

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held Virtually
February 2, 2023**

AGENDA

1. Call to order at 7:07 pm

Roll Call

Present: Pauline Jue, Francine Lofrano, Mike O'Driscoll, Rick Marsh, Roger Fong

Absent: Miguel Carion, Carol Karahadian

Guests: none

2. Open Forum

No outside guests attended.

3. Approval of Minutes of January 5, 2023 Meeting

Confirmation of the electronic approval of minutes. A motion was made and seconded. Motion was unanimously approval 5-0.

4. Reports

a. President's Report

- **The Land Use Committee (LUC) of the West of Twin Peaks.** The Land Use Committee (LUC) of the West of Twin Peaks Central Council reviewed the Environmental Impact Report (EIR) for the proposed Stonestown Development. They are raising some concerns (insufficient traffic studies to wider perimeter of neighborhoods, infrastructure support, wastewater capacity).
- **Family Housing Special Use District Legislation.** The Family Housing Special Use District Legislation (copy attached in Appendix A) was drafted by Supervisor Melgar without consultation from community members and associations. This proposed legislation would allow seniors to obtain loans to modify their homes to create rental units. The WTPCC is protesting this proposal as it had not (nor any other groups) been consulted before introduction. The WTPCC is requesting a meeting with the Supervisor to discuss the proposal and its impact on our neighborhoods

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 1/31/23. per online bank information is **\$79,036.52** (Checking: \$58,110.56; Savings: \$20,925.96).

- **Outgoing Checks:** As of 1/31/2023:
#1603 (1/7/2023) - \$496.00 To: Adams Sterling for major components consultation
#1604 (1/7/2023) - \$25.00 To: K. Gallagher & Robert Macke for 3rd prize Halloween contest
#1605 (1/7/2023) - \$50.00 To: Carey & Tsai-Wei Allen for 2nd prize Halloween contest
#1606 (1/7/2023) - \$75.00 To: Shirley Fong Frydenberg 1st prize Halloween contest
#1607 (1/10/2023) - \$200.00 To: City & County of SF Assessor for recording liens 783 Faxon & 339 Frida Kahlo)
#1608 (1/12/2023) - \$30.00 To: Francine Lofrano for reimbursement for notary fees 783 Faxon & 339 Frida Kahlo)
#1609 (1/24/2023) - \$360.00 To: Jeanne Burke for newsletter graphics
#1610 (1/31/2023) - \$648.32 To: Copy Circle for printing/mailing of newsletter
- **Electronic Payments/Transactions:** **Per Bank as of 1/31/2023:**
PG&E – (1/9/2023) - \$130.65
Gutierrez Gardening – (1/18/2023) – \$1650.00
- **Dues Collection Status:** As of the 1/31/2023 deposit, a total of 659 out of 685 properties (96.20%) have paid their 2022-2023 dues
- **Lien Status:** 2 liens were recorded on 1/17/2023 and paperwork has been received.
- **Income/Expense Report:** January 2023 income/expense report was emailed to Board members and posted on the WPA SharePoint site.

c. Health and Safety

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

d. Common Areas

- **Lawn runover** –The \$250 payment from PROYECTO for the damage done at lawn across from 815 Miramar was received. Another lawn runover occurred next to the northeast corner at Northwood & Miramar across from A. Fay’s house on Jan. 9th. A. Fay has a video of the damage being done. P. Jue has filed a claim with the City of SF as it was the fault of a sewer clean out truck contractor. The City replied that they are investigating the cause of the damage. The board decided to wait on installing boulders on that corner
- **Painted over Graffiti** - Baltazar painted over the graffiti on the east side of the Miramar/Monterey gate on Jan. 20th after it was spotted it on Jan. 14th. He also painted over two sets of graffiti on the east pillar at Ocean & Miramar on Feb 6th.

- **New stone pines leaning** – The two new stone pines near Northwood & Miramar were leaning after the wind and rainstorm. Davey restaked them with four posts on Jan 13th and they are better.

e. Land Use and Planning

- **52/54 Eastwood:** No further action will be taken at this time.

f. Technology Report

- Updated the email and no-email lists based on recent requests and homeowner changes
- To Do: Update the SharePoint with latest email list, and remove unwanted files
- Sent no-email list to Copy Circle for Winter newsletter distribution
- Distributed Winter newsletter to email list on Jan. 27, 2023.

Unfinished Business

- **QuickBooks Update:**
 - Invoices for 2022-2023 uploaded into QuickBooks and reconciliation continues
 - HOA billing invoices should be ready by March 1, 2023
 - Thirteen residents have signed up for QuickBooks electronic payment
- **Study of Common Area Major Repairs and Replacement Reserve study:** No further action at this point.
- **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:** A draft of the modified Residential Design Guidelines was provided by R. Fong to the Board for discussion. The Board was pleased with the draft by Christopher Campbell. R. Fong and P. Jue will organize the draft into a format suitable as guidance.
- **Winter Newsletter:** The [newsletter](#) was finalized and sent electronically on Jan. 27th. Hard copies were mailed to the 243 without email addresses on Jan. 31, 2023 by Copy Circle. We noted the 2023-2024 budget would be posted to the web site by March 1.

New Business

- **2023-2024 Budget.** A draft budget was shared with the Board. Specific items need to be reviewed and submitted back to F. Lofrano for inclusion before finalization. It will be posted to the WPA web site by March 1.

