

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting held Virtually
June 6, 2024**

AGENDA

1. Call to order at 7:05 pm

Roll Call

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

Absent: Miguel Carion, Mike O'Driscoll

Guests: Danny Talavera

2. Open Forum

D. Talavera inquired about fencing restrictions through the WPA CC&Rs.

3. Approval of May 2, 2024, Meeting Minutes

Confirmation of the electronic approval of minutes for May 2, 2024. A motion was made and seconded. Motion was unanimously approval 5-0.

4. Reports

a. **President's Report:** No new information to report.

b. **Treasurer's Report**

- **Account Balances:** Total bank balance as of 5/31/2024 is **\$174,681.39**
(Checking: \$153,752.67 Savings: \$20,928.72).
- **Outgoing Checks:** As of 5/31/2024
 - #1697** (5/4/2024) - \$96.00 To: Adams Stirling for legal services re: ADU 142 Westwood
 - #1698** (5/14/2024) - \$8,160.00 To: Davey Tree Experts for 7 magnolias and stump grinding
 - #1699** (5/24/2024) - \$400.00 To: Baltazar Gutierrez for boulder
 - #1700** (5/27/2024) - \$250.00 To: West of Twin Peaks Central Council for Mayoral pop-ups
- **Electronic Payments/Transactions:** Per Bank as of 5/31/2024
 - PG&E** – (5/9/2024) - \$120.52
 - Gutierrez Gardening** – (5/18/2024) – \$1700.00
 - ACH Fees** – (5/2024) - \$19.15
 - Return Check** – (5/1/2024) - \$165.00
 - Return Check** – (5/22/2024) - \$165.00

- **Dues Collection Status:** As of the 5/31/2024 deposit, a total of 552 out of 685 properties (80.58%) have paid their 2024-2025 dues. Of the 552 payments, 317 (57%) were checks, 235 (43%) were ACH.
- **Lien Status:** There are five residents that have not paid their annual dues for 2 consecutive years. Four lien warning letters (certified, return receipt requested) were mailed out on May 31, 2024. The fifth resident has listed their home for sale so delinquent dues will be collected through escrow.
- **Income/Expense Report:** May 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**

- **Miramar Gates:** The WPA gardener, Baltazar, cleaned leaves and debris from the Monterey & Miramar gates on 5/9. We are waiting for a decision from the participatory budget outcome for all other work regarding the pillars (wrought iron repair and painting) to commence.
- **Lawn Runover:** A SF Water Dept truck ran over the median lawn near 430 Miramar on 4/23/24. We have been notified that our \$250 claim has been approved. On 5/16, Baltazar placed a new boulder near 430 Miramar (authorized by board at last meeting) to prevent future runovers.
- **WPA Island maintenance:** The WPA gardener, Baltazar cleaned the plugged sprinklers on Faxon Green on 5/9. He will purchase a new water timer near 560 Miramar to replace the faulty timer (cost about \$200).

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

142A Westwood Drive: See information below.

f. **Technology Report /QuickBooks**

- No new information to report.

5. **Unfinished Business**

- **142A Westwood Drive:** After discussing with the WPA attorney, the Board is waiting for legal guidance on how to include a Notice of Special Restriction (NSR) for the sale of the properties with multiple addresses.

- **Taxes:** All information for WPA taxes has been sent to the accountant.
- **Newsletter:** Michelle O'Driscoll is preparing the Summer issue of the newsletter. It will be sent in early August. All updates to articles are due by June 30.
- **Annual meeting food decision:** Board members are collecting information about selecting an alternate food vendor for the annual meeting.

6. **New Business**

- **Amendment of CC&Rs:** A resident enquired about the process of amending the CC&Rs to allow front yard fencing. The HOA rules and regulations indicate that any change to the CC&Rs must first be filed by the Board and would need a vote from the residents for final approval.
- **52/54 Eastwood:** After discussing with the WPA attorney, the Board is waiting for legal guidance on how to include a Notice of Special Restriction (NSR) for the sale of the properties with multiple addresses.
- **Emergency Training Classes:** Information pertaining to emergency training classes will be outlined in the Summer Newsletter.
- **West of Twin Peaks Central Council (WTPCC) Mayorial Pop ups:** On June 5, 2024, C. Karahadian and P. Jue attended the session with Aaron Peskin. Daniel Lurie and Mark Farrell will be the speakers in June, and Mayor London Breed will be the speaker in July.

7. Next meeting: The next Board Meeting is scheduled for Thursday, July 11, 2024, at 7:00 pm.

8. **Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 7:40 pm.

Submitted by C. Karahadian, Secretary