

Westwood Park Association
Minutes of Board of Director Meeting
Meeting held Virtually
August 1, 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: none

2. Open Forum

No speaker came forward.

3. Approval of July 11, 2024, Meeting Minutes

Confirmation of the electronic approval of minutes for July 11, 2024. A motion was made and seconded. Motion was unanimously approval 5-0.

4. Reports

a. President's Report:

- There was no meeting of the West of Twin Peaks Central Council this month.
- The Westwood Park Facebook now has 101 members.

b. Treasurer's Report

- **Account Balances:** Total bank balance as of 7/31/2024 is **\$169,035.01**
(Checking: \$148,105.94 Savings: \$20,929.07)
- **Outgoing Checks:** As of 7/31/2024
 - #1706** (7/1/2024) - \$315.95 To: The Urban Farmer for new timer and battery
 - #1707** (7/2/2024) - \$13.60 To: Pauline Jue for stamps
 - #1708** (7/2/2024) - \$402.00 To: Adams Stirling for consult on ADUs
 - #1709** (7/5/2024) – \$200.00 To: City & County of SF Assessor/Recorder for recording liens on block/lot numbers 3161-006 and 3163-027
 - #1710** (7/5/2024) - VOID
 - #1711** (7/9/2024) - \$380.00 To: Jeanne Burke for summer newsletter layout
 - #1712** (7/9/2024) - \$5.08 To: Pauline Jue for postage and certified mail
 - #1713** (7/16/2024) - \$703.37 To: Copy Circle for printing Summer Newsletter
 - #1714** (7/24/2024) - \$919.49 To: Honey Bucket for porta-potty

#1715 (7/26/2024) - \$158.50 To: Hernandez Party Rentals for chairs, tables and cooler

#1716 (7/28/2024) - \$23.69 To: Francine Lofrano for postage (send certified copies of recorded liens #3161-006 & 3163-027 & envelopes)

- **Electronic Payments/Transactions:** Per Bank as of 7/31/2024
 - PG&E – (7/9/2024) - \$121.41
 - Gutierrez Gardening – (7/18/2024) – \$1700.00
 - ACH Fees - (7/20/2024) - \$4.84
- **Dues Collection Status:** As of the 7/26/2024 deposit, a total of 571 out of 685 properties (83.36%) have paid their 2024-2025 dues. Of the 571 payments, 330 (58%) were checks, 241 (42%) were ACH.
- **Lien Status:** We have received back the certified lien warning letter for 3161-006 returned due to unclaimed/no forwarding address. We also received a partial payment of past dues HOA dues/fess on 3163-027 on 7/9/2024 after the lien paperwork was already filed (on 7/6/2024). A copy of the recorded liens (and underpayment/balance due letter for 3163-027) were sent certified mail, return receipt requested to owners of 3161-006 & 3163-027 on 7/26/2024. We now have a total of 6 liens recorded.
- **Second Billing Notices:** Second billing invoices are prepared and are ready to be sent to Copy Circle for mailing approximately August 15. A total of 100 invoices will be mailed out with a self-addressed return envelope (postage not included). Interest charges in QB will be added to existing 2024-2025 HOA invoice.
- **Income/Expense Report:** July 2024 income/expense report was emailed to Board members

c. **Health and Safety**

- No interest yet shown for home inspection class.

d. **Common Areas**

- **Miramar Gates:** (a) We are waiting for the city liaison for D7 to inform us when the budget money will be available so the gate repairs and painting can start. We have informed our WPA gardener and A. Fay that the DPW will be making the repairs (b) The D7 budget money can also be used to repair the deteriorating conduit shaft on the gates.

- **Tree Pruning:** Davey Tree will prune the eucalyptus and non-pines in Sept or Oct (date tbd). The cost for pruning the 20 trees is \$10,920, which is covered in the budget. The WPA president P. Jue approved the work and the contract was signed. The Davey Tree rep Stephen Howard has moved to DC.

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

142A Westwood Drive: The Board will be sending a certified letter to the resident indicating that a Notice of Special Restriction (NSR) will be filed with the SF Planning Department within two weeks of the notification pertaining to the sale of the properties with multiple addresses.

52/54 Eastwood Drive: The Board will be sending a certified letter to the resident indicating that a Notice of Special Restriction (NSR) will be filed with the SF Planning Department within two weeks of the notification pertaining to the sale of the properties with multiple addresses.

1280 Plymouth Ave: The Board has been in communication with the resident with regards to replacing the greenery that was removed from the front yard.

f. **Technology Report /QuickBooks**

QuickBooks can now generate reports for tax purposes.

In R. Marsh's absence, Victor Vela will cover any IT issues.

5. **Unfinished Business**

- **50 Westwood Drive:** The Board will respond to the resident with an acceptable alternate barrier for the front of their property that complies with the CC&Rs.
- **Taxes:** All information for WPA taxes has been sent to the accountant. The Board is waiting for a response from the accountant.
- **Annual meeting:** The Board approved the pizza vendor That's Amore to provide lunch at the annual picnic on September 7, 2024. The Ingleside Police Captain, Supervisor Melgar and the Ocean Ave Association representative have been invited. Tables, chairs, coolers, and a Porta-Potty have been ordered. Final preparations are being made to ensure a successful annual meeting and picnic.

6. **New Business**

- **1490 Ocean Pillar Lights:** The Board has been working on contacting the 1490 Ocean property managers about the pillar lights that are not working. They have not been responsive and OAA doesn't have any other contacts. The board will attempt to contact a prior 1490 Ocean board member who assisted when the lights were restored in 2022.

7. Next meeting: The next Board Meeting is scheduled for Saturday, September 7, 2024, at 11:30 am on the Faxon Green.

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:02 pm.

Submitted by C. Karahadian, Secretary