

**Westwood Park Association**  
**Minutes of Board of Director Meeting**  
*Meeting held Virtually*  
**April 4, 2024**

**AGENDA**

**1. Call to order at 7:02 pm**

Roll Call

**Present:** Pauline Jue, Francine Lofrano, Roger Fong, Miguel Carion, Mike O'Driscoll

**Absent:** Carol Karahadian, Rick Marsh

**Guests:** none

**2. Open Forum**

No speaker came forward.

**3. Approval of Minutes of March 7, 2024, Meeting**

Confirmation of the electronic approval of minutes for March 7, 2024. A motion was made and seconded. Motion was unanimously approval 4-0. (Vote taken before F. Lofrano joined.)

**4. Reports**

**a. President's Report:**

- During the March 25, 2024, meeting of the West of Twin Peaks Central Council, two speakers were present, Joaquin Torres, Assessor-Recorder Office and Stephanie Choi, City Attorney's Office.
- Mr. Torres discussed the equity work of his office. They are going through each deed to redact the racist language required by discriminatory covenants.
- Ms. Choi is the Chief Attorney of the Enforcement Division. A Lake Merced homeowner complained about a school bus that has been parked in front of his house for months. The homeowner has gone to SFMTA to enforce parking regulations, complained to the SFPD, and the Supervisor's office. Everyone is sympathetic but unable to provide any relief.
- She explained there was a Court of Appeals decision that would not permit enforcement agencies to tow a vehicle of an unhoused individual after receiving many parking tickets. This would create a cycle of tickets, non-payments, and more tickets. The Appeals Court ruled this would be discriminating against a person who is poor. Because of the Court's decision, the City's enforcement agencies are unable to act on parked vehicles that are occupied.
- The Coalition for the Homeless has been advising this bus occupant and even paying his fines. She thinks the Coalition for the Homeless had no

idea their suit would wreak such havoc on the City and she in her over 20+ year career has never seen such upheaval over a ruling.

- Ms. Choi is following a US Supreme Court case from Grants Pass, Oregon, specifically about penalizing the homeless. If this is overturned by the Court, cities would once again be able to enforce towing regulations.

#### b. Treasurer's Report

- **Account Balances:** Total bank balance as of 3/29/2024 per online bank information is **\$145,172.85** (Checking: \$124,244.49 Savings: \$20,928.36)
- **Outgoing Checks:** As of 3/31/2024:
  - #1686 (3/1/2024) - \$63.87 To: Pauline Jue for Ooma phone (Dec 2023, Jan-Feb 2024)
  - #1687 (3/1/2024) - \$5,073.00 To: CF&P Insurance Brokers for D&O Insurance renewal
  - #1688 (3/6/2024) - \$352.00 To: Adams Stirling for ADU 142 Westwood
  - #1689 (3/13/2024) - \$790.10 To: Copy Circle for Annual HOA assessment printing
  - #1690 (3/26/2024) - \$300.00 To: Baltazar Gutierrez for plants

#### **Electronic Payments/Transactions:** Per Bank as of 3/31/2024

**PG&E** – ((3/11/2024) - \$119.79  
**Gutierrez Gardening** – 3/18/2024) – \$1700.00  
**ACH Fees** - (3/2024) - \$278.81  
**Return Check** – (3/8/2024) - \$165.00  
**Return Check Fee** – (3/8/2024) - \$10.00

- **Dues Collection Status:** As of the 3/30/2024 deposit, a total of 318 out of 685 properties (46.42%) have paid their 2024-2025 dues. Of the 318 payments, 161 were checks, 157 were ACH.
- **Lien Status:** Nothing to report on existing liens. Proposal to send lien warning letters to anyone delinquent in payment over 1 year right after the April 30, 2024, due date rather than waiting until the second billing goes out later in the year.
- **Income/Expense Report:** March 2024 income/expense report was emailed to Board members.

#### c. Health and Safety

- **Neighborfest emergency forms (2022 and 2023):** No new information to report. M. Carion offered his services to any homeowner who would like some general inspection or review of emergency needs in their home.

#### **d. Common Areas**

- **Miramar gates**: The Board received the quote for the repair of the wrought iron on the Westwood Park pillars/gates on March 10 from the local contractor. The estimate for the job was \$7,087. Work will commence after June when the D7 participatory budget is decided.
- **Plantings**: Our WPA gardener Baltazar planted 15 one-quart shrubs (5 lower Plymouth, 5 upper Faxon, 5 upper Plymouth /Monterey) on March 20. The invoice of \$300 was paid by check.
- **New Trees**: Davey will plant seven 24" box (smaller) magnolias on Miramar in mid to late May. Pruning to be done in the fall.

e. **Land Use, Zoning and Planning**: No new information on 142 Westwood.

#### **f. Technology Report /QuickBooks**

- All Invoices have been delivered, including to the homeowners with liens.
- The response rate is 40% of those emailed have paid electronically, and 37% of the USPS invoices have been paid by check, for an overall payment rate of 39%
- Residents with unpaid email invoices will be sent a reminder note in mid-April.
- The Email and No Email lists on SharePoint will be updated.
- There are a few electronic invoices that were partially paid. Homeowners will be resent invoices next week

### **5. Unfinished Business**

- **142A Westwood**: We are awaiting information from our lawyer.

### **6. New Business**

- F. Lofrano brought up her concern that some elderly residents may be isolated and need assistance. M. Carion discussed safety issues and R. Fong mentioned providing basic information or referrals for home repairs. The Board would like to explore the possibility of creating a program where elderly residents could be connected with assistance. M. Carion will draft an outline for the next meeting.

**7. Next meeting**: The next Board Meeting is scheduled for Thursday, May 2, 2024, at 7:00 pm.

### **8. Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 7:33 pm.

Submitted by P. Jue, President