

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held Virtually
March 6, 2023**

AGENDA

1. Call to order at 7:05pm

Roll Call

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

Absent: Roger Fong

Guests: Marilyn Walsh

2. Open Forum

No speaker came forward.

3. Approval of Minutes of February 2, 2023 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

• West of Twin Peaks Central Council.

- a. Melgar Proposal: West of Twin Peaks Central Council met with Supervisor Melgar on February 21 to discuss her legislation to allow seniors in District 7 to renovate unused spaces in their homes to create rental spaces for families. Despite past collaborative efforts, the WTPCC was not consulted on this legislation and asked for this meeting. Her intent was to give older property owners the option to rent out space (for income), adding ADUs for their children, avoid probate/capital gain taxes, and encourage renovation (not demolition). This legislation is with the Planning Committee and the City Attorney for review, after which it will be sent to the Land Use Committee (which Melgar chairs) before going before the entire Board of Supervisors. She estimates it will be months before any final language is proposed.

- i. Questions: How will this affect the Prop 13 tax calculation? How do you ensure developers don't take advantage of this legislation to buy and flip? Is demolition allowed under this legislation?

- b. SF Budget for 2023. Chief of Staff to the Mayor, Sean Elsbernd, addressed the WPTCC during its regular meeting held on February 27. Elsbernd has previously served as District 7 Supervisor as well as State Director for Senator Feinstein. The Mayor has asked all departments to submit a budget with a 5% reduction which will be reviewed before

forwarding to the Board of Supervisors for budget negotiations. That office is very excited about a convention of the Asian Economic Council which will bring the heads of states and their staff from Asian countries to San Francisco.

- c. Public Safety. Supervisor Catherine Stefani of District 2 is the chair of the Public Safety Committee and addressed the WTPCC. They are working hard on how to address recruitment and retention issues of the SF Police Department. While many large cities have 44 officers for every 10,000 citizens, SF has only 22 officers for every 10,000 citizens. The Sheriff's Department is also short on deputies. Elsbernd discussed negotiations with police union's Executive Board. They are discussing retention bonuses for eligible officers who decide to stay when they are eligible for retirement.
 - d. Mount Davidson Cross. There will be a ceremony to open a time capsule placed near the Cross a century ago. More information to follow.
- **Old WPA files.**
 - a. Former WPA President Anita Theoharis dropped off two boxes of old WPA files. P. Jue has gone through most of them and uploaded those that are still relevant and pitched some (old plans for renovations). Some files will be handed off to historian Kathy Beitiks for her review. Other documents on building issues were tossed (if resolved) or will be kept (600 Miramar).
 - **Ocean Avenue Transportation Task Force.**
 - a. The group met on February 23, 2023, to discuss reconfiguration options on Geneva near the BART station and from BART to Holloway. The suggestions will be forwarded to SFMTA as they consider options. Final recommendations and cost estimates will be prepared, and a draft report and implementation strategy will be prepared in the Spring 2023.
- b. **Treasurer's Report**
- **Account Balances:** Total bank balance as of 2/28/2023 per online bank information is **\$79,036.52** (Checking: \$58,110.56 Savings: \$20,925.96).
 - **Outgoing Checks:** As of 2/28/2023:
#1611 (2/12/2023) - \$25.20 To: Pauline Jue for 2 books of stamps
#1612 (2/12/2023) - \$161.14 To: Rick Marsh for Zoom renewal.
#1613 (2/8/2023) - \$38.00 To: Secretary of State for bi-annual not profit filing.
 - **Electronic Payments/Transactions: Per Bank as of 2/28/2023:**
PG&E – (2/6/2023) \$129.59
Gutierrez Gardening – (2/18/2023) – \$1650.00
 - **Dues Collection Status:** As of the 2/18/2023 deposit, a total of 662 out of 685 properties (96.64%) have paid their 2022-2023 dues. Of the 23 residents that did

not pay their 2022-2023 dues, 10 have liens on file, the other 13 are delinquent for just 2022-2023.

