

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting Held Virtually
April 13, 2023**

AGENDA

1. Call to order at 7:05 pm

Roll Call

Present: Pauline Jue, Francine Lofrano, Carol Karahadian, Roger Fong

Absent: Mike O'Driscoll, Rick Marsh, Miguel Carion

Guests: None

2. Open Forum

No speaker came forward.

3. Approval of Minutes of March 6, 2023, 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

• **West of Twin Peaks Central Council.**

During the last West of Twin Peaks Central Council meeting, there was discussion of whether the WTPCC should change its charter to become a political action committee. The person who raised the issue was very frustrated with Supervisor Melgar and wants to work towards replacing her. WPA president P. Jue is not in support of this change, as she believes WPA is an apolitical neighborhood association, working to better the neighborhood. A committee is being formed to present the pros and cons of making this change and individual member HOAs can discuss the matter. The full Board will discuss the appropriate response from WPA when all are present.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 3/31/2023 per online bank information is **\$116,855.22** (Checking: \$95,928.92 Savings: \$20,926.30).

- **Outgoing Checks:** As of 3/31/2023:

#1614 (3/1/2023) - \$61.82 To: Pauline Jue for reimbursement for Ooma phone Dec 1, 2022-Jan 2023

#1615 (3/1/2023) - \$5,073.00 To: CF&P Insurance Brokers for D&O insurance 2023-2024

#1616 (3/2/2023) - \$ 270.00 To: West of Twin Peaks Council for annual dues

#1617 (3/7/2023) - \$1,802.14 To: Copy Circle for printing & mailing HOA assessment bills

- **Electronic Payments/Transactions:** Per Bank as of 3/31/2023
PG&E – (3/10/2023) - \$127.23
Gutierrez Gardening – (3/18/2023) – \$1700.00
Bank Fees - \$25.20 (for ACH fees)
- **Dues Collection Status:** As of the 4/6/2023 deposit, a total of 427 out of 685 properties (62.34%) have paid their 2023-2024 dues.
- **Lien Status:** Nothing new to report
- **Income/Expense Report:** March 2023 income/expense report was emailed to Board members.

c. Health and Safety

- **Participatory Budget Application:** Unfortunately, an application was unable to be submitted by the April 14, 2023, deadline. Should there be an opportunity next year, submission of an application will be a priority.
- **Virtual meeting for Graffiti remediation:** M. Carion attended the April 11, 2023, Zoom meeting run by SFPD Graffiti Officer Martin Ferreira. An update on how to address graffiti was presented. If graffiti is seen in the neighborhood, residents are encouraged to report the incident to SFPD non-emergency line and email the SFPD Graffiti Division. If an incident is in progress, residents are encouraged to call the 911 Emergency Number. Above all, residents are encouraged to be vigilant and safe.

d. Common Areas

- **Tree damage from storms:** The stone pine near 620 Miramar lost two large branches in the 3/21 storm. Unfortunately, the tree was not salvageable. DPW picked up limbs from the street and later cut up the stump. Davey picked up and ground leftover limbs on the island and tree branches that fell near 566 Miramar (\$825 invoice). Davey will grind the stump and will look at replacement tree in the Fall.
- **Painting and repairs to gates and pillars:** M. O'Driscoll informed Baltazar that his \$3000 quote to power wash and paint the gates and pillars in the Fall was approved. 2000 SF Beautiful grant estimates were reviewed. Unfortunately, the lowest bidder is no longer in business. Work continues to identify a separate contractor to repair wrought iron on the gates.
- **Northwood & Miramar lawn runover** (again) – M. O'Driscoll was informed by the 830 Miramar resident on 3/31 that lawn on the island was torn up, possibly by a cement truck. Unfortunately, no photographs of the incident were available. Baltazar repaired the damage.
- **Gardener pay raise** - Baltazar was informed that his pay was raised to \$1700/month. WPA thanked him for his good work. The raise was appreciated by Baltazar.

e. Land Use, Zoning and Planning

- **Potential Balboa Reservoir Townhouse Deck Encroachment:** R. Fong spoke with Mike Farrah, legislative aide to Supervisor Melgar, about potential deck encroachment from the Balboa Reservoir townhouse design options. He provided the name of the senior city planner so a meeting could be organized to clarify this possible encroachment into the 12-15 foot buffer zone promised to Plymouth residents.

f. Technology Report

- No new updates to report.

Unfinished Business

- **Social Chair for WPA:** Resident Joyce Lifland has volunteered to serve as Social Chair and has established a neighborhood Facebook page for communication between neighbors. Content on the site is not sanctioned by WPA.
- **Landscaping Guidelines Approval:** A motion was made and seconded for the approval of the revised guidelines. The motion was unanimously approved 4-0. The document will be posted on the WPA website and will be included in the packet of information sent to new homeowners.
- **Designation of Pillars for SF historic status:** A proposal has been forwarded to the Board of Supervisor's Land Use Committee for review.
- **19 Hazelwood:** Any additional discussion about potential noncompliance with WPA guidelines will take place when the entire Board is present.

New Business

- **April letter to residents.** With some minor edits, P. Jue will send the April letter to WPA residents.
- **Old Files.** Files to keep for historical purposes were identified and will be uploaded to the SharePoint drive.
- **Fees for HOA Document Request:** The Board discussed implementing fees for HOA document requests upon the sale of a property. Further discussion will take place once the entire Board is present.

Next Board meeting: May 4, 2023, at 7:00 pm

Adjournment

A motion was made and seconded to adjourn. Unanimous approval, 4-0. Meeting adjourned 8:20 pm.

Submitted by C. Karahadian, Secretary