The Board discussed the most recent communications with the owners pertaining to the height of the new fence and its compliance with HOA rules. Selected board member(s) will meet with the homeowner to confirm if the height is within WPA rules.

- 1340 Plymouth front yard: The Board has been monitoring the front yard installation. It appears that there will be a mix of hard and soft scape in front of the house. P. Jue will email an update to the concerned neighbor.
- 19 Hazelwood: The homeowners are in the process of removing the side lawn and replacing it with concrete pavers. R. Wong will contact the homeowners to ensure their plan follows WPA rules for front yards.
- 1055 Monterey: R. Wong will respond to the recent email from the Planning Department, asking WPA we had reviewed the proposed renovations at 1055 Monterey.

f. Technology Report

- V. Vela is working on reconciling email and non-email lists from spreadsheets provided.
- The Renovation Resources page on the Westwood Park website is now available to all.
- After receiving access to QuickBooks, R. Marsh confirmed that the homeowner email and non-email lists can be exported into the format used for MailChimp. Therefore, QuickBooks can be used to house homeowner information.
- R. Marsh will assist in QuickBooks reconciliation and data entry.

5. Unfinished Business

a. QuickBooks Update

- Journal entries need to be reconciled, so this year's HOA payments can be entered into individual homeowners' records. R. Marsh, F. Lofrano, and P. Jue will meet to review the data and reconcile 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. We are awaiting a written report.

c. Designation of Pillars for SF historic status

- Jen Low from Sup. Melgar's office responded on 5/12/22 to P. Jue's request to help with historic designation. She was put in touch with the SF Planner we met with and was sent our draft nomination. She can work with Kathy Beitiks on drafting the resolution. Sup. Melgar's office will introduce a Resolution to Initiate the landmarking and then the Planning Department staff will submit their report to the Historic

Preservation Commission for review. The last step is to bring a designation ordinance to the full Board of Supervisors for a final vote. The process can take several months due to a backlog of landmarking requests.

6. New business

- a. **Annual Meeting**. A September date will be set for an in-person annual meeting on Faxon Green. An email will be sent to residents informing them of the date and to solicit committee volunteers to organize the event. P. Jue will invite speakers from SFPD, Sup. Melgar and any other pertinent speakers.

- b. **Fall Newsletter**. Michelle O'Driscoll has begun drafting Fall newsletter to be sent in August. Since there are no candidate statements/balloting, it will simply include info on the 3 continuing candidates. Asked Pierre Smith of OAA for an Ocean Avenue update. Highlights will include the new Renovation Resources on web site, and an article about new commercial HOA members.

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

8. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 6-0. Meeting adjourned 8:30pm.

Submitted by C. Karahadian, Secretary