- **HOA Assessments.** The assessment letters should be distributed after March 1, 2023.
- **Tax Preparation.** F. Lofrano and P. Jue will gather information not available through QuickBooks. R. Marsh will assist.
- **Balboa Reservoir.** Nothing new to report, except construction continues on the CCSF STEAM building.
- **March and June Meeting dates.** To accommodate a member's calendar, the March meeting is rescheduled to March 6, 2023 and the June meeting is reschedule to June 8, 2023.

Next Board meeting: March 6, 2023, at 7:00 pm

c. Adjournment

- a. A motion was made and seconded to adjourn. Unanimous approval, 5-0. Meeting adjourned 8:22 pm.

Submitted by Pauline Jue, President

Appendix A

Resolution Approving Agreement by the Board of Supervisors and Planning Department

WHEREAS, the San Francisco Board of Supervisors, Planning Commission and residents of District 7 desire to formulate a Neighborhood Housing Plan(s) and implementation strategy that responds to identified needs of the District's elderly residents by developing transitional elderly housing and financing strategies that preserve elderly equity and creates new housing opportunities for young families; and

WHEREAS, the residents of District 7 desire to build upon, preserve, protect and enhance each neighborhood's historic architectural and family character, their unique sense of community identity, and their quality of life; and

WHEREAS the parties desire to mitigate the negative and inharmonious impacts of new construction on the fabric of existing neighborhoods, homeowner and business associations; and

WHEREAS, in furtherance of Housing Plan(s) and implementation strategies, neighborhood representatives have met with Planning Department and Board of Supervisor's District 7 staff and have agreed upon a neighborhood-appropriate vision, resident-based area planning process commitment to result in establishing the authority and responsibilities of all parties for a District 7, community-based partnership to plan and develop housing that responds to said needs; and

WHEREAS, during these meetings residents and staff have prepared and recommend the terms, conditions and elements contained within this Resolution of Agreement;

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors agrees to the Memorandum of Understanding and agreement as signed by the Planning Department and the President of the Board of Supervisors...

Objectives

The following are the objectives for this joint City and Community engagement:

1. Plan for housing as part of complete, healthy neighborhoods in D7 by:
 - a. Use of independent needs-based assessment and data to determine target populations who need or will need housing not otherwise met by current projects;
 - b. Allow seniors options if they want to remain within their neighborhood; given the District's aging population,

- c. Honor and respond to the identified needs of our existing and projected elderly residents, with the development of transitional elderly housing that preserves and or transitions our elderly's ownership equity;
 - d. Explore options for affordable housing that responds to the needs of families with children to be able to live and work within the City.
2. Work with the community to identify housing that will preserve and enhance the existing neighborhood character
 - a. Appropriate types of housing
 - b. Appropriate locations
 - c. Establish principles and goals for neighborhood aspects, including, but not limited to:
 - I. Open space, recreation, and/or play elements
 - II. Walkability and street landscaping
 - III. Neighborhood-serving retail and amenities, such as pharmacies, child care centers, senior services
 - IV. Transportation and street safety
 - V. Infrastructure support
 - d. Mitigate any negative impacts including but not limited to:
 - I. Utilities
 - II. Emergency services and resources
 - III. Family and educational services
 - IV. Scale and massing
 - V. Parking
3. Work with the community to establish a formal review and recommendation process through the phases of the housing development.
4. Work with City departments to provide the contractual and zoning mechanisms to ensure this housing remains available to the respective elderly and family population groups consistent with demand.

Commitment

In order to meet the objectives stated above, the City and Community commit to the following tasks to be detailed in a follow-on resolution:

1. Transparency

The Planning Department and District Supervisor are committed to an open, transparent engagement process, and direct staff to develop a 'Commitment to Collaborate' with community members, which will include:

- a. *Objectives and outcomes*
The broad goals outlined above will be further refined with the community
- b. *Roles & Responsibilities*
Work with community to clearly define the roles and responsibilities of Department staff, individual community members, the community stakeholder group as a whole, and elected officials

2. Representation

Staff in conjunction with residential organizations will seek to engage a cross section of District 7 community members, with the goal of forming an independent, representative resident stakeholder group that is representative of the diverse (age, race + ethnicity, language spoken at home, family type, etc.) communities within the District.

3. Demographics and Market Data

Staff shall acquire an independent needs and market-feasibility analysis to identify the financial parameters and scope and phasing of demand to inform the planning process. This data will include but not be limited to:

- a. Characteristics of elderly homeowner and tenant by neighborhood
- b. Elderly housing transitional needs
- c. Elderly financial resources and needs
- d. Existing or possible financial incentive programs
- e. Existing or possible developer incentives to ensure needs-based development
- f. The extent existing or planned housing developments including ADU's impact the demand and phasing

4. Process

The resident stakeholder group shall have a formal role and responsibilities in the process as defined by a follow-on resolution. It is understood that this role shall allow for direct review and recommendation in the phases of a housing project under this process to include but not be limited to:

- a. Site Selection and Prioritization
- b. Design and Development Plans
- c. Impact Mitigation Plans
- d. Construction Phases
- e. Identified Resident needs met

The City shall develop the necessary financial programs to support transitioning to this new housing and the development programs to incentivize such housing can be built while maintaining the historic and architectural character, quality of life, unique sense of community of the district neighborhoods.

5. Prioritization

As this is a needs-based effort for an area which has no current defined elderly housing, the Planning Department and District Supervisor commit to this being a top priority housing effort commensurate with demand.