

**Westwood Park Association
Minutes of Board of Director Meeting
Meeting held Virtually
October 3, 2024**

AGENDA

1. Call to order at 7:02 pm

Roll Call

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

Absent: Rick Marsh, Miguel Carion

Guests: None

2. Open Forum

No speaker came forward.

3. Approval of September 7, 2024, Annual Meeting Minutes

Confirmation of the electronic approval of minutes for Sept 7, 2024 Annual Meeting Minutes. A motion was made and seconded. Motion was unanimously approval 5-0.

4. Reports

a. President's Report:

No updates to report.

b. Treasurer's Report

- Account Balances: Total bank balance as of 9/30/2024 is **\$173,963.98**
(Checking: \$153,034.56 Savings: \$20,929.42)

Outgoing Checks: As of 9/30/2024

#1724 (8/31/2024) - \$15.20 To: Mike O'Driscoll for light sensor

#1725 (9/3/2024) - \$64.53 To: Pauline Jue for Ooma Phone (June-July-August)

#1726 (9/8/2024) - VOIDED To: Mike O'Driscoll for beverages and cookies for annual meeting

#1727 (9/11/2024) - \$108.85 To: Michael Carion for salad, water, cups for annual meeting

#1728 (9/13/2024) – \$100.00 To: City and County of San Francisco Assessor for lien 52-54 Eastwood

#1729 (9/19/2024) - \$15.00 To: Francine Lofrano for notary costs 52-54 Eastwood lien placement

#1730 (9/20/2024) - \$11.00 To: Roger Fong for ice for annual meeting

#1731 (9/23/2024) - \$98.23 To: Mike O'Driscoll for beverages and cookies for the annual meeting

Electronic Payments/Transactions: Per Bank as of 9/30/2024

PG&E – (9/9/2024) - \$118.49

Gutierrez Gardening – (9/18/2024) – \$1700.00

ACH Fees - (9/2024) - \$3.47

Dues Collection Status: As of the 9/29/2024 deposit, a total of 637 out of 685 properties (93%) have paid their 2024-2025 dues. Of the 637 payments, 393 (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 94.30% (637 + 9 = 646 out of 685 paid).

Second Billing Notices: Of the 98 second billing invoices were mailed out on August 9, 2024, a total of 65 payments have been received.

Lien Status: A lien warning letter that was sent certified return receipt requested to owners of 3177-022 on 8/6/2024 was returned as “unclaimed”. A lien notice was subsequently notarized and mailed to the Assessor/Recorder’s office on 9/16/2024. We are awaiting recordation of the lien and copy from the Assessor/Recorder’s office.

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

c. Health and Safety

- No residents expressed interest in the October 19, 2024, home inspection training so the event was cancelled.

d. Common Areas

- **Miramar Gates and Pillars Upkeep:**

The D7 participatory budget was approved by the Board of Supervisors on Sept. 18. Our project manager is waiting for Public Works Accounting to provide the funding requirements to create a Service Order so the work can begin. It will be monitored closely. The work will commence in the Fall of 2024.

- **Lights on Ocean and Miramar:**

M. O’Driscoll put in a new sensor on August 30 (cost \$15.20), so the pillar lights now switch off during the day. We are awaiting the annual billing arrangement with 1490 Ocean property management through Treasurer Charlie Wen.

- **800 Block of Miramar:**

The WPA gardener Baltazar filled in a depression where a tree used to be with soil/sod on the 800 block of Miramar, as a neighbor complained it was a tripping hazard (cost \$300). He also adjusted the timers to 3 days a week on that island as a neighbor reported that the grass was very wet and soggy

- **Timers:**

Two timers that water the grass broke: one on lower Faxon green and the other at 579 Miramar green. Baltazar will replace both timers and will bill WPA.

e. Land Use, Zoning and Planning:

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

f. Technology Report /QuickBooks

No new information to report.

5. Unfinished Business

- **142/142A Westwood Drive:** The need for any further action from the Board will be determined after reviewing any potential deed restrictions. Communication as to any further actions will be communicated to the owners.
- **52/54 Eastwood Drive:** Because of delinquent dues, a lien has been put on the property. Efforts have been made to inform the current owners and listing real estate agency. The new real estate agency will be informed of the Notice of Special Restrictions currently in place to revert the home to a single-family home.
- **626 Faxon Ave:** The owners will be contacted to inform them that the fence that extends into the sidewalk area needs to be removed as it is not in compliance with the WPA CC&Rs.
- **50 Westwood Next Steps** The owner will be informed that the maximum height for decorative pots would be 18 inches. The Board will request

drawings and/or a description of the placement of these pots before installation to ensure they are compliance with the CC&Rs.

- **160 Northwood Ave:** It was noted that construction was underway at the property. Should any changes impact the footprint or exterior of the building, the Board will need to be informed to ensure changes meet the WPA CC&Rs.

6. New Business

- **Review of Annual Meeting:** It was agreed that the organization and preparations for the 2024 annual meeting and picnic was very successful. We will be using the pizza restaurant, That's Amore, again next year. The last outstanding bill to be paid is for the barricades. The total cost of the event was within the designated budget.
- **866 Faxon Metal Gates:** A letter will be sent to the owners indicating that no plans have been submitted for WPA's approval. They will be requested to submit plans for approval to ensure they meet the CC&Rs of WPA. If any work (suspected metal gates or railings) are not in compliance, the owners will be instructed to modify the changes.
- **311 Miramar Avenue Garbage:** Any issues impacting garbage at 311 Miramar Ave. needs to be addressed by the Ocean Avenue Association as the property is not part of WPA.

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

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:39 pm.

Submitted by C. Karahadian, Secretary