

**Westwood Park Association**  
**Minutes of Board of Director Meeting**  
***Meeting Virtual***  
**November 2, 2023**

**AGENDA e**

**1. Call to order at 7:04 pm**

Roll Call

**Present:** Pauline Jue, Francine Lofrano, Carol Karahadian, Roger Fong, Rick Marsh

**Absent:** Miguel Carion, Mike O'Driscoll

**Guests:** Fred Muhlheim and Michael Adams from the Higher Education Action Team (HEAT) at C.C.S.F. and Laura Frey

**2. Open Forum**

No speaker came forward.

**3. Approval of Minutes of October 5, 2023, Meeting**

Confirmation of the electronic approval of minutes for October 5, 2023. A motion was made and seconded. Motion was unanimously approval 5-0.

**4. New Business**

- a. **Frida Kahlo Quick-Build:** Fred Muhlheim and Michael Adams provided the Board with an update pertaining to the Frida Kahlo Quick-Building project. HEAT is a grassroots organization that brings together students, educators, and allies to protect public education and keep City College a strong and viable "Jewel of San Francisco." F. Muhlheim and M. Adams gave an update as to the proposed SFMTA plan to add additional bike lanes, reconfiguration of bus stops and removal of parking on Frida Kahlo Way. The intent of the proposed changes was to increase the safety of bicyclists and pedestrians. As this is a quick build project, there has been little community input but a desire for a speedy result. There doesn't seem to be substantiating evidence that the proposed changes will achieve their goal Therefore F. Muhlhiem and M. Adams are soliciting the support of WPA to contest the project until more evidence for the plan to achieve the goal is provided. The Board agreed to support their effort to ensure SFMTA provides clarity in support of their case to proceed with this project. Information for a contact at Riordan High School will be shared with F. Muhlheim, as these changes will have a major impact on the school.

## 5. Reports

### a. **President's Report**

**West of Twin Peaks Central Council:** District Attorney Brooke Jenkins was the speaker, and she addressed the crime in the City. She came across as sincere and very articulate. She was glad for the partnership with the Federal, state, and local policing agencies in making drug-related arrests. While it won't immediately solve the problem, it's making a difference. She likened the change to the DA's office to turning an oil tanker around. It's slow and steady.

Next month's speaker will be Aaron Peskin.

**WPA Taxes:** The taxes for FY2021 and FY 2022 have been completed and submitted to the proper agencies!

**Halloween Activities:** Joyce Lifland managed the Halloween parade on October 29. From the photographs on Facebook, there were almost 40 participants and lots of costumes. Ocean Cyclery, The Plant Lady, and Expert Pet generously donated \$15 gift cards each for prizes. Joyce will also be judging decorated homes for the annual house decorating contest sponsored by the Board.

### b. **Treasurer's Report**

- **Account Balances:** Total bank balance as of 10/31/2023 per online bank information is **\$120,157.64** (Checking: \$99,230.12 Savings: \$20,927.52).
- **Outgoing Checks:** As of 10/31/2023:
  - #1656** (10/4/23) - \$3,119.16 To: Adams Sterling for legal consultation
  - #1657**(10/13/2023) - \$5.67 To: Pauline Jue to reimburse for postage
  - #1658** (10/14/2023) - \$5.67 To: Pauline Jue to reimburse for postage
  - #1659** (10/24/2023) - \$1,190.00 To: Levy, Erlanger & Co. for 2022,2023 tax preparation
  - #1660** (10/25/2023) - \$57.80 To: Francine Lofrano to reimburse postage for 5 certified mail (lien warning letters) & notary fees for lien release (#3160-06)
  - #1661** (10/25/2023) – \$90.00 To: Sf Assessor-Recorder – Lien Release (#3160-06)
- **Electronic Payments/Transactions:** Per Bank as of 10/31/2023
  - PG&E** – (10/11/2023) - \$159.41
  - Gutierrez Gardening** – (10/18/2023) – \$1700.00

