

**Westwood Park Association Minutes
of Board of Director Meeting
Meeting Held Virtually and in Person
October 6, 2022**

AGENDA

1. Call to order at 7:04 pm

Roll Call

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

Absent: none

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of September 1 and 17, 2022, meeting

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

4. Reports

a. President's Report

P. Jue participated in the West of Twin Peaks meeting where preliminary discussions pertaining to the new Sonestown development took place.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 9/30/2022 per online bank information is **\$117,305.32** (Checking: \$96,380.06; Savings: \$20,925.26).
- **Outgoing Checks:** As of 9/30/2022
- **#1583** (9/18/2022) - \$80.00 To: Pauline Jue for reimbursement for Taco truck (annual meeting) tip
- **#1584** (9/18/2022) - \$256.93 To: Mike O'Driscoll for reimbursement for annual meeting supplies
- **#1585** (9/27/2022) - \$220.00 To: Gutierrez Gardening for Faxon plants & paint
- **Electronic Payments/Transactions: Per Bank as of 9/30/2022**
- **PG&E** – (9/9/2022) - \$130.66
- **Gutierrez Gardening** – (9/16/2022) – \$1650.00
- **Dues Collection Status:** As of the 9/30/2022 deposit, a total of 639 out of 685 properties (93.28%) have paid their 2022-2023 dues.
- **Lien Status:** Nothing new to report.

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

c. Health and Safety

M. Carion will coordinate the neighborhood block response team (BRT) program. Neighborhood area coverage from residents who signed up to participate in the program will be established. BRT boxes will be ready for pick up by mid-November at which time the appropriate distributions will be made. Boxes will contain a radio, first aid kit, headlamp, and a lantern.

d. Common Areas

- **1490 Miramar & Ocean Pillars:** The Ocean Pillar lights are working. Fay Construction repaired the East pillar in early September, and our handyman painted the East pillar on Sept. 13, 2022. 1490 Ocean HOA has asked why the submeter hasn't moved in one month. The electrician will reconnect a ground wire, which should be completed in the coming days.
- **Annual Tree Pruning and Trimming:** Davey Tree has set next Wednesday, October 12th as the start date for pruning the eucalyptus trees. Davey will plant 4 new trees on Miramar at that same time. A walk-through with Davey and Baltazar will commence as the work start day approaches.
- **Monterey & Faxon island** - A neighbor complained that this island was barren and being used by dogs. Three "no dog waste" signs have been installed. Five additional drought-resistant plants were added by our gardener to the dirt areas on Sept. 26. The neighbor has been updated by P. Jue.

e. Land Use and Planning

- **15 Hazelwood:** - No new information.
- **50 Hazelwood:** -- M. Carion will follow up with the owners as to their proposed plans to ensure the front yard complies with the WPA's design standards and guidelines.
- **52/54 Eastwood:** -- R. Fong will follow up with the permitting department to determine the official zoning of the property and the legal status of 2 addresses.
- **677 Miramar:** -- P. Jue will write a letter to the new owners, referring them to the Residential Guidance and suggesting more potted plants for the front yard.
- **Graffiti on Faxon/Elmwood Wall.** R. Fong sent a letter to El Dorado HOA requesting that the graffiti be removed. As of 10/6/22 no response has been received from the HOA or action to remove the graffiti. P. Jue will follow up with Rosendo Betancourt of the Ocean Avenue Association to identify the contact person who can ensure the graffiti is removed.

f. Technology Report

- The email and no email lists have been updated.
- GoDaddy accounts have been paid for another year.

Unfinished Business

- a. QuickBooks Update: Uploading 2022 HOA fees**
Invoices for the 2022-2023 fiscal year need to be entered into QuickBooks.
- b. Study of Common Area Major Repairs and Replacement: Pillar study**
After receiving initial information from Adams Stirling, P. Jue will confirm if the response from retired architect Kurt Meinhardt indicating no need for wholesale replacement is sufficient documentation to not commission a formal reserve study. The board confirmed that there is sufficient money in the budget allocated for yearly maintenance of the pillars.
- c. 19 Hazelwood:** A certified letter will be sent to the owners indicating the need to draft more guidance on front yards and therefore holding a decision on their front yard in abeyance at this time. The letter will emphasize the Board's responsibility to maintain the neighborhood and to enforce the Design Guidelines without prejudice or favoritism.
- d. Designation of Pillars for SF historic status**_Kathy Beitiks of Westwood Park has volunteered to work with Melgar's office to obtain historic status of the WP Pillars.
- e. Annual Meeting.** A successful annual meeting was held on September 17, 2022. The decision to hire a taco truck for the WP residents after the meeting was a success and will be used again for next year's event.

New business

- a. Connecting with Public Information Officer of DPW**
The board decided not to connect with the Public Information Officer of DPW at this time.
- b. Updating Residential Design Guidelines to clarify front yard landscape**
R. Fong will follow up with the WP landscape volunteer to draft an addendum to the Design Guidelines that will add more clarity to front yard landscape.
- c. San Ramon Egress**
Concerns from WP residents have been made as to the impact foot traffic access from the San Ramon egress to the Balboa Park Reservoir

development will have on increased street parking and congestion in the community. The position WPA will take to minimize this impact needs be developed in the coming months.

d. Tree Pruning by DPW

The board voted unanimously (7 to 0) to opt out of the DPW tree trimming 7-year program. The WPA budget covers tree trimming on a yearly basis.

e. Increased Authority to Sign Checks

The board approved an increased a single signer of checks in the amount of \$2000.

Next Board meeting: November 3, 2022, at 7:00 am

c. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 6-0.
0. Meeting adjourned 8:45 pm.

Submitted by C. Karahadian, secretary