

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting in Person and Zoom
February 1, 2024**

AGENDA

1. Call to order at 7:03 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 January 4, 2024, Meeting

Confirmation of the electronic approval of minutes for January 4, 2024. A motion was made and seconded. Motion was unanimously approval 6-0.

4. Reports

a. President's Report:

- During the January 21, 2024, meeting of the West of Twin Peaks Central Council, Mayor London Breed discussed the propositions she has on the upcoming ballot.
 - i. Proposition C, Real Estate Transfer Tax Exemption and Office Space Allocation, would exempt the transfer tax the first time a property is transferred after being converted from commercial to residential use.
 - ii. Proposition E, Police Department Policies and Procedures, would allow the SFPD more authority to use drones and vehicle pursuits, and reduce the amount of recordkeeping and reporting to free up officers' time.
 - iii. Proposition F, Illegal Substance Dependence Screening and Treatment for Recipients of City Public Assistance would require individuals under age 65 with no dependent children who receive City public assistance and reasonably suspected to be dependent on illegal drugs to be screened to be eligible for benefits.
 - iv. Matt Dorsey was the February speaker.
- Thanks to Kathy Beitiks and Board member Carol Karahadian for representing Westwood Park during the January 8, 2024, meeting of the Land Use Committee hearing on the historic landmark designation of our entrance pillars. During the January 23, 2024, hearing, the pillars were

approved for landmark designation by a vote of 10-1 of the Board of Supervisors.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 1/31/2024 per online bank information is **\$102,977.94** (Checking: \$82,049.90 Savings: \$20,928.04)
- **Outgoing Checks:** As of 1/31/2024:
 - #1677 (1/4/2024) - \$162.07 To: Adams Stirling for Legal Services re: 3198-010
 - #1678 (1/4/2024) - \$682.16 To: Copy Circle for winter newsletter and mailing
 - #1679 (1/18/2024) - \$3.50 To: Pauline Jue for envelopes
 - #1680 (1/18/2024) - \$330.00 To: Fay Construction for Electrical work at Miramar/Ocean
 - #1681 (1/19/2024) - \$90.00 To: SF Assessor for lien release 3198-010
 - #1682 (1/23/2024) - \$250.00 To: Russell Davis for refund of overpayment check #232
 - #1683 (1/23/2024) - \$15.00 To: Francine Lofrano for notary for lien release 3198-010

Electronic Payments/Transactions: Per Bank as of 1/31/2024

ACH – (1/7/2024) - \$1.00 (Deposit)

ACH – (1/7/2024) - \$.01 (Fee)

PG&E – (1/9/2024) - \$98.32

Gutierrez Gardening – (1/18/2024) – \$1700.00

- **Dues Collection Status:** As of the 1/30/2024 deposit, a total of 660 out of 685 properties (96.35%) have paid their 2023-2024 dues.
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- **Lien Status:** A lien release was notarized and mailed to the Assessor-Recorder's office on 1/23/2024 for block/lot #3198-010.
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- **Income/Expense Report:** January 2024 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 and 447 Miramar:** Our gardener added a boulder near 695 Miramar after two lawn runovers. Davey Tree repaired the lawn runover near 447 Miramar, as one of their trucks from Davey Surgery (works with PG&E) was seen doing it.

- **Miramar gates**: The board is waiting for an estimate regarding welding the gate's wrought iron from a local contractor. He has indicated it will be coming soon. As the gates are getting moldy and black, they also need to be painted in 2024.
- **Historic preservation designation of gates & pillars**: The Board of Supervisors approved 10-1 on Jan. 23 after the Planning Commission did not recommend historic designation on Jan. 8. The association thanks A. Theoharis and all other residents who submitted a letter in support of the initiative.
- **New Trees**: Davey will assess the cost of planting 24" box (smaller) magnolias on Miramar in the Fall. Generally, cost of planting each tree is about \$1100. As there are enough funds in the budget, the Board approved planting of 7 additional trees and grinding the stump of the fallen tree in the median on Miramar.

e. Land Use, Zoning and Planning

- **142 Westwood** – R. Fong contacted the SF Planning Department to gather information pertaining to the process of rescinding the additional address to follow the WPA CC&Rs. After discussing the findings from the visit to the Planning Department, it was determined that more information would need to be collected before moving forward on any next steps.

f. Technology Report

Email upload to QuickBooks

- With the help of board members, all email addresses are now entered into QuickBooks. The system will soon be ready to drop the need for a separate email list in MailChimp.
- R. Marsh has prepared an instructional email for electronic payments that will be sent to all emails in QuickBooks in the coming days. If this process is successful, we will move forward with the email and no-emails lists generated directly from QuickBooks
- The next task will be to generate the 2024-2025 invoices in QuickBooks.

5. Unfinished Business

- **1221 Plymouth Ave unpaid HOA Fees**: The issues pertaining to unpaid HOA fees has been resolved.

6. New Business

- No new business to report

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

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:35 pm.

Submitted by C. Karahadian, Secretary