

**Westwood Park Association**  
**Minutes of Board of Director Meeting**  
***Meeting in Person***  
**March 7, 2024**

**AGENDA**

**1. Call to order at 7:05 pm**

Roll Call

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

**Absent:** Mike O'Driscoll

**Guests:** none

**2. Open Forum**

No speaker came forward.

**3. Approval of Minutes of February 1, 2024, Meeting**

Confirmation of the electronic approval of minutes for February 1, 2024. A motion was made and seconded. Motion was unanimously approval 5-0.

**4. Reports**

**a. President's Report:**

- At the February 26 meeting of the Twin Peaks Central Council, there was a discussion of the Element Zoning Program. This Program would permit building larger housing units (6-8 stories) along transit-rich corridors (Ocean Avenue) in resource-rich districts of San Francisco, which happen to be primarily on the west side (including Westwood Park). Resource-rich means transit, schools, stores, etc.
- After this meeting, P. Jue sent the presenter an email with specific questions about the Residential Design Guidelines and SF planning codes. The conclusion is that any enforcement of the RDG would be the responsibility of WPA and not the City Planning Department.

**b. Treasurer's Report**

- **Account Balances:** Total bank balance as of 2/29/2024 per online bank information is **\$100,747.36** (Checking: \$79,819.16 Savings: \$20,928.20)
  - **Outgoing Checks:** As of 2/29/2024:  
**#1684** (2/5/2024) - \$277.26 To: Adams Stirling for #3198-010  
**#1685** (2/13/2024) - \$200.00 To: Gutierrez Gardening for boulder at 598 Miramar
- Electronic Payments/Transactions:** Per Bank as of 2/29/2024  
**PG&E** – (2/9/2024) - \$108.48  
**Gutierrez Gardening** – (2/15/2024) – \$1700.00

- **Dues Collection Status**: As of the 2/7/2024 deposit, a total of 661 out of 685 properties (96.50%) have paid their 2023-2024 dues.
- **Lien Status**: Recorded lien release was received from the Assessor-Recorder's office for block/lot #3198-010. A copy of the recorded lien release was mailed to the owner on 2/7/2024. WPA now currently has 4 recorded liens.
- **Income/Expense Report**: February 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 447 Miramar**: Davey Tree repaired the lawn runover near 447 Miramar, but another truck ran over the median lawn again. Baltazar will repair it.
- **Miramar gates**: The board is still waiting for an estimate regarding welding the gate's wrought iron from a local contractor. M. O'Driscoll spoke with the contractor in the hopes of receiving the estimate for the D7 supplemental budget submission.
- **Plantings**: The resident at 1270 Plymouth donated some grass plants for the lower Plymouth island, which our gardener Baltazar planted. As the lower Plymouth island is still lacking plants, the president, P. Jue, approval the purchase of 15 one quart plants at \$10/each (5 lower Plymouth, 5 upper Faxon, 5 upper Plymouth /Monterey) to be planted by our WPA gardener.
- **New Trees**: Davey will plant seven 24" box (smaller) magnolias on Miramar in the late Spring when the rain subsides. The board approved the plantings at February meeting. Davey provided a map suggesting where trees should be located. Cost of \$1100/tree will be \$7700. Pruning will be done in the fall.

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

- **142A Westwood** – Update reported in unfinished business.

f. **Technology Report /QuickBooks**

- An instructional email for electronic payments was sent to all residents opting for email communication. All questions pertaining to the process of electronic payment were addressed by R. Marsh. Invoice emails were sent to residents from the QuickBooks email list. As the process was successful, all subsequent email communications will be sent through QuickBooks.

- R. Marsh will update the SharePoint email lists from QuickBooks.
- The 2024-2025 Homeowner Dues invoices have been generated in QuickBooks. 448 invoices were emailed to residents and 237 will be printed for USPS mailing. The email invoices were sent on March 2 and the printed invoices were sent to Copy Circle for printing and mailing on March 7.
- As of March 7, 126 online payments have been received.

## **5. Unfinished Business**

- **Historic Landmark Designation of Pillars:** The Board of Supervisors approved the WP entrance gates and pillars as a historic site.
- **142A Westwood:** The Board discussed pending issues pertaining to the second address.

## **6. New Business**

- **Participatory Budget Application for Pillars:** WPA will submit a proposal to the District 7 Participatory Budgeting Community Project in support of the restoration of the Westwood Park entrance gates and pillars, purchase and installation of the historic landmark plaque, new plantings around the surrounding pillar areas and general beautification of the entrance gates and pillars.
- **CA State Emergency Notice:** The Board discussed options for informing residents where to find information pertaining to CA State emergencies. Links to the CA Gov website will be communicated through the WPA Newsletter.

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

## **8. Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 8:38 pm.

Submitted by C. Karahadian, Secretary