

**Westwood Park Association Minutes
of Board of Director Meeting (Virtual)
December 6, 2022**

AGENDA

1. Call to order at 7:05 pm

Roll Call

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

Absent: none

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of November 3, 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

From the West of Twin Peaks Council meeting:

- Supervisor Melgar: Michael Farrah has now been added as a permanent staff member to Supervisor Melgar's office. Jen Low is not expected to return from maternity leave until April 2023.
- Ambassadors: West Portal and Irving Streets will have ambassadors to patrol the streets to promote safety. These are retired police officers who are unarmed but in uniform. They will work 3 days per week from 8 am to 8 pm. Ocean Avenue apparently is working with a different agency to provide similar services.
- Arden Wood: This facility doesn't have enough residents and is talking to possible buyers for the 11.5-acre site. With 175 suites, 125,000 square feet of space, and one main building with four smaller buildings, it would be suitable for boarding schools or senior housing. No price set, as buyers would decide what they would need and offer a bid

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 11/30/2022 per online bank information is **\$80,504.92** (Checking: \$59,579.31 Savings: \$20,925.61).

- **Outgoing Checks:** As of 11/30/2022
#1596 (11/5/2022) - \$17,240.00 To: Davey Tree Expert Company for annual tree pruning and 4 trees planted
#1597(11/11/2022) - \$950.00 To: Adams Sterling for annual renewal for legal services
#1598 (11/10/2022) - \$9,818.00 To: Philadelphia Insurance for liability insurance
#1599 (11/15/2022) - \$47.10 To: Francine Lofrano for reimbursement for postage for six certified, return receipt lien warning letters
#1600 (11/30/2022) - \$744.00 To: Pauline Jue for reimbursement for UPS store P.O. box
- **Electronic Payments/Transactions:** **Per Bank as of 10/31/2022**
PG&E – (11/11/2022) - \$130.86
Gutierrez Gardening – (11/18/2022) – \$1650.00
- **Dues Collection Status:** As of the 11/16/2022 deposit, a total of 648 out of 685 properties (94.60%) have paid their 2022-2023 dues
- **Lien Status:** Lien warning letters were mailed certified, return receipt requested on 11/12/2022 to six residents. Three return receipts have been mailed back. One payment has been received. Two certified letters were returned as unclaimed. Residents of the unclaimed certified letters will be contacted either by email or USPS as a reminder of their pending lien status prior to implementing a lien on their property.
- **Income/Expense Report:** November 2022 income/expense report was emailed to Board members.

c. Health and Safety

M. Carion has been working on the WPA emergency response program. There are 51 residents who agreed to participate in the program based on the Neighborfest forms completed at the annual meeting. From this, three geographical zones will be established with at least one emergency responder in each zone. After reviewing the skills and capabilities of participants in each group, qualified residents will be contacted to determine if they are willing to be the group team leader.

d. Common Areas

- **1490 Miramar & Ocean Pillars:** Our electrician did not properly connect the wires to the submeter as it was not moving, thus 1490 HOA could not bill us. Our contractor Andy Fay connected wires himself and meter now moving/working so they will bill WPA for prior months.
- **Broken Tree Stakes:** Davey Tree was asked to repair one of the stakes broken on new magnolia near 652 Miramar.
- **Lawn Runover:** Payment of \$250 was received from Cal-Wood Flooring for lawn run over near 514 Miramar. There was another lawn run over near 815 Miramar and we are trying to recoup those losses.

e. Land Use and Planning

- **52/54 Eastwood:** M. Carion will work with R. Fong to develop a chronology of events that resulted in the creation of the two addresses and the requirement for reverting back to a single address once the exception no

longer exists. Once the chronology is established, R. Fong and/or M. Carion will discuss with the SF Planning Department as to the possible enforcement of the Residential Design Guidelines which have been codified in the Department's rules.

- 575 Miramar: R. Fong followed up with Marc Balistreri at 575 Miramar. It was confirmed that Mr. Balistreri received the letter that was sent on Westwood Park's letterhead.

f. Technology Report

- Thanks to Victor for taking care of everything in R. Marsh absence
- GoDaddy will bill of \$99.99 is due on 1/24 for SSL Certificate renewal

Unfinished Business

- **QuickBooks Update: Uploading 2022 HOA fees**
R. Marsh will set up the 2022 invoices in QuickBooks the last week of December. Once the 2022 invoices are set up, the system can be used for the 2023 and all subsequent fiscal year invoice submissions.

The potential for electronic payment of WPA dues will be explored. The ease of setting up electronic payment through QuickBooks will determine whether or not that can be implemented for the 2023-2024 fiscal year and beyond. Residents will be informed as to the process once it is established.

- **Study of Common Area Major Repairs and Replacement - Pillar reserve study:**
According to the Davis-Stirling Act, a reserve study must be conducted every 3 years for major components of a HOA that need to be repaired, replaced, or maintained. It needs to have a study conducted on common area major components *if* the current replacement value of the major components is equal to or greater than one-half of the gross budget of the Association, excluding the reserve account.
 - a. Our contractor has been asked to provide us a replacement cost, should the pillars need to be replaced. First off-the-top estimate is \$300K.
 - b. Major components are assets with less than a 30-year life span. WPA pillars are the only major components and their expected life span is expected to be longer than 30 years. Kurt Meinhardt, a retired architect and Westwood Park resident who worked on the Miramar gates restoration in 2000, provided a statement that he believes the pillars will last over 30 years with proper maintenance.
 - c. The Board agreed that at this time there is no need to establish a reserve fund for common area major repairs and replacement. P. Jue will share the decision with supporting information with our lawyer.
- **Designation of Pillars for SF Historic Designation:** No new information to report at this time. Kathy Beitkus drafted a proposal which Mike Farrah of Sup. Melgar's office is reviewing.

- **Updating Residential Design Guidelines to Clarify Front Yard Landscape:** C. Campbell, a WPA resident with architectural expertise, will review the landscaping description drafted by P. Jue and provide edits and suggestions as needed for the Board to review. It will then be added as an addendum to the Residential Design Guidelines.
- **Halloween Contest:** We are still awaiting the winners from David Greenbaum. Once the winners are identified, checks will be distributed. Photos will be publicized in the newsletter.
- **Balboa Park Reservoir Project Concerns for WPA:** Various communications between P. Jue, L. Frey and M. Farrah resulted in the suggestion that a representative of the WPA Board meet with the developers to state the concerns about the 4' buffer between the decks of the townhouses and the east side of Plymouth Ave residents and the San Ramon egress. M. Farrah will set up a meeting and has been asked to participate in the meeting with the WPA Board members identified. P. Jue will send the Balboa Reservoir Design Guidelines to members to review.

New Business

- **Winter Newsletter:** Michelle O'Driscoll will be drafting the Winter newsletter and send to board members for review later this week. It will include income statement and 2023 budget and distributed in late January. Additionally, she'll obtain an Ocean Avenue update from Kate Favetti via OAA. Final edits and additional updates from Board members should be provided to Michelle O'Driscoll by January 14, 2023 for inclusion.
- **Future WPA Board Meeting Format:** With the requirement for board meetings conducted via Zoom to have a physical location for in person presence, all future board meetings will be held in person with a supplemental virtual Zoom option.

Next Board meeting: January 5, 2023, at 7:00 pm

c. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 7-0. Meeting adjourned 8:27pm.

Submitted by C. Karahadian, Secretary