

**Westwood Park Association
Minutes of Annual Meeting
Held In Person on the Faxon Green
September 7, 2024**

AGENDA

1. Call to order at 11:50 pm

Roll Call: Introduction of Board Members

Board Members Present (in person): Pauline Jue, Roger Fong, Carol Karahadian, Mike O'Driscoll, Miguel Carion, Francine Lofrano

Absent: Rick Marsh

Guests: D7 Supervisor Myrna Melgar, SFPD Ingleside Police Station Lt, Jonathan Ozol and 3 other police officers, 3 firemen from the SF Fire Dept. Station 15, over 90 residents, three D7 Supervisor candidates, State Senator Scott Wiener, and a few dogs.

2. Open Forum

Participating WPA residents asked questions of board members throughout the meeting.

3. Approval of August 1, 2024, Meeting Minutes

Confirmation of the electronic approval of minutes for August 1, 2024. A motion was made and seconded. Motion was unanimously approval 6-0.

4. Reports

President's Report

Welcome

- Introduce Rosendo Betancourt of the Ocean Avenue Association.
- Introduce members of the Board and Michelle O'Driscoll, newsletter editor.
- Thank Sheila and Mark Hawthorne for their help with the Annual Meeting.
- Introduce Lt. Jonathan Ozol of Ingleside Station in lieu of Captain Amy Hurwitz.
- Introduce Supervisor Myrna Melgar.

Accomplishments

- Through the work of the Board and all the letters of support from our residents, we were granted \$27,750 during this year's District 7 Participatory Budget Process. This money will be used to restore the WP pillars and landscape of the nearby area, which were landmarked in early 2024. Thank you, Kathleen Beitiks, for her historical background information, Michelle O'Driscoll for initiating the

application, and Supervisor Melgar for setting this money aside. And thank you to our residents in District 7 who voted for our project!

- We conducted a Halloween parade and house decorating contest.

4. D7 Supervisor Myrna Melgar

Supervisor Myrna Melgar gave a greeting to the WPA members present and outlined some of the ongoing programs that have been taken up by the SF Supervisors. WPA also thanked her Chief of Staff Jen Low, who was also present, as a great friend to our neighborhood. The following programs and questions were discussed:

- Achievements and issues impacting D7 including:
 - Establishing landmark designation for WPA pillars and accessing funds from the City for their restoration and beautification.
 - Certain Muni stops on Ocean Ave have been extended which allow two-car trains. Bus drivers no longer need to shepherd all passengers into the front car at the West Portal stop. This should save 5-10 minutes on this route for passengers.
 - Status of the El Rey theater renovation and expansion project. Currently the owner has not made any improvements due to funding issues.
 - A resident asked for more support for NERT/safety training, and asked about SF SAFE and what will take its place (proposal in process).
 - Safety improvements along Ocean Ave were requested for safer pedestrian crossings, especially at Miramar & Ocean.
 - A resident asked the Supervisor to ensure WPA is notified about topics discussed by the supervisors pertaining to our community, including MTA proposals. A recent example was the Quick Build project for Ocean Avenue.

5. Lt. Jonathan Ozol of the SF Police Dept.

Ingleside Station Lt. Jonathan Ozol greeted the participants and gave an overview of what the SFPD is doing to ensure the safety of our neighborhoods. He brought with him 3 Ingleside Police officers from the Ingleside Station.

- Lt. Ozol spoke about public safety in the WPA neighborhood and noted the general decrease in crime rate. Specifics as to data available can be obtained by contacting the Ingleside Police station. Westwood Park is generally safe and fairly quiet.
- The police department is being proactive in crime prevention by sending more police to places where incidents may occur. The increased use of drones in monitoring incidents has been effective in quickly identifying disruptive issues and dispatch of police officers
- A question about the possibility of expanding the police Ambassador Program (retired police officers) in place for Ocean Ave in Westwood Park was raised, such as the ones in West Portal. The Police department will assess if there are resources available for such an expansion.

6. Treasurer's Report

Francine Lofrano reported on the finances of the WPA. She noted that all financials are posted monthly in the board meeting minutes on the WPA web site.

- Account Balances: Total bank balance as of 8/31/2024 is **\$173,169.22**
(Checking: \$152,239.98 Savings: \$20,929.24)
- Outgoing Checks: As of 8/31/2024:
 - #1717 (8/3/2024) - \$469.00 To: Adams Sterling for legal advice
 - #1718 (8/10/2024) - \$9.68 To: F. Lofrano for lien warning certified letter postage
 - #1719 (8/10/2024) - \$488.25 To: P. Jue for annual picnic expenses: That's Amore deposit/tip (\$255.25) and street closure permit (\$233.00)
 - #1720 (8/13/2024) - \$284.56 To: Copy Circle for 2nd HOA billing printing & mailing
 - #1721 (8/13/2024) – \$1775.00 To: Levy, Erlanger & Co. for tax preparation & filing
 - #1722 (8/20/2024) - \$10,920.00 To: Davey Tree Expert for fall tree pruning
 - #1723 (8/30/2024) - \$413.45 To: Richard Marsh for software renewals

