

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting in Person
December 7, 2023**

AGENDA

1. Call to order at 7:06 pm

Roll Call

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

Absent: Miguel Carion

Guests: none

2. Open Forum

No speaker came forward.

3. Approval of Minutes of November 2, 2023, Meeting

Confirmation of the electronic approval of minutes for November 2, 2023. A motion was made and seconded. Motion was unanimously approval 5-0.

4. Reports

a. **President's Report:** No new information to report.

b. **Treasurer's Report**

- **Account Balances:** Total bank balance as of 11/30/2023 per online bank information is **\$107,751.38** (Checking: \$86,823.69 Savings: \$20,927.69)

- **Outgoing Checks:** As of 11/30/2023:
 - #1662 (11/2/2023) - \$10,223.00 To: Philadelphia Insurance for liability insurance
 - #1663 (11/6/2023) - \$1,864.53 To: Adams Sterling PLC for legal fees 1221 Plymouth & 19 Hazelwood
 - #1664 (11/10/2023) - \$75.00 To: Camille Formosa for 1st prize Halloween contest
 - #1665 (11/10/2023) - \$25.00 To: Carey Allen for 3rd prize Halloween contest
 - #1666 (11/10/2023) - \$950.00 To: Adams Sterling PLC for annual fee 11/23-11/24
 - #1667 (11/14/2023) - \$50.00 To: Seth Spitzer for 2nd prize Halloween contest
 - #1668 (11/17/2023) - \$13.20 To: Pauline Jue for reimbursement for stamps
 - #1669 (11/25/2023) - \$90.00 To: SF Assessor for lien release (block/lot #3138-24)
 - #1670 (11/25/2023) - \$16.50 To: Francine Lofrano for lien release notary fees and one international postage stamp
 - #1671 (11/25/2023) - \$13.20 To: Francine Lofrano for reimbursement for stamps
 - #1672 (11/30/2023) - \$792.36 To: Francine Lofrano for UPS P.O. box annual renewal

- **Electronic Payments/Transactions:** Per Bank as of 11/30/2023
PG&E – (11/7/2023) - \$161.42
ACH Fees – (11/9/2023) - \$3.23
Gutierrez Gardening – (11/16/2023) – \$1700.00
- **Dues Collection Status:** As of the 12/4/2023 deposit, a total of 657 out of 685 properties (95.91%) have paid their 2023-2024 dues.
- **Lien Warning Letters:** Of the 5 Lien warning letters that were mailed on 10/23/2023, 4 have paid their assessment and 1 (#3199-19) has been reported as having mailed the assessment payment a couple weeks ago. The Board is waiting to receive the payment. Per today's conversation, the resident will contact his bank and call F. Lofrano within a couple days with an update. He was informed that he could also pay electronically. Will hold off on filing a lien pending expected update from resident.
- **Lien Status:** Another lien was paid off (#3138-24). There are now 5 recorded liens on file.
- **Income/Expense Report:** November 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

- **Damaged flowering gum tree near 545 Miramar:** DPW cut down and removed the tree after it lost a large limb and was deemed hazardous by Davey Tree. The stump was not removed. It will need to be mulched when a new tree is planted in 2024.
- **Miramar gates:** After approval by the owner, Davey will trim the lower crown of monkey puzzle tree which is dripping sap on gates near 975 Monterey. WPA will pay for the trimming (approx. \$510). The work will be done on December 8. M. O'Driscoll is still waiting for a response from the contractor as to the welding iron need. After the November meeting, a reminder was sent, requesting an estimate for this work.

- **Ocean & Miramar pillar lights**: Recently a neighbor reported that the west pillar's light appeared to be out. The contractor who repaired the lights in 2021 assessed the potential issue and concluded that the lights had power, but one bulb was dim. WPA agreed to have an electrician check the box housed in 1490 Ocean to determine the cause of the dimmed lights. The bulb was replaced, and the light is now working.
- **Historic preservation designation of gates & pillars**: Historic Preservation Commission approved historic designation during its November 15th meeting, during which Kathy Beitiks presented a Power Point program. There were questions about whether WPA is more ethnically diverse and City Planner looking into ethnic stats per last census. Next step is Board of Supervisors' approval during its January 8, 2024, meeting.

e. Land Use, Zoning and Planning

- **142 Westwood** – R. Fong sent a second request 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. To date, no response has been received. R. Fong will make an inquiry to the SF Planning Department to see if it is possible for the WPA to challenge the request for the second address and to have it rescinded.
- **125 Colon**: Residents at 125 Colon will be sent a letter requesting them to submit to the Board the drawings for the remodel for review.
- **1221 Plymouth Ave unpaid HOA Fees**: The Board went into Executive Session to discuss pending issues pertaining to unpaid HOA fees.
- **15 Hazelwood**: The owners were cited by City in October for having their garbage bins in view. They requested approval from the Board to build enclosure for their garbage bins. To date, no plans have been submitted for the Board's review.

f. Technology Report

- **Email upload to QuickBooks** - R. Marsh successfully corrected all incorrect billing/shipping addresses in QuickBooks. Residents requesting electronic billing going forward will be sent an invoice via their email address. When multiple email addresses are listed for the same WP property, R. Marsh confirmed that QuickBooks would accept only one payment per address. Residents will be

informed of the process to pay via ACH before the invoices are distributed in March 2024.

- Next steps will be to import all email addresses into QuickBooks for all electronic communications.

5. Unfinished Business

- **Winter WPA newsletter**: The newsletter draft is nearly finalized. M. O'Driscoll is waiting for the Ocean Ave Assn article and the finalized 2024-2025 budget that will be included. The target date to send the newsletter is early January after formatting is completed.
- **WPA Tax Assessments/Property Tax** (San Ramon, Elmwood, Hazelwood) R. Marsh received information from the Assessor's office as to the plan for receipt and payment of the bill for the special assessments for the WPA owned San Ramon, Elmwood and Hazelwood properties (though we're not paying property taxes, the special assessments will still be due). Invoices will be sent to WPA with the total assessments and due date which will be after Dec 10, 2023.

6. New Business

- **Annual Notice and solicitation for elections to residents** – P. Jue will include a solicitation for any residents who would be interested in running for a board position in the winter newsletter. If there are no residents interested, the current board members whose term is expiring have agreed to stay on the board and no election will commence. As required by the Davis Sterling Act, an annual notice will be sent to all residents in February 2024 (30 days before the beginning of our fiscal year).
- **FY 2024-2025 budget** – The FY 2024-2025 budget was reviewed, edited, and approved by the Board. A copy of the budget will be included in the winter newsletter.

7. The next meeting: The next Board Meeting is scheduled for Thursday, January 4, 2024, at 7:00 pm

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:44pm.

Submitted by C. Karahadian, Secretary