

**Westwood Park Association  
Minutes of Board of Director Meeting  
Meeting In Person  
August 10, 2023**

**AGENDA**

**1. Call to order at 7:08 pm**

Roll Call

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

**Absent:** None

**Guests:** None

**2. Open Forum**

No speaker came forward.

**3. Approval of Minutes of July 6, 2023, Meeting**

Confirmation of the electronic approval of minutes for July 6, 2023. A motion was made and seconded. Motion was unanimously approval 7-0.

**4. Reports**

**a. President's Report**

No new information to report.

**b. Treasurer's Report**

- **Account Balances:** Total bank balance as of 7/31/2023 per online bank information is **\$146,897.92** (Checking: \$125,970.92 Savings: \$20,927.00).
- **Outgoing Checks:** As of 7/31/2023:
  - #1630** (7/5/2023) - \$90.00 To: SF Assessor-Recorder for lien release 339 Frida Kahlo Way
  - #1631** (7/9/2023) - \$15.00 To: Francine Lofrano to reimburse notary fee for lien release 339 Frida Kahlo Way
  - #1632** (7/14//2023) - \$147.50 To: Hernandez Party Rentals for rental of chairs & coolers
  - #1633** (7/18/2023) - \$300.00 To: Tonayese for deposit on taco truck for the annual picnic
  - #1634** (7/20/2023 - \$13.20 To: Pauline Jue for reimbursement for stamps
  - #1635** (7/20/2023) - \$390.96 To: Copy Circle for adoption of fines policy letter mailing
  - #1636** (7/26/2023) - \$210.00 To: Davey Tree for phosphonate treatment on a tree

#1637 (7/31/2023) - \$300.00 To: Jeanne Burke for graphic design for newsletter layout

- **Electronic Payments/Transactions:** Per Bank as of 7/31/2023  
**PG&E** – (7/10/2023) - \$135.99  
**Gutierrez Gardening** – (7/18/2023) – \$1700.00  
**Bank Fees** – (7/11/2023) - \$0.71 (for ACH fees)
- **Dues Collection Status:** As of the 7/28/2023 deposit, a total of 613 out of 685 properties (89.49%) have paid their 2023-2024 dues.
- **Second Billing:** Second billing invoices have been prepared and are ready to be sent to Copy Circle for mailing approximately August 15. A total of 58 invoices will be mailed out with a self-addressed return envelope (postage not included).
- **Lien Status:** 783 Faxon was sold at public auction on 7/22/2023. Two other properties with liens were discussed in executive session. One lien was paid off, lien release has been prepared.
- **Income/Expense Report:** July 2023 income/expense report was emailed to Board members.

**c. Health and Safety**

- M. Carion confirmed that the Fire Department will be present at the WPA Annual Meeting and Picnic on September 9, 2023.

**d. Common Areas**

- **Annual tree trimming:** Davey Tree is scheduled for the week of Sept. 5th to trim the stone pines and plant new trees with any extra budget.
- **DPW trimming trees on upper Plymouth island:** WPA's gardener saw tree branches in street on 8/1 cut by DPW. Michelle O'Driscoll contacted DPW's urban forestry inspector who asked him to stop the trimming as WPA had opted out of the process, only using DPW for emergencies.
- **Painting and repairs to gates and pillars:** A neighborhood contractor was asked to give bid for gate's rod iron repair. Baltazar Gutierrez agreed to paint the pillars in September or October before the rains begin and will honor past pricing.
- **Island at Monterey & Miramar:** M.O'Driscoll added two 12"x 9" clean up after your dog signs on this island at the request of a WPA resident.

**e. Land Use, Zoning and Planning**

- No new information to report.

#### **f. Technology Report**

- **Email upload to QuickBooks**

R. Marsh will put together a plan to incorporate emails into QuickBooks to ensure all information is up to date and can be used for future mailings and electronic billing.

- There were 12 resident requests to opt in for electronic payment of dues following the announcement of the option in the Summer Newsletter.

### **5. Unfinished Business**

- **Newsletter**

The Summer issue of the WPA newsletter was finalized and sent via email on July 31 with hard copies mailed to those who have not opted in on August 7. The newsletter included updates as to the annual meeting and election news. The annual meeting notice was also posted on the WPA Facebook group site on August 10.

- **Neighborfest and Annual Picnic Update**

P. Jue received a response from the Neighborfest committee confirming approval of our application for funding of the WPA Annual Meeting and Picnic. Supervisor Melgar, the Ocean Avenue Association, and the Fire Department will be participating at our event. M. Carion will contact the Ingleside Police Department to determine if a representative can also attend. All details ensuring a successful event have been addressed.

- **19 Hazelwood Fence**

The Board discussed the pending violations from the CC&R's. Confirmation as to any pending concerns and potential actions will be communicated to the owner.

- **Historic Designation of WPA Gates and Pillars**

No new updates. Next steps will be the creation of a report that will be drafted by the Historic Preservation Commission for approval.

### **6. New Business**

- **1221 Plymouth Ave unpaid HOA fees**

The Board went into Executive Session to discuss pending issues pertaining to unpaid HOA fees.

- **Tax Assessments (San Ramon, Elmwood, Hazelwood)**

The Board discussed the SF Tax assessment letter that was sent pertaining to the new guidelines for payment. The information will be reviewed to determine if any additional action needs to be taken by the Board.

- **Proposed Annual HOA Fee Increase.**

As the HOA fees have not been raised for two (2) years, the Board discussed the possibility of increasing the Annual HOA fees for the next fiscal year to accommodate increased expenses of WPA. Any increase will be within the WPA guidelines and will be communicated to the WPA residents in the Winter Newsletter to be distributed in January 2024.

**7. The next meeting:** The next board meeting will be held at the Annual Meeting, Saturday, September 9, 2023, from 11:30am – 2:30 pm on the Faxon Green.

**8. Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 8:40 pm.

Submitted by C. Karahadian, Secretary