

**Westwood Park Association
Minutes of Board of Director Meeting
November 7, 2024**

AGENDA

1. Call to order at 7:18 pm

Roll Call

Present: Pauline Jue, Francine Lofrano, Roger Fong, Mike O'Driscoll, Carol Karahadian, Rick Marsh

Absent: Miguel Carion

Guests: None

2. Open Forum

No speaker came forward.

3. Approval of October 3, 2024, Meeting Minutes

Confirmation of the electronic approval of minutes for October 3, 2024, Meeting Minutes. A motion was made and seconded. The motion was unanimously approved 5-0. (M. O'Driscoll late arrival)

4. Reports

a. President's Report:

Unfortunately, one of the Association's checks has been stolen and we've since been a victim of two attempts to cash fraudulent checks against our account. P. Jue contacted Chase bank after both incidents, and it was decided that we would initiate a change in account numbers to prevent future fraud.

b. Treasurer's Report

- Account Balances: Total bank balance as of 10/31/2024 is **\$171,424.47** (Checking: \$150,494.87 Savings: \$20,929.60)

Outgoing Checks: As of 10/31/2024

#1732 (10/4/2024) - \$300.00 To: Gutierrez Gardening for filling lawn hole

#1733 (10/7/2024) - \$1086.25 To: Pauline Jue for reimbursement for pizza truck

#1734 (10/8/2024) - \$9.68 To: Francine Lofrano for certified mail (52-54 Eastwood)

#1735 (10/7/2024) - \$1700.00 To: Baltazar Gutierrez for September service

#1736 (10/18/2024) - \$14.60 To: Pauline Jue for reimbursement for stamps

#1737 (10/24/2024) - \$445.89 To: Urban Farmers for 2 timers

Electronic Payments/Transactions: Per Bank as of 10/31/2024

PG&E - (10/8/2024) - \$118.92

Gutierrez Gardening - (10/10/2024) - Credit Return <\$1,700.00 >

Gutierrez Gardening – (10/18/2024) – \$1,700.00

Dues Collection Status: As of the 10/29/2024 deposit, a total of 644 out of 685 properties (94%) have paid their 2024-2025 dues. Of the 644 payments, 400 (62%) were checks, 244 (38%) were ACH. Additionally, as 9 residents prepaid their 2024-2025 dues, our collection rate for 2024-2025 dues is actually 95.32% (644 + 9 = 653 out of 685 paid).

Second Billing Notices: Of the 98 second billing invoices that were mailed out on August 9, 2024, a total of 72 payments have been received.

Lien Status: The copy of recorded lien was sent certified return receipt requested to the owners of 3177-022 on 8/6/2024 was returned to us as “unclaimed”.

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

c. Health and Safety

- No new updates to report.

d. Common Areas

- **Miramar Gates and Pillars Upkeep:**

We are still waiting on SF DPW’s project manager to provide the next steps; she is awaiting Public Works’ Accounting to provide the funding requirements to create a Service Order.

- **Bill for pillar light at Ocean & Miramar:**

We are still awaiting the annual billing arrangement with 1490 Ocean property management through their Treasurer Charlie Wen. He has been sent several reminders.

- **Broken water meter near 580 Miramar:**

SF Water Dept. replaced a broken meter on 10/23 that was causing a leak (it was original, that island’s sprinkler system was the only one never updated). Baltazar will now be replacing the pipe.

- **Bracing tree near 430 Miramar:**

Davey Tree will provide an estimate to add a metal brace to the leaning tree near 430 Miramar before the rainy season.

- **Gopher Holes on Faxon Green:**

There are multiple gopher holes and dirt mounds on the Faxon Green. Baltazar will try a mole device with sound to divert the gophers.

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

Information pertaining to actions for specific properties is noted in unfinished and new business below.

- f. **Technology Report /QuickBooks**

R. Marsh is in the process of finalizing the reconciliation of QuickBooks entries with receipts to be prepared for tax return filings.

5. Unfinished Business

- **142/142A Westwood Drive:** R. Fong will reach out to the SF Planning Department to enquire how they can issue a Notice or Special Restriction (NSR) on behalf of the WPA. Communication as to any further actions/updates will be communicated to the owners.
- **52/54 Eastwood Drive:** The new real estate agency was informed that there is currently a lien on the property for unpaid HOA dues and that when the house sells, the new owner will be required to sign a Notice of Special Restrictions to revert the home back to a single-family home.
- **50 Westwood Next Steps:** A letter will be sent to the owner stating the decision of the Board in regard to compliance with the fencing around the front of the property.

6. New Business

- **125 Colon and Submission of Plans:** As changes to the exterior of the building are not in compliance with the WPA CC&Rs, a letter will be sent to the owners requiring them to restore the original exterior of the building.
- **866 Faxon Metal Gates:** As there is now visibility to the exterior of the building, if the side railings and porch gate are in violation with the WPA CC&Rs, the owners will be sent a letter requiring the appropriate changes to comply with the WPA CC&Rs.

- **Artificial Turf Approval**: The Board approved the use of artificial turf ground cover to replace dead ground cover in front of 8 Southwood Drive.
- **Halloween House Decorating and Parade Contests**: The Halloween parade and house decorating contest were a great success. There were approximately 20 participants in the parade. Costumes were judged and gift cards from local commercial establishments were presented to the winners. Winners of the house decorating contest will be announced in the winter newsletter. Thanks to our social coordinator Joyce Lifland and Sarah Chu for organizing both events and to all who participated. Well done!

7. Next meeting: The next Board Meeting is scheduled for Tuesday, December 3, 2024, at 7:00 pm.

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 9:16 pm

Submitted by C. Karahadian, Secretary