- Annual assessment bills were mailed to Copy Circle on 2/27/2023 for printing and mailing out. Assessment bills were uploaded to the 2023-2024 Billing Database file. A separate file with copies of the bills for people who chose to pay electronically was also uploaded. The bills will be mailed later this week.
- **Lien Status**: Partial payment on one lien has been received. We received a Notice of Default on another property with a lien. If owner doesn't pay, home could be foreclosed on and put up for sale 5/1/2023. Our lien is junior to this claim so we would get paid secondly from any excess revenue above the default amount.
- **Income/Expense Report**: February 2023 income/expense and 2023-2024 proposed budget reports were emailed to Board members.

c. Health and Safety

- **Consolidation of Neighborfest Emergency Forms**: M. Carion consolidated information on resident skills for emergency procedures from approx. 60 emergency forms that were returned from the Annual Meeting. 12 residents were identified as potential neighborhood leads and will be contacted to determine their willingness and ability to be a lead point of contact for a neighborhood during an emergency. Updates as to the progress of the program will be provided by M. Carion as it is available.
- **5 Montecito**: M. Carion visited the location twice and did NOT see debris other than what appears to be on each neighbor's property adjacent to Recology containers. The case will be closed, and a note will be sent from the board to the resident as to our assessment of the situation.

d. Common Areas

- **Tree damage from storms**: Davey Tree has righted the new stone pine tree on the south side of Northwood & Miramar twice. They are looking for a sturdier system. Two smaller trees on the median between Monterey & Northwood were leaning after 2/21 storm and have been adjusted by Davey. A medium sized eucalyptus near 325 Miramar toppled and was picked up by DPW, to be replaced in the future.
- **Painted over Graffiti**: Baltazar painted over the graffiti on the Ocean & Miramar west pillar on 2/6/23 after the Board was notified by several neighbors.
- **Painting and repairs to gates and pillars**: Baltazar quoted \$3000 to power wash and paint the WPA gates and 4 pillars to match his 2017 price. He would do the work when the rains stop in May or later. M. O'Driscoll will get a quote from a separate contractor to repair the wrought iron on the gates. Once all estimates are received, the Board will decide on approval of work to be done,

- **Electrical meter for pillars at 1490 Ocean:** We are still waiting for the electrical bill from 1490 Ocean HOA for the pillar lights as the meter is moving very slow. Their property manager will provide the bill.
- **Faxon & Monterey island:** A neighbor who lives across from this island has called several times about the lack of plants on this island. Baltazar planted several one-gallon plants a few months ago but they will take a while to grow. M. O'Driscoll has called the neighbor to explain twice but he is having a difficult time remembering.

e. Land Use and Planning

- **52/54 Eastwood:** Property appears to be off the market currently. No further action will be taken at this time.
- **50 Hazelwood:** The front yard has been modified and corrected with the addition of two landscaped areas. The case will be closed as now the property is in compliance with the WPA Design Guidelines. M. Carion will contact the homeowner to inform him.
- **19 Hazelwood:** Action on Design Guidelines compliance will be suspended pending further guideline clarification.
- **15 Hazelwood:** Their planter box repair has been completed and fence height is now 6' or lower (complying with WPA guidelines), so they are no longer in violation and the case is closed.

f. Technology Report

- No new updates to report.

Unfinished Business

- **QuickBooks Update:**
 - Invoices for 2022-2023 uploaded into QuickBooks and reconciliation has been completed.
 - Nineteen residents were sent electronic payment invoices from QuickBooks. 17 successfully completed the electronic payment process by the time of this meeting.
- **2023-2024 Budget:** A draft budget was shared with the Board. Minor changes were made to the draft budget and a final version will be posted on the WPA website.
- **Designation of Pillars for SF historic status:** No new information to report currently, but we have been assigned a D7 liaison to work with us on the submission. The Board continues to follow up with Sup. Melgar's office.
- **Updating Residential Design Guidelines to clarify front yard landscape:** A draft of the Landscape Design Guidelines was provided by Christopher Campbell to R. Fong and P. Jue. The Landscape Design Guidelines will be a supplement

to the current Residential Design Guidelines. R. Fong and P. Jue will organize the draft into a format suitable as guidance to present to the Board for approval.

New Business

- **HOA Assessments.** The assessment letters will be distributed after March 1, 2023.
- **Tax Preparation.** F. Lofrano and P. Jue will gather information not available through QuickBooks. R. Marsh will assist.
- **Gardener rates.** The Board discussed increasing the rate for gardening services of Baltazar Gutierrez. Because of the excellent service he has been providing, they agreed to increase the monthly rate to reflect payment of \$1700/month, effective March 2023. Mike will notify him of the increase.
- **Welcome Wagon.** New WPA resident Joyce Lifland has offered to start a Welcome Wagon Committee and potential WPA Facebook page. The Board thought it was a good idea and will inform J. Lifland to proceed with the project while ensuring all ideas are shared with and approved by the Board. The Facebook page will be a personal one, not sanctioned by the Westwood Park Association.

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

- **Adjournment**
 - a. A motion was made and seconded to adjourn. Unanimous approval, 6-0. Meeting adjourned 8:48 pm.

Submitted by C. Karahadian, Secretary