

**Westwood Park Association  
Minutes of Board of Director Meeting  
Meeting in Person  
January 4, 2024**

**AGENDA**

**1. Call to order at 7:05 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 December 7, 2023, Meeting**

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

**4. Reports**

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

b. **Treasurer's Report**

- **Account Balances:** Total bank balance as of 12/31/2023 per online bank information is **\$103,589.70** (Checking: \$82,661.85 Savings: \$20,927.85)
  
- **Outgoing Checks:** As of 12/31/2023:
  - #1673** (12/4/2023) - \$63.49 To: Pauline Jue for Ooma phone Sept-Oct-Nov 2023
  - #1674** (12/6/2023) - \$480.00 To: Adams Stirling for 1221 Plymouth
  - #1675** (12/12/2023) - \$510.00 To: Davey Trees for crowning tree near Monterey pillar
  - #1676** (12/18/2023) - \$360.00 To: J. Burke Designs for Newsletter Graphic Design
  
- **Electronic Payments/Transactions:** Per Bank as of 12/31/2023
  - ACH** – (12/7/2023) - \$1.00 (Deposit)
  - ACH** – (12/7/2023) - \$.01 (Fee)
  - PG&E** – (12/7/2023) - \$98.32
  - Deluxe Business Systems** – (12/8/2023) - \$172.66
  - Gutierrez Gardening** – (12/15/2023) – \$1700.00
  
- **Dues Collection Status:** As of the 1/5/2024 deposit, a total of 658 out of 685 properties (96.06%) have paid their 2023-2024 dues.

- **Lien Warning Letters:** Of the 5 Lien warning letters that were mailed on 10/23/2023, all have remitted payment, so no new liens need to be filed.
- **Lien Status:** Nothing new to report since last meeting.
- **Income/Expense Report:** December 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 median lawn near 695 Miramar:** It was noted that a vehicle ran over the median lawn near 695 Miramar. The WPA gardener, Baltazar repaired the damage. Unfortunately, there is no video documentation or eyewitness who saw the damage occur. The Board approved the purchase of a boulder to be placed in the median where run-over damage often occurs.
- **Miramar gates:** On December 8, 2023, Davey trimmed the lower crown of monkey puzzle tree that was dripping sap on gates at 975 Monterey at a cost of \$510. M. O'Driscoll is still waiting for a response from the contractor as to the welding iron need. The question was raised as to whether there might be other contractors in WPA who would be willing to bid on the project.
- **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 replaced the bulbs on Dec. 7, 2024. The lights are now working.
- **Historic preservation designation of gates & pillars:** A January 8, 2024 meeting is set for the Board of Supervisors to approve the WPA gates and pillars as an historic preservation designation. Kathy Beitiks and Carol Karahadian will attend on behalf of WPA.

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

- **142 Westwood** – R. Fong will contact the SF Planning Department to gather information pertaining to the process of rescinding the additional address to be in compliance with the WPA CC&Rs.
- **125 Colon Drawings** for the remodel of 125 Colon were received by R. Fong. The plans were in compliance with the CC&Rs and were therefore approved by the Board. A letter will be sent to the owners informing them of the approval.
- **1560 Plymouth Ave** – Remodel plans were reviewed by R. Fong and found to be in compliance with the WPA CC&Rs. A letter will be sent to the owners indicating the approval.

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

- **Email upload to QuickBooks** – The Email and No Email lists are up to date for delivery of the Winter Newsletter. The Newsletter was electronically delivered January 3, 2024.
- Unfortunately, it was not possible to import email addresses from MailChimp to QuickBooks. Plans will be made to manually enter email addresses into QuickBooks.

### **5. Unfinished Business**

- **1221 Plymouth Ave unpaid HOA Fees**: The Board went into Executive Session to discuss pending issues pertaining to unpaid HOA fees.
- **Winter WPA newsletter**: The winter WPA newsletter was finalized and sent electronically on January 3, 2024. Mailed copies were sent out January 4, 2024. The Board thanks Michelle O'Driscoll for her excellent work in creating the WPA newsletter.
- **WPA Tax Assessments/Property Tax** (San Ramon, Elmwood, Hazelwood) R. Marsh confirmed that the tax bills for the properties mentioned are posted online. He indicated that there was a \$0.00 balance for each property.

### **6. New Business**

- **K Ingleside Rapid Quick-Build** – P. Jue invited Brian Haagsman of the SFMTA to give an update of the K Ingleside Rapid Quick-build project to the Board. Unfortunately, he was not able to attend but offered to provide updates as to the design and any feedback from the January 8-19 public hearing period at a future Board meeting.

- **145 Hazelwood** - Residents of 145 Hazelwood enquired whether enclosing their porch would be a violation of the WPA CC&Rs. As the enclosure for their particular porch/entry design would change the design of the exterior of the home, it would not comply with the WPA CC&Rs. They will be informed of the answer to their enquiry.

**7. The next meeting:** The next Board Meeting is scheduled for Thursday, February 1, 2024, at 7:00 pm.

**8. Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 7:55 pm.

Submitted by C. Karahadian, Secretary