- **Dues Collection Status:** As of the 10/31/2023 deposit, a total of 650 out of 685 properties (94.89%) have paid their 2023-2024 dues.
- **Lien Warning Letters:** 5 Lien warning letters were mailed via certified mail on 10/23/2023 with payment due 45 days from the date of the letter (12/7/2023). Motion to vote on placement of liens in the event of non-payment on the following parcel numbers: #3113-08, #3138-02, #3175-23, #3199-10, #3199-19. Motion was approved 5-0.
- **Lien Status:** One lien was paid off (#3160-06) and lien release was notarized and mailed to SF Assessor-Recorder's office on 10/25/2023. Also, there is another home for sale (#3138-24) that has a lien on it with a pending close date of 11/9/2023. When this home sells, this lien will be paid off.
- **Income/Expense Report:** October 2023 income/expense report was emailed to Board members.

#### c. Health and Safety

- **Neighborfest emergency forms (2022 and 2023)** No new information to report.

#### d. Common Areas

- **Hazardous tree near 545 Miramar:** Flowering gum tree lost a limb about 10 days ago and was reported to 311 for pick up at the median (still not done). Baltazar indicated that the tree looked rotten where branch fell. Davey Tree confirmed it as a hazard and recommended that it be removed. He asked DPW head arborist if City would remove it since it's an emergency. No response yet.
- **Miramar gates:** To date there has been no response from the Westwood Park contractor as to welding repair of the iron. He was reminded to send an estimate after the last board meeting. M. O'Driscoll will follow up on this request.
- **Gophers on the lawn:** Gopher holes have sprung up on the Faxon Green and Miramar. Baltazar to address the Miramar holes. M. O'Driscoll will address the issue on the Faxon Green.

- Historic preservation designation of gates & pillars: The Board received notice that a hearing is scheduled with the Historic Preservation Commission on November 15. Kathy Beitiks was advised of the hearing date.

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

- 142 Westwood ADU – As there has been no response from the owners from a previous request, R. Fong will send a formal letter to the owners to rescind their additional address for the property (142A Westwood) to comply with the single-family homes that the WPA CC&Rs require.
- 15 Hazelwood: Residents at 15 Hazelwood were cited by City for garbage cans in view. They asked the board if they could build an enclosure. For the Board to make any decision, the owners will be requested to provide all possible options in writing to rectify the situation.
- 90 Hazelwood: Owners have asked the Board if there was any record of a fire that might have occurred at the property in 1935. The owners will be directed to K. Beitkis for any historical information that might be available.

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

- **Email upload to QuickBooks**

No new information to report. R. Marsh will be working on finalizing email addresses for residents requesting electronic billing going forward and any further communications. Because we will be using electronic billings and payments, R. Marsh will prepare an article for the newsletter to remind residents to provide the correct email information for them. An email will also be sent to remind them that homeowners are responsible for maintaining the correct email and mailing address on file.

### 5. **Unfinished Business**

- **Winter WPA newsletter**: The winter newsletter is targeted to be sent out in early January. All are reminded to send their draft articles to Michelle O'Driscoll by Dec. 4. The Board appreciates the excellent job Michelle O'Driscoll has done in putting the newsletter together for WPA.
- **19 Hazelwood Fence**: A response from the owners was received indicating that they complied with the removal of the wire fence along the property line that was out of compliance with the WPA CC&Rs. The fine for not meeting the deadline was imposed and paid. P. Jue will send them an acknowledgement that this violation is now closed.

- **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 no payment required for properties valued less than \$500. We disagree that these properties are valued at less than \$500.  
Given the potential negative impact of not receiving a tax bill and thus not paying the property taxes for those properties, the Board decided to solicit the opinion of legal counsel to determine the best path forward. L. Frey will ask the Assessor's office how many SF properties received the same notices. R. Marsh will ask the Assessor's office for the bill for the special assessments (though we're not paying property taxes, the special assessments are assumed to still be due). The Board may consult with a property lawyer on how to proceed.

**7. The next meeting**: The next Board Meeting is scheduled for Thursday, December 7, 2023, at 7:00 pm

**8. Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 9:14 pm.

Submitted by C. Karahadian, Secretary