

**Westwood Park Association  
Minutes of Board of Director Meeting  
November 3, 2022**

**AGENDA**

**1. Call to order at 7:04 pm**

Roll Call

**Present (via Zoom):** Pauline Jue, Roger Fong, Miguel Carion, Francine Lofrano

**Absent:** Mike O'Driscoll, Rick Marsh, Carol Karahadian

**Guests:** None

**2. Open Forum**

No outside guests attended.

**3. Approval of Minutes of October 6, 2022, meeting**

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approval 4-0.

**4. Reports**

**a. President's Report**

The liability and commercial insurance policies for 2023 have been received. Premium of \$9,818 (\$2,722 for liability and \$7,096 for commercial) will be paid. The bill (for the annual pruning and planting of 4 new trees) from Davey Tree has been received and will be paid.

**b. Treasurer's Report**

- **Account Balances:** Total bank balance as of 10/31/2022 per online bank information is **\$112,499.51** (Checking: \$91,574.07; Savings: \$20,925.44).
- **Outgoing Checks:** As of 10/31/2022
  - **1586** (10/1/2022) - \$1728.49 To: El Tonayense Inc. for annual picnic, Invoice #1939
  - **#1587**(10/6/2022) - \$932.00 To: Adams Sterling PLC for Invoice #132904
  - **#1588** (10/10/2022) - \$414.14 To: Copy Circle for Invoice #31234
  - **#1589** (10/10/2022) - \$42.00 To: Rick Marsh for reimbursement for annual picnic ice
  - **#1590** (10/10/2022) - \$342.32 To: Rick Marsh for reimbursement of 8 months of Microsoft & Go Daddy
  - **#1591** (10/19/2022) - \$359.64 To: Rick Marsh for reimbursement of Go Daddy for 3 years
  - **#1592** (10/20/2022) - \$4.60 To: Carol Karahadian for reimbursement for postage

- **#1593** (10/29/2022) - \$374.60 To: SF Tax Collector for FY23 property tax Elmwood
- **#1594** (10/29/2022) – \$374.60 To: SF Tax Collector for FY23 property tax Hazelwood
- **#1595** (10/29/2022) - \$374.60 To: SF Tax Collector for FY23 property tax San Ramon
- **Electronic Payments/Transactions: Per Bank as of 10/31/2022**
  - PG&E** – (10/11/2022) - \$130.66
  - Gutierrez Gardening** – (10/18/2022) – \$1650.00
- **Dues Collection Status:** As of the 10/17/2022 deposit, a total of 645 out of 685 properties (94.16%) have paid their 2022-2023 dues
- **Lien Status:** Lien warning letters are being prepared for 7 properties that are delinquent in paying annual HOA dues for 2 years.
- **Income/Expense Report:** October 2022 income/expense report was emailed to Board members.

#### c. Health and Safety

M. Carion has distributed two of the gas valve turnoff tools which were the final raffle prizes from our annual picnic. F. Lofrano will reach out to the third winner. Fifty-one (51) emergency forms were received and he is working on organizing the information.

#### d. Common Areas

- **1490 Miramar & Ocean Pillars:** The Electrician reconnected a ground wire so the submeter now works and the pillar lighting project is complete. We are awaiting first monthly bill from 1490 Ocean HOA.
- **Annual Tree Pruning and Trimming:** Davey Tree trimmed the eucalyptus trees on Miramar Avenue and the lower Faxon and Plymouth islands during the week of Oct. 12th. Davey Tree broke a pipe at Northwood & Miramar when planting a new pine. The SF water department was called and they repaired the break (Davey to pay any costs). They planted 2 stone pines and 2 magnolias on the Miramar medians on Oct. 22.
- **DPW tree pruning:** Davey Tree let Susan Nawberry of DPW know WPA was opting out of their median pruning on 10/8/22 (they will still do emergency work and sidewalk tree trimming). We completed the DPW opt out form with P. Jue's signature on 11/7/22.
- **Lawn run over:** Cal-Wood Flooring truck ran over the median lawn near 514 Miramar and broke a sprinkler. Joe Koman's wife witnessed it and contacted WPA. We sent a bill to Cal-Wood for \$250 to pay for repair, and their check has been received.
- **Miramar & Monterey Gates:** A neighbor notified M. O'Driscoll that a light is burned out. He will replace it soon.

#### e. Land Use and Planning

- 50 Hazelwood: M. Carion has been in touch with the owner Jeff Wong and plans will be forwarded to the Board.
- 52/54 Eastwood: R. Fong went to the Planning Department. It seems the irregularity got somehow approved for a 2 unit. He said if we wanted to pursue it further, then lodge a complaint thru 311 call and specify the details on the infraction and see if someone will pick up the case. He said he's never had this issue before so he doesn't know the outcome or even likelihood of it reverting back to a Single Family Residence.

The owners that were granted 52/52 address in the 2002 went bankrupt and sold the home. The agent listed the property as a single family home and new owners purchased it in February 2014. They applied for building permits for two addresses (52 and 54 Eastwood), despite the CC&R stating WP is zoned for single family homes.

R. Fong will document a chronology of events for review. R. Fong, P. Jue, and M. Carion will consult with legal counsel on how to proceed. We may also ask legal counsel to prepare a letter to the Planning Department to enforce the Residential Design Guidelines which have been codified in the Department's rules.

- 866 Faxon – The chimney with historic clinker bricks was taken down by contractor. P. Jue will ask Kurt Meinhardt if he could review plans to ensure they meet the Residential Design Guidelines. Kurt reviewed and approved plans on 11/9/22 and the 866 architect was notified.
- Graffiti on Faxon/Elmwood Wall. P. Jue contacted Shirley Lima of OAA who contacted the El Dorado HOA President. They painted over graffiti on the wall promptly.

#### **f. Technology Report**

- Victor Vela will address any tech requests while R. Marsh is away. A big thank you to Victor.
- Email opt in forms continue to be received and the database will be updated.

#### **Unfinished Business**

##### **a. QuickBooks Update: Uploading 2022 HOA fees**

R. Marsh had a second QuickBooks session with our helper Bob. He was able to upload an invoice from a spreadsheet entry following that session. We are now able to prepare invoices through QuickBooks when needed.

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

P. Jue is reviewing our attorney's alternative method of confirming WPA does not need to complete a pillar study.

- c. **19 Hazelwood:** A certified letter was sent to the owners, informing them that a decision on their front yard will be held in abeyance until the landscaping guidelines are finalized.
- 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. No new information at this time.

## **New business**

### **a. Updating Residential Design Guidelines to clarify front yard landscape**

A call for volunteers to help with drafting new guidelines went out in the recent October correspondence to residents. No volunteers to date.

### **b. Halloween Contest**

David Greenbaum is managing the house decorating contest and will provide us the winning homes soon. The winners will be awarded cash prizes and homes featured in the Winter WPA newsletter.

**Next Board meeting: December 6, 2022, at 7:00 pm**

## **Adjournment**

A motion was made and seconded to adjourn. Unanimous approval, 4-0. Meeting adjourned 8:21 pm.

Submitted by P. Jue, President