Total disbursements by check= \$14,359.94

- Electronic Payments/Transactions: Per Bank as of 8/31/2024
 - PG&E – ((8/6/2024) - \$120.01
 - Gutierrez Gardening – (8/18/2024) – \$1700.00
 - ACH Fees - (8/2024) - \$3.47

Total electronic disbursements= \$1823.48

- Dues Collection Status: As of the 9/4/2024 deposit, a total of 621 out of 685 properties (90.66%) have paid their 2024-2025 dues. Of the 621 payments, 378 (61%) were checks, 243 (39%) were ACH.
- Second Billing Notices: Second billing invoices were mailed out on August 9, 2024. A total of 98 invoices were mailed out with a self-addressed return envelope (postage not included).
- Lien Status: A lien warning letter was sent certified return receipt requested owners of 3177-022 on 8/6/2024. Partial payment of past dues HOA dues/fees on 3161-006 on 8/9/2024 was received after the lien was recorded (on 7/15/2024). WPA currently has 6 recorded liens on file.

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

7. Trees and Common Areas Maintenance

Mike O'Driscoll provided an update on recent projects.

- Tree Pruning: Davey Tree pruned the eucalyptus and non-pine trees in August. They planted 7 Samuel Sommers magnolias in empty spots on Miramar in June, and they seem to be doing well. We will not be replacing the trees on the Faxon Green due to liability and other issues.
- Gate & Pillar Upkeep: A project manager has been assigned as the liaison for D7 budget money so we can start gate repairs and painting in the Fall. We will also use money to repair conduit shaft deterioration on the gates.
- Lights on Ocean and Miramar Pillars: The 1490 Ocean property manager was contacted and got the lights working in August. We also bought a new sensor, so they switch off during the day. We are working out an annual billing arrangement, with 1490 Ocean Treasurer Charlie Wen so they remain on. We thank them for our partnership on this project.
- Graffiti: We are aware of new graffiti on the Monterey & Miramar gates and our gardener Baltazar will paint it as part of his contract. We thank neighbors who paint the Monterey wall (including Andy Fay) before even 311 can be called.
- Reminder to WPA residents: Should you see any issues in the neighborhoods such as if any trees or limbs are down, there is lawn run over, running water, or graffiti, please email the board and so we can quickly address it.

8. Health and Safety

Miguel Carion presented an update.

- Miguel thanked SF Fire Dept. Station 15 on Ocean Avenue for coming by the annual meeting and allowing children to climb on their truck.
- Home Inspection Training
 - As a service to our residents, there will be a complimentary home inspection training on October 19, 2024, from 10:00am -12:00pm. If you are interested in participating, please contact the Board at board@westwoodpark.com

9. Planning, Building and Compliance

Roger Fong introduced himself ("as the most hated board member of WPA") and reminded residents of the importance of notifying the board with any remodeling.

- Roger stressed the importance of all WP residents to submit plans for any changes/remodeling to their property so if there are any potential violations of Residential Design Guidelines, they can be addressed prior to any changes made.

- Residents were reminded that the Board should be consulted with any new construction including the use of hard and soft scape in front yards, and to refer to the new landscaping guidelines posted on the WP web site.

10. Technology

- Rick has been diligently working on Quick Books, our new electronic payment method, and electronic communications, among other items.
- The Board recognized and thanked Victor Vela for stepping in and assisting in technology-related work for the WPA in the absence of R. Marsh.

11. Upcoming Activities and Announcements

There are several upcoming activities through year end.

- This year in addition to the annual house decorating contest WPA will have another Halloween costume parade! The specifics are as follows:
 - Costume parade: October 27, 2024, from 4:30 – 5:30pm; meet on the Faxon Green at 3:00pm
 - Please fill out the survey posted on the WPA Facebook group to let Joyce Lifland know if you are joining us.
 - The Halloween House Decorating Contest will be judged by WPA Social Chair Joyce Lifland. Three prizes will be awarded (\$75, \$50, \$25) and winners will be announced in November.
- WPA will be joining other HOAs to host a mayoral debate to be conducted on Thursday Sept 12, 2024, at 6:30pm at Riordan High School.
- Home Inspection Training
 - As a service to our residents, there will be a complimentary home inspection training on October 19, 2024, from 10:00am -12:00pm. If you are interested in participating, please contact the Board at board@westwoodpark.com
- Progressive Dinner
 - Join us for a progressive dinner (where you go to different houses for different courses), conducted by our Social Chair Joyce Lifland scheduled for November 10, 2024. Interested residents should write to board@westwoodpark.com to access the survey to participate, which can also be accessed on the WPA Facebook page.

Next Board Meeting: October 3, 2023, at 7:00 pm

Adjournment

- Meeting adjourned by the President at 12:43 pm.
- A picnic lunch catered by That's Amore with the travelling wood burning pizza oven followed the annual meeting and connections were reestablished.

Submitted by C. Karahadian, Secretary