

**Westwood Park Association**  
**Minutes of Board of Director Meeting**  
*Meeting held Virtually*  
**May 2, 2024**

**AGENDA**

**1. Call to order at 7:06 pm**

Roll Call

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

**Absent:** Rick Marsh

**Guests:** none

**2. Open Forum**

No speaker came forward.

**3. Approval of April 4, 2024, Meeting Minutes**

Confirmation of the electronic approval of minutes for April 4, 2024. A motion was made and seconded. Motion was unanimously approval 5-0. (Vote taken before R. Fong joined.)

**4. Reports**

**a. President's Report:**

- As there was no April 22, 2024 meeting of the West of Twin Peaks Central Council, there is no new information to report. For the next West of Twin Peaks Central Council meeting on May 6, 2024, Chief of Police Bill Scott will be the guest speaker.

**b. Treasurer's Report**

- **Account Balances:** Total bank balance as of 4/30/2024 is **\$175,680.88** (Checking: \$154,752.34 Savings: \$20,928.54).
- **Outgoing Checks:** As of 4/30/2024:
  - #1691** (4/8/2024) - \$13.60 To: Pauline Jue to reimburse for stamps
  - #1692** (4/9/2024) - \$8.73 To: Francine Lofrano to reimburse for Certified Mail cost
  - #1693** (4/11/2024) - \$1,700.00 To: Baltazar Gutierrez for March 2024 services
  - #1694** VOID
  - #1695** (4/17/2024) - \$1,812.23 To: Rick March for IT license renewals
  - #1696** (4/30/2024) - \$645.00 To: Pauline Jue for QuickBooks renewal

- **Electronic Payments/Transactions:** Per Bank as of 4/30/2024  
     **PG&E** – (4/9/2024) - \$119.94  
     **Gutierrez Gardening** – (4/18/2024) – \$1700.00  
     **ACH Fees** - (4/2024) - \$109.05
- **Dues Collection Status:** As of the 4/30/2024 deposit, a total of 505 out of 685 properties (73.72%) have paid their 2024-2025 dues. Of the 505 payments, 281 were checks, 224 were ACH.
- **Lien Status:** There are currently six residents that have not paid their annual dues for 2 consecutive years. Three of the six received electronic bills so copies were mailed in case they didn't receive the email. Lien warning letters will be prepared and will be mailed in May.
- **Income/Expense Report:** April 2024 income/expense report was emailed to Board members.

c. **Health and Safety**

- **Neighborfest emergency forms (2022 and 2023):** M. Carion will be writing an article in the next newsletter about emergency preparedness and some informational links for residents to access.

d. **Common Areas**

- **Miramar gates:** It was noticed a glass panel on one of the Miramar & Monterey pillar lights was raised. The resident who volunteers to change the light bulbs confirmed that they do not remove the glass panels while changing the light bulbs. The resident volunteer repositioned the glass panel. All other work regarding the pillars (wrought iron repair and painting) will commence after hearing the outcome of the June D7 participatory budget decision.
- **Lawn Runover:** A SF Water Dept truck ran over the median lawn near 430 Miramar on 4/23/24. A board member witnessed the incident and took photos. A claim was filed for \$250 with the SF Water Department for the cost of the repair. A Recology truck was also reported as damaging the same lawn area earlier in April; however, as there was no video evidence, a claim was not filed. The route supervisor was informed in writing. As lawn runovers are becoming more frequent, the Board decided to do a pilot project where one very large boulder will be placed on the median lawn near 430 Miramar to see if it will be a deterrent for these incidents.
- **New Trees:** Davey Tree Service planted seven 24" box (smaller) magnolias in sparse areas along Miramar on April 29th. They will also grind the stump of the tree that fell. Pruning of the pines will be done in the Fall.

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

- a. **142A Westwood Drive:** The Board will review all documents pertaining to the request for the proposed second address before any additional communication with the resident.
- b. **720 Miramar:** The Board will request plans for any modifications be submitted for WPA approval.
- c. **2 Northwood Drive:** The Board will request plans for any modifications be submitted for WPA approval.

f. **Technology Report /QuickBooks**

- R. Marsh and F. Lofrano are working on gathering documents to submit to the tax accountant for WPA tax return filing.

5. **Unfinished Business** Nothing new to report.

6. **New Business**

- **Commercial Vehicle Parking:** As there have been some complaints by residents of WPA in reference to parking of large commercial vans in the neighborhood, a letter will be sent by the President of WPA, P. Jue, informing the owner of the commercial vehicles that San Francisco has designated Westwood Park as a no commercial parking zone.
- **CC&R Limitation Inquiry:** As there were some questions pertaining to the interpretation of the WPA CC&Rs regarding rentals, ADUs and businesses, P. Jue will be sending a response to the inquiring resident to clarify how the WPA CC&Rs address the points highlighted.
- **Annual Meeting:** This year's annual meeting will be held on Saturday, September 7, 2024, at the Faxon Green. Various food options will be explored to determine what will be served.
- **Summer Newsletter:** Michelle O'Driscoll is working on the summer newsletter issue that will be sent in early August. There will be featured articles on Ida McCain and her Westwood Park homes written by Amy O'Hair of Sunnyside History, an update of online WPA dues payment, information pertaining to emergency preparedness, and other topics of interest. All finalized articles need to be sent to Michelle O'Driscoll by June 30.

7. **Next meeting:** The next Board Meeting is scheduled for Thursday, June 6, 2024, at 7:00 pm.

## **8. Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 8:28 pm.

Submitted by C. Karahadian, Secretary