

**Westwood Park Association  
Minutes of Annual Meeting  
Held In Person on the Faxon Green  
September 9, 2023**

**AGENDA**

**1. Call to order at 12:05 pm**

**Roll Call:** Introduction of Board Members

**Board Members Present (in person):** Pauline Jue, Roger Fong, Carol Karahadian, Rick Marsh, Mike O'Driscoll, Miguel Carion

**Absent:** Francine Lofrano

**Guests:** D7 Chief of Staff Jen Low, SFPD Ingleside Captain Amy Hurwitz and 4 police officers (Sergeant Francisco Ho, Sergeant Tri Hoang, Officer Arianna Daggett, and Officer Tom Mora) and retiring police dog Ryker from the Ingleside Station, SF Fire Dept. Station 15 (captain and 3 fireman), 75 WPA residents and a few dogs

**2. Open Forum**

Participating WPA residents asked questions of board members throughout the meeting.

**3. Reports**

**President's Report**

- Welcome: The Board was acknowledged and thanked for their work during the last year. Volunteer Michelle O'Driscoll (newsletter editor) was thanked for her dedication to WPA. Others acknowledged: Rosendo Betancourt of the Ocean Avenue Association (who was tabling at the event), Neighborfest for helping with logistics for our annual meeting, and Kathy Beitkis on gate and pillar historic designation.
- Accomplishments during last year: Traffic calming applications submitted for north/south Miramar and 1400 Plymouth block. The 1400 Plymouth block has been approved for traffic calming measures (street hump)
- The Board also adopted the Landscaping Guidelines and Enforcement and Fines Policies, circulated to all homeowners
- Westwood Park Association is still working through the process to get our gates and pillars designated as historic landmarks, and thanks Kathy Beitkis for her work on this project
- Our new Social Chair Joyce Lifland was not able to attend the meeting but created a Westwood Park Facebook group (75 members so far). There will be a Halloween Costume Parade on October 29 from 3 pm at the Faxon Green. Joyce will also be judging the annual Halloween House Decorating Contest.

#### **4. Jen Low for D7 Supervisor Myrna Melgar**

Unfortunately, Supervisor Melgar had a scheduling conflict. Her Chief of Staff Jen Low gave a greeting on her behalf and did a superb job of outlining the ongoing programs that have been taken up by the SF supervisors. The following programs were discussed:

- J. Low confirmed that Public Safety was the #1 concern of residents throughout San Francisco. Programs to prevent and combat crime were front and center for the SF government. New programs are being implemented to address police and non-police crimes. She encouraged all to report any incidents by calling 911 so any issues can be addressed quickly.
- An ambassador program where retired police officers wearing red and blue jackets work with residents to address safety and crime issues has shown great success. They currently only patrol in West Portal but Captain Hurwitz has asked that they patrol Ocean Avenue as well.
- Vandalism and dirty streets are also an issue. A city program to immediately remove graffiti has been put into place. Grants are available for small business owners to remove graffiti so that fines are not implemented. She encouraged all to report any such vandalism by calling 311 so that it can be quickly removed.
- It was noted that there is a minimal number of senior centers/community hubs for seniors in District 7. Sup. Melgar's office is looking into how to develop resources in D7 to support seniors.
- Multiple unit housing is another issue that was discussed. Although the State of CA and the City of San Francisco approved the building of 4 units on a given lot, the WPA CC&Rs prevent homeowners from constructing such additions if they are outside of the WPA design standards which only allows single family homes. Former WPA President Mike Ahrens emphasized that CC&Rs are legal contracts between homeowners and their association that "run with the land".

#### **5. Captain Amy Hurwitz of the SF Police Dept.**

New Ingleside Station Captain Amy Hurwitz greeted the participants and gave an overview of what the SFPD is doing to ensure the safety of our neighborhoods. She brought with her 4 Ingleside Police officers (Sergeant Francisco Ho, Sergeant Tri Hoang, Officer Arianna Daggett, and Officer Tom Mora) and retired drug sniffing police dog Ryker from the Ingleside Station.

