

Westwood Park Association
Minutes of Board of Director Meeting
Meeting held Virtually
July 11, 2024

AGENDA

1. Call to order at 7:03 pm

Roll Call

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

Absent: Carol Karahadian

Guests: None

2. Open Forum

No speaker came forward.

3. Approval of June 6, 2024, Meeting Minutes

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

4. Reports

a. President's Report:

West of Twin Peaks Central Council: Supervisor Melgar spoke about the City's budget shortfall and the recertification of Laguna Honda. Groundbreaking will occur for the Balboa Reservoir Project later this year. Because of financing issues, subsidized (by CA and SF) housing (instead of the market-rate townhouses) will be the first construction.

Mayoral Race: WTPCC's final mayoral pop-up will host London Breed on July 17 at Unwine'd in West Portal. The WTPCC and HOAs (St. Francis Woods, Westwood Highlands, Monterey, Heights, and Westwood Park) will host a mayoral debate on September 12 at 6:30. This session will be held at Riordon High School.

Closing the Great Highway. Residents near Ocean Beach spoke out against the proposed closing of the Great Highway and creation of a park. The WTPCC will in the future host the pro and con campaigns re: closure of the Great Highway.

b. Treasurer's Report

- Account Balances: Total bank balance as of 6/30/2024 is \$172,282.56 (Checking: \$151,353.68 Savings: \$20,928.88)
- Outgoing Checks: As of 6/30/2024
- #1701 (5/31/2024) - \$64.31 To: Pauline Jue for Ooma phone (Mar-Apr-May 2024)
- #1702 (6/1/2024) - \$48.52 To: Francine Lofrano for stamps & postage (4 lien warning letters)
- #1703 (6/5/2024) - \$736.00 To: Adams Stirling for ADU questions)
- #1704 (6/9/2024) - \$1,470.00 To: Davey Trees for tree trimming at 549 Miramar
- #1705 (6/24/2024) - \$270.00 To: West of Twin Peaks Central Council for 2024 dues

Electronic Payments/Transactions: Per Bank as of 6/30/2024

Dues Collection Status: As of the 6/28/2024 deposit, a total of 565 out of 685 properties (82.48%) have paid their 2024-2025 dues. Of the 565 payments, 326 (58%) were checks, 239 (42%) were ACH.

Lien Status: Two of the four residents that were sent lien warnings have paid their dues in full. Of the other two, one signed the return receipt acknowledging they received the lien warning letter but has still not sent payment and for the other one, we have not received either the return receipt or the returned letter. The fifth resident is two years in arrears and has listed their home for sale so delinquent dues will be collected through escrow when the home sells.

Income/Expense Report: June 2024 income/expense report was emailed to Board members.

c. Health and Safety

- Safety class will be conducted Saturday, October 19. The class will be conducted by M. Carion and announced in the upcoming newsletter.

d. Common Areas

- **Miramar Gates and Pillars:**

Now that the WPA will receive funds from the D7 participatory budget program (\$27,750), M. O'Driscoll will work with DPW to paint, repair, and install the appropriate landscaping. They will be monitored closely. The work will commence in the Fall of 2024.

- M. O'Driscoll consulted with the resident who changes the pillar light bulbs pertaining to the deterioration of the conduit shaft on the gates. It will be addressed in the future.
- M. O'Driscoll is working to contact the 1490 Ocean property managers as both pillar lights are not working. He needs access to the electrical box which is in their garage. The property management firm has not responded to his emails. P. Jue has asked R. Bentacourt of the Ocean Avenue Association if he has a contact at 1490 Ocean. We will also reach out to the owner of Sakesan who we believe is the owner of the Sweet Cupz, a tenant in 1490 Ocean.
- **Lawn Runover:** Regarding the SF Water Dept truck damage at 430 Miramar done on April 23, the SF Water Department agreed to pay our \$250 claim. The check has been received.
- **Tree Pruning:** Davey Tree pruned the pine near 549 Miramar on June 6. They balanced the crown and removed the excess weight. Eucalyptus and non-pine trees will be trimmed in the Fall.

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

142A Westwood Drive: See information below.

52/54 Eastwood Drive: See information below

f. **Technology Report /QuickBooks**

WPA and QuickBooks use different terminology and this needs to be reconciled for the accountant working on our taxes. R. Marsh will generate a Profit/Loss report requested by the accountant. R. Marsh and F. Lofrano will discuss necessary changes for future tax reports.

5. **Unfinished Business**

- **142/142A Westwood Drive:** This property has an existing Notice of Special Restriction (NSR), indicating that it is to remain a single-family home and cannot be sold as a separate unit. R. Fong will check to see if WPA can be

added to that existing NSR or we must file a new NSR. As the current NSR was only between the City and the homeowner, we want a record created for future Boards.

- **52/54 Eastwood Drive:** WPA has communicated with the realtor that this property should be listed and sold only as a single-family home. The realtor and homeowner have not responded. R. Fong will consult with our lawyer to see how many times we must notify the homeowner before filing a Notice of Special Restriction without the homeowner's consent.
- **Taxes:** All information for WPA taxes has been sent to the accountant. See above for reconciliation effort required.
- **Newsletter:** Michelle O'Driscoll has finalized the Summer issue of the newsletter. R. Marsh is working on the paper mailing list and will forward to Copy Circle. The email and paper newsletters will be distributed in late July.
- **Annual meeting food decision:** Two vendors are being considered: That's Amore for pizzas and Bi-Rite for sandwiches. After discussion of costs and that this was a business near WP, we will contract with That's Amore. Their pricing is \$15 per 12" pizza (2 servings) and a minimum of 50 pizzas for \$750. Two kinds of pizzas will be served, pepperoni and plain cheese. We will also get trays of salad as well. If we do not meet the 50-pizza minimum, we will be charged \$18/pizza. Plates and utensils are included. The oven can cook 5 pizzas at a time and will take only 5 minutes. M. Carion will work with the owner on the order.

6. **New Business**

- **50 Westwood Drive:** As of July 1, 2024, the decorative garden border/fence has not been taken down. The Board will conduct a formal hearing on July 22, 2024.
- **1280 Plymouth Ave:** A warning letter regarding the removal of the landscaping has been sent to the homeowner. The deadline to reinstall landscaping is July 19, 2024. R. Fong will meet with the homeowners to discuss removal of the new concrete and replacing it with dirt and greenery.
- **Joining Neighborhoods United SF:** After a discussion of the purpose of the group, their activities, and SF/CA actions on zoning concerns. There is no cost to join. A motion was made to join the organization. Motion approved 6-0.
- **Liens on Lots 3161-006 and 3163-027:** The homeowners of these lots have not paid their HOA dues in two years. A motion was made to place liens on these properties. Motion passed 6-0.

7. Next meeting: The next Board Meeting is scheduled for August 1, 2024, at 7:00 pm.

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:57 pm.

Submitted by P. Jue, President