

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held Virtually
January 5, 2023**

AGENDA

1. Call to order at 7:09 pm

Roll Call

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

Absent: Roger Fong

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of December 6, 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

- **Balboa Park Reservoir Project concerns for WPA.** On November 14, 2022, the SF Public Works issued a Tentative Final Map 11177 re: Balboa Reservoir Project. The Board filed an appeal during the 10-day appeal period which ended on Thanksgiving. After discussion with various City Departments and Mike Farrah of Supervisor Melgar's office, we were informed that only appeals regarding the mapping (and not the design or other concerns) would be accepted. P. Jue is still trying to reach M. Farrah to clarify some design items (townhome decks near Plymouth Avenue).
- **Construction equipment and a fence has been erected in the parking lot off Frida Kahlo Boulevard** (across from the Science Building). P. Jue was informed by a CCSF representative this was the new STEAM (science, technology, engineering, arts, and mathematics) building (which will house the Diego Rivera Theatre).

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 12/30/2022 per online bank information is **\$80,652.70** (Checking: \$59,726.92 Savings: \$20,925.78).
- **Outgoing Checks:** As of 12/31/2022

#1601 (12/3/2022) - \$60.76 To: Pauline Jue for reimbursement for Ooma phone Aug-Oct 2022

#1602 (12/21/2022) - \$32.58 To: Francine Lofrano for reimbursement for 12 CFL light bulbs

- **Electronic Payments/Transactions: Per Bank as of 10/31/2022**

 - **PG&E** – (12/9/2022) - \$130.65

 - **Gutierrez Gardening** – (12/16/2022) – \$1650.00

- **Dues Collection Status:** As of the 12/30/2022 deposit, a total of 656 out of 685 properties (95.77%) have paid their 2022-2023 dues

- **Lien Status:** Four payments have been received; one more is expected. Paperwork is being prepared for two liens.

- **Income/Expense Report:** December 2022 income/expense report was emailed to Board members and posted on the WPA SharePoint site.

c. Health and Safety

M. Carion has been working on the WPA emergency response program. Over 50 residents completed the form provided at the WPA annual meeting/ Neighborfest activity. M. Carion will continue to organize and build the "emergency network". An announcement will be added to the newsletter calling for volunteers to act as neighborhood leaders. Interested residents are asked contact the WPA for further information. Any additional questions on participation should be addressed to the WPA.

Currently there is no plan to establish a formal NERT program for WPA, though we will investigate if trainings are taking place post-pandemic.

d. Common Areas

- **1490 Miramar & Ocean Pillars Gate Lights:** The Board decided to continue using CFL light bulbs for the pillar gate lights until they are no longer available. Once that occurs, there will be a transition to LED replacement light bulbs.
- **Lawn run over** – National Construction Rental declined lawn damage across from 815 Miramar as they had dash cam proof their driver was not responsible for the damage. The construction company PROYECTO for 815 Miramar was billed \$250 as video showed their driver running over lawn and their payment has been received.
- **Dec/Jan Storm damage** – Fortunately minimal damage to WP common areas occurred in the recent storms. Downed branches and landscape debris will be removed by our gardener Baltazar. The two newly planted stone pines near Miramar and Northwood that are leaning will be straightened and secured by Davey Tree.

e. Land Use and Planning

- **52/54 Eastwood:** R. Fong spoke to the SF Planning Department pertaining the enforcement of the Residential Design Guidelines to prevent the subdivision of the 52/54 Eastwood property. They indicated that owners have

the right to subdivide their property. No other action will be taken pertaining to this issue.

- 764 Faxon: The resident requested WPA consider contacting Supervisor Melgar's office to encourage upgrading the electrical grid to comply with the recent adoption of 100% electrical appliances. It is our understanding from a home contractor and former Department of Building Inspection inspector that remodels are not part of this requirement and poles do not presently need to be upgraded.

f. Technology Report

- No new updates to report at this time.

Unfinished Business

- **QuickBooks Update:**
- Invoices for 2022-2023 have been created and uploaded (i.e. those due 4/30/2022) into QuickBooks
- The payments need to be input manually. Board members will need to collaborate for inputting manual payments. Once completed, invoices for 2023-2024 can be generated through QuickBooks
- 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 Reserve study:** After discussing if there were any potential large ticket items that would need replacing in the next 30 years on WP common areas, it was decided that as none existed, there would be no need to conduct a WPA reserve study. Regardless, WPA should budget for painting the gates and pillars in 2023 as it has not been done for 10 years. The Everest Restoration cost of \$42K was deemed as being too expensive. M. O'Driscoll will solicit other bids.
- **Designation of Pillars for SF historic status:** No new information to report at this time. The Board continues to follow up with Sup. Melgar's office.
- **Updating Residential Design Guidelines to clarify front yard landscape:** An initial draft of the landscaping guidance has been shared with C. Campbell, a WPA resident with landscaping expertise. It is hoped C. Campbell will provide edits and suggestions as needed for the Board to review.
- **Winter Newsletter:** Michelle O'Driscoll circulated the Winter newsletter draft to the Board members. Any edits need to be provided by Jan 14, 2023. It will be distributed in late January.

New Business

- **Halloween contest** –David Greenbaum provided winners of the 2022 Halloween contest. 1st place went to 528 Miramar, 2nd place to 1441 Plymouth Ave and 3rd place to 900 Faxon. Photos will be publicized in the newsletter. Award checks will be sent to the winners. The WPA Board will establish more specific criteria and guidelines for future Halloween contests in the coming months.

Next Board meeting: February 2, 2023, at 7:00 pm

c. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 6-0. Meeting adjourned 8:32pm.

Submitted by C. Karahadian, Secretary