

**Westwood Park Association Minutes
of Board of Director Meeting
Meeting Held Virtually
August 11, 2022**

AGENDA

1. Call to order at 7:02 pm

Roll Call

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

Absent: Carol Karahadian, Rick Marsh

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of July 7, 2022, meeting

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approval 5-0.

4. Reports

a. President's Report

SFMTA has approved the WPA application for traffic calming measures on Miramar Boulevard (north and south). We have heard that a resident-submitted application for the 1400 block of Plymouth has been approved. We have not received anything on the WPA application for the same block and have reached out to SFMTA. The next step is for SFMTA to determine what measures would be suitable. Analysis to be completed by June 2023. Work to commence in 2024.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 7/29/2022 per online bank information is **\$128,050.47** (Checking: \$107,125.57; Savings: \$20,924.90).

- **Outgoing Checks:** As of 7/29/2022
#1573 (7/17/2022) - \$147.50 To: Hernandez Party Rentals for chairs/coolers for annual picnic
#1574 (7/20/2022) - \$50.00 To: Hernandez party Rentals for deposit annual picnic

#1575 (7/21/2022) - \$757.34 To: Honey Bucket for porta potty/wash station for annual meeting
#1576 (7/22/2022) - \$300.00 To: Tonayense Inc. for taco truck deposit for annual picnic
#1577 (7/23/2022) - \$280.00 To: Jean Burke for newsletter graphic design (invoice 29528)
#1578 (7/29/2022) - \$596.19 To: Copy Circle for newsletter printing, insert, postage

- **Electronic Payments: Per Bank as of 7/29/2022**

PG&E – (7/7/2022) - \$129.02

Gutierrez Gardening – (7/18/2022) – \$1650.00

Returned Check – Resident wrote check on a closed account in May submitted a new check including return check fees (\$166.00).

- **Dues Collection Status:** As of the 7/25/2022 deposit, a total of 603 out of 685 properties (88.03%) have paid their 2022-2023 dues.

Lien Status: Nothing new to report.

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

c. Health and Safety

- 1399 Plymouth: The owner has been at the house this week and a gardener has been working on the front and side yards. A neighbor has volunteered to repair the broken window at the side of the house. Citizen App reported a man burglarized the home on August 11 at 6 pm.

d. Common Areas

- **1490 Miramar & Ocean Pillars:** The submeter is now installed and the inspector approved at 1490 Ocean. The contractor is working on the restoration of the light standards and it should be completed in September.
- **Monterey and Faxon island:** We installed three signs regarding no dog waste (at a neighbor's request). Our gardener will add 5 new plants in the dirt areas.
- **Trees:** Davey Tree to trim eucalyptus trees throughout WPA in early October and plant four stone pines on Miramar where there are holes.
- **Truck damage reimbursement:** On July 27, 2022, a Recology truck ran over grass/boulders near Northwood & Miramar. A neighbor eyewitness identified the truck. The gardener repaired the grass. Recology will reimburse \$250 to WPA.

e. Land Use and Planning

- 15 Hazelwood: M. O'Driscoll sent 2 emails and a voicemail to Ryan McNulty as a follow up to their previous discussion pertaining to compliance of the fence height. Mr. McNulty responded and indicated that he agreed to repair the planter box in front of the house which will allow the height of the fence to be in compliance with the WPA CCR code.
- 19 Hazelwood: On August 10, 2022, an email was sent to Angelo and Darice Peruch, re-stating our concerns over their front yard. D. Peruch answered and P. Jue will draft a response for the Board's review.
- 50 Hazelwood: M. Carion will meet with Mr. Wong next week to discuss his front yard. Looks like an area of concrete has already been cut, possibly for a tree.

f. Technology

- The Summer newsletter was distributed via email and US mail. An email consent form was sent with every US mail delivered newsletter.
- To date, 10 requests have been received to request future information to be sent by email. Their consents were sent by either filling out the consent form or by written request. Both options were approved by the board.
- Technology updates for the month of August will be provided by V. Vela in R. Marsh's absence.

5. Unfinished Business

a. QuickBooks Update: Uploading 2022 HOA fees

While mass uploading of invoices for one-lot properties can be done, we need to figure out how to upload the invoices for properties on 1.5+ lots.

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

No new information or action to report. P. Jue will review requirements for the pillar study and determine if a formal study must be completed. If so, M. O'Driscoll will contact Kurt Meinhardt to see if we can use his email as the required study.

c. Designation of Pillars for SF historic status

Historic designation is on hold until September Board of Supervisors meeting.

d. Annual Meeting

September 17, 2022 is set for an in-person annual meeting on Faxon Green. An email was sent to residents informing them of the date. The Board is organizing the event to include a complimentary lunch.

e. Newsletter

Michelle O'Driscoll edited and finalized the Summer WPA Newsletter the week of July 18 and it was sent electronically to those with email addresses. Residents without email addresses were sent a hard copy of the newsletter by July 27 which included an insert to sign up for future communications via email.

6. New Business

No new business was discussed

7. Next Board meeting

September 1, 2022, at 7 pm

8. Adjournment

A motion was made and seconded to adjourn. Unanimous approval, 5-0. Meeting adjourned at 8:17 pm.

Submitted by P. Jue, President