

**Westwood Park Association Minutes
of Board of Director Meeting
Meeting Held Virtually
September 1, 2022**

AGENDA

1. Call to order at 7:05 pm

Roll Call

Present: Francine Lofrano, Pauline Jue, Mike O'Driscoll, Roger Fong, Miguel Carion, Carol Karahadian

Absent: Rick Marsh

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of August 11, 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's Report

Plymouth Avenue resident Adrienne Go requested a meeting with the Balboa Park Reservoir developers. Former President M. Ahrens attended as the Board's representative. This August 30 meeting included updates on their plans for the development's tree maintenance, RDG, discussion with CCSF, financing and throughway on San Ramon Ave. Minimal information was forthcoming, but they did indicate that a Sept 10, 2022 meeting at Unity Plaza would be open to the public for any undated information.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 8/31/2022 per online bank information is **\$115,557.86** (Checking: \$94,632.77; Savings: \$20,925.09).
- **Outgoing Checks:** As of 8/31/2022
- **#1579** (8/23/2022) - \$9836.00 To: Fay Construction & Restoration Inc. to restore lighting to the pillar at Miramar/Ocean Ave
- **Electronic Payments/Transactions: Per Bank as of 8/31/2022**
 - PG&E – (8/9/2022) - \$130.61**
 - Gutierrez Gardening – (8/18/2022) – \$1650.00**

- **Dues Collection Status:** No deposits done since the 7/25/2022 deposit. A total of 603 out of 685 properties (88.03%) have paid their 2022-2023 dues. A second bill for delinquent payments was sent out on Aug 30, 2022.
- **Lien Status:** Nothing new to report.
- **Income/Expense Report:** August 2022 income/expense report was emailed to Board members.

c. Health and Safety

No new information to report.

d. Common Areas

- **Miramar & Ocean Pillars:** The lights on the pillars have been restored. Fay Construction is repairing the East pillar's glass wire. Baltazar will paint both pillars once the work is completed. 1490 Ocean HOA has submeter info and will provide a bill to the WPA quarterly.
- **Annual Tree Pruning and Trimming:** Davey Tree has set Wednesday, October 12th as the start date for the eucalyptus pruning. They will plant the 4 stone pine trees at that same time along Miramar Avenue.
- **Monterey & Faxon Island:** Three signs have been installed re no dog waste and the neighbor who complained has been informed. The gardener will plant 5 plants on dirt areas after he goes to the nursery this month.
- **Recology Truck Damage:** Recology truck ran over the grass/boulders near Miramar & Northwood on 7/27/22. Recology paid \$250 for the damages and a check was received on 8/26.
- **Graffiti on Monterey wall near Miramar:** SF DPW painted over graffiti 8/25 after DPW PIO Nancy Wong was notified. Unfortunately, more graffiti was noticed there on 8/31/22 and reported again to 311.

e. Land Use and Planning

- **15 Hazelwood:** No new update.
- **19 Hazelwood:** P. Jue will respond to the owners' August 11 email, outlining expectations for WPA design standards and guidelines for their front yard. A deadline for compliance of October 1, 2022 is set.
- **50 Hazelwood:** M. Carion spoke to the owner to understand their plans to ensure the front yard complies with the WPA's design standards and guidelines. An email with expectations will be sent to the owners, formally requesting their plans to bring their front yard into compliance.
- **52/54 Eastwood:** It appears that there are some discrepancies as to the validity of listing the property for sale as 2 units. R. Fong will follow up with the listing agent and the permitting department to determine the official zoning of the property,

- 677 Miramar: A letter will be sent to the owners to remind them of the association requirements for front yard softscape to follow the RDG.

f. Technology Report

- 17 email consent forms have been received and mailing list updated.

5. Unfinished Business

a. QuickBooks Update: Uploading 2022 HOA fees

No new information to report.

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

M. O'Driscoll reached out to RDG author and former architect Kurt Meinhardt re pillar study. Kurt sent a letter reiterating his views for the reserve study on 9/2/22.

c. Designation of Pillars for SF historic status

Historic designation by Sup. Melgar is on hold until the September Board of Supervisors meeting.

d. Annual Meeting

September 17, 2022 is set for an in-person annual meeting on Faxon Green starting at 11:30am. An email reminder will be sent on 9/3/22, with information about the 9/10 Balboa Reservoir meeting. The OAA will be present at the annual meeting to provide information about the WPA businesses on Ocean Ave.

6. New Business

a. Connecting with Public Information Officer of DPW

The new Public Information Officer of the DPW will be asked to attend a board meeting in the future to update the board on her responsibilities.

b. Updating Residential Design Guidelines to clarify hardscape

The board will be working on updating the RDG to clarify definitions and expectations for maintaining the character of the Westwood Park community.

Next Board Meeting: September 17, 2022, at 11:30 am

a. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 5-0. Meeting adjourned 8:58 pm.

Submitted by C. Karahadian, Secretary