- Captain Hurwitz spoke about the importance of reporting issues using the direct cell phone line of the Ingleside station instead of 911. The cell phone direct number for emergencies is (415) 553-8090. Additionally, for any misdemeanor it was recommended to call 311 directly. The direct phone number to 311 for cell phones is (415) 701-2311.
- Captain Hurwitz stressed the importance of each neighborhood to have a phone information tree so neighbors can be alerted as to any issues on their block. She also stressed the importance of having an organized process such as NERT to protect the neighborhoods. She mentioned that there is a SF Safe training program that WPA might want to participate in and recognized that WPA has a few streets with SF SAFE Captains (such as Caryl Ito for the 600 block of Miramar).

## 6. Treasurer's Report

Carol Karahadian reported on behalf of our wonderful treasurer Francine Lofrano. She noted that all financials are posted monthly in the board meeting minutes on the WPA web site.

- Account Balances: Total bank balance as of 8/31/2023 per online bank information is **\$143,673.78** (Checking: \$122,746.60 Savings: \$20,927.18).
- Outgoing Checks: As of 8/31/2023 :
  - **#1638** (8/6/2023) - \$662.42 To: Copy Circle for WPA summer newsletter printing & mailing
  - **#1639** (8/10/2023) - \$1,426.00 To: Adams Sterling for fines policy
  - **#1640** (8/11/2023) - \$90.00 To: SF Assessor-Recorder for lien release 1320 Ocean Ave
  - **#1641**(8/15/2023) - \$948.40 To: Honey Bucket for ADA porta potty & wash station for annual picnic
  - **#1642** (8/17/2023) - \$167.15 To: Copy Circle for second HOA dues notices printing & mailing.
  - **#1643** (8/17/2023) - \$5.67 To: Pauline Jue for postage reimbursement 19 Hazelwood
  - **#1644** (8/18/2023) - \$15.00 To: Francine Lofrano for reimbursement of notary fees 1320 Ocean Ave lien release
- Electronic Payments/Transactions: Per Bank as of 8/31/2023 :
  - PG&E – (8/8/2023) - \$145.34
  - Gutierrez Gardening – (8/18/2023) – \$1700.00
- Dues Collection Status: As of the 9/5/2023 deposit, a total of 635 out of 685 properties (92.7%) have paid their 2023-2024 dues, which is quite good.
- Second Billing: 58 second billing invoices were mailed out on 8/17/2023.
- Lien Status: Another lien was paid off. Two acknowledgements of satisfaction of liens were filed with the Assessor-Recorder's office. Currently, there are 7 recorded liens totaling \$21,176.84.
- Income/Expense Report: August 2023 income/expense report was emailed to Board members.

## 7. Trees and Common Areas Maintenance

Mike O'Driscoll provided an update on recent projects.

- Annual Tree Trimming: Our annual tree trimming of our Stone and Japanese pines on Miramar Avenue was done by Davey Tree Company in late August. We lost at least two pines on the medians near 620 Miramar and 549 Miramar in 2023 and will be replacing them with magnolias with any leftover budget. Last October, we had two stone pines added to the ends of the medians at Miramar & Northwood and they seem to be doing well now.
- Tree & Limb Failures: We also had large branches fall from pines in the street near 325 Miramar, 430 Miramar and 500 Miramar over the last year. We thank the local neighbors including Peter Kay and Caryl Ito who called 311 to report it.

Last year, we opted out of DPW trimming the trees on our islands and medians unless it was an emergency and blocking the street. If we waited for the City's street tree crew to trim, they are on a 5-year cycle which is too long.

- **Gate & Pillar Painting:** As some may recall, in 2003, the Westwood Park board commissioned a major restoration of the Monterey & Miramar gates. Every 10 years, we have the gates and pillars painted, so it is time to do this again this Fall. We are also looking to repair some of the rod iron on the gates. We thank Ken Rychwalski and Laura Frey who have been replacing the burned-out bulbs on the gates, which will be LED bulbs moving forward.
- **Gardening/Lawn Run Over:** Baltazar's crew from Gutierrez Gardening comes twice a month to mow lawn areas, trim shrubs and take care of our common areas. Over the last year, they added a few more boulders to the Miramar medians to prevent delivery trucks from damaging the lawn further. We thank all the neighbors including Joe Koman and Andy Fay who alerted us to trucks that damaged Miramar lawns near 514 Miramar, 815 Miramar and 830 Miramar as we were able to recoup money from a few trucking companies.
- **Graffiti:** We had some graffiti issues in Westwood Park over the last year: on the Monterey wall near Miramar twice, which DPW eventually painted; on the Monterey & Miramar and Ocean & Miramar gates and pillars which Baltazar painted; and on the Elmwood wall which the El Dorado Terrace HOA painted. If you see graffiti, let the board know and report to 311.
- A question was asked about big trucks running over sidewalks on Miramar and damaging it and if the association could complain. The best recourse is to take photos or video and send to PG&E, FedEx, Amazon, and they will respond and reimburse.

## **8. Health and Safety**

Miguel Carion presented an update.

- Miguel thanked SF Fire Dept. Station 15 on Ocean Avenue for coming by the annual meeting and allowing children to climb on their truck. He introduced the captain of that station, who also lives nearby.
- The SF Neighborhood Emergency Response Training (NERT) Program, which teaches emergency preparedness, requires a minimum of 15 neighbors to participate on a team. It also requires attendance of training courses by SFFD. Unfortunately, unless we have a specific number of residents willing to be part of this program, it is unlikely that we will be offered the opportunity to participate in the program.
- Neighborfest provided emergency contact sheets for neighbors to complete. Miguel will compile these with the forms received last year. He is still seeking residents with various skills sets, not necessarily rescue or medical skills.
- A question was asked about storing gas for generators in light of an emergency. Any approved vessel for storing gas is acceptable in a home, there is just an issue with the longevity of the fuel.
- A question was asked about installing gates to the backyard to protect from intruders. As long as it is 30 feet from the curb, that is acceptable.

## 9. Planning, Building and Compliance

Roger Fong provided an update as to some of the more recent issues of CC&R violations.

- Roger stressed the importance of all WP residents to submit plans for any changes/remodeling to their property so if there are any potential violations of Residential Design Guidelines, they can be addressed prior to any changes made.
- Residents were reminded that the Board should be consulted with any new construction including the use of hard and soft scape in front yards, and to refer to the new landscaping guidelines posted on the WP web site.
- The board does look into CC&R, design guideline and landscaping guideline violations that are reported to them, and they have taken action in consultation with their lawyers, which can get expensive.
- Due to rising enforcement related fees, we may need to look into raising annual dues, so it's best to consult with the board before remodeling.

## 10. Technology

Rick Marsh reported on recent updates.

- The Board continues to increase the number of homeowners who opt in to receive WPA communications via email. Electronic communication of WPA information is much faster, easier, and less expensive overall, as we spend hundreds of dollars each year on snail mail communication. Since the Board sends only information that is important for homeowners, no spam will be generated. The form to sign up for electronic communication was included in the most recent newsletter and is posted on the WP web site. For those unable to locate the form, a request to receive a form can be made by sending an email to [board@westwoodpark.com](mailto:board@westwoodpark.com).
- The WPA has transitioned all accounting to QuickBooks Online. For this year's HOA dues, an online payment trial for about 20 homeowners was successfully implemented and most paid the same day. For next year's dues payment, the online payment option will extend to all homeowners who have signed up for electronic communications. Residents will receive an invoice via email that will contain a payment link for next year's dues payment. Payment will need to be made by direct debit and credit card payments will not be accepted. This option will streamline the dues payment process. All recent inquiries pertaining to electronic payment will receive a response in the coming weeks.
- The Board thanked Victor Vela for helping with all technology-related work.

## 11. Upcoming Activities

- This year in addition to the annual house decorating contest WPA will have a Halloween costume parade! The specifics are as follows:
  - October 29, 2023, from 3:00 – 5:30pm

- Meet on the Faxon Green at 3:00pm
- Please fill out the survey posted on the WPA Facebook group to let Joyce know if you are joining us.
- Residents were reminded to attend the D7 crime and safety meeting with Sup. Melgar and City Attorney David Chiu at the Pomeroy Center on Sept. 14 from 6-7 pm.

**Next Board Meeting: October 5, 2023, at 7:00 pm**

**Adjournment**

- Meeting adjourned by the President at 1:50 pm after the selection of the Neighborfest raffle winners.
- A picnic lunch followed the annual meeting and connections were reestablished.

Submitted by C. Karahadian, Secretary