

**Westwood Park Association
Minutes of Board of Director Meeting
December 3, 2024**

AGENDA

1. Call to order at 7:07pm

Roll Call

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

Absent: Miguel Carion, Roger Fong

Guests: None

2. Open Forum

No speaker came forward.

3. Approval of November 7, 2024, Meeting Minutes

Confirmation of the electronic approval of minutes for November 7, 2024, Meeting Minutes. A motion was made and seconded. The motion was unanimously approved 5-0.

4. Reports

a. President's Report:

No new updates to report.

b. Treasurer's Report

- Account Balances: Total bank balance as of 11/30/2024 is **\$157,435.72**
(Checking: \$136,505.96 Savings: \$20,929.76).

Outgoing Checks: As of 11/30/2024

#1001 (11/19/2024) - \$950.00 To: Adams Sterling for annual plan

#1002 (11/20/2024) – \$11.16 To: Pauline Jue for reimbursement for postage

Electronic Payments/Debit Card Transactions: Per Bank as of 11/30/2024

PG&E – (11/8/2024) - \$121.54

Philadelphia Insurance – (11/13/2024) - \$10,441.00

Deluxe Business Systems – (11/15/2024) - \$154.35

Gutierrez Gardening – (11/18/2024) – \$1700.00

UPS Store – (11/29/2024) - \$792.36 (P.O. Box Renewal)

Dues Collection Status: As of the 11/23/2024 deposit, a total of 645 out of 685 properties (94%) have paid their 2024-2025 dues. Of the 644 payments, 401 (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 95.47% (645 + 9 = 654 out of 685 paid).

Second Billing Notices: Of the 98 second billing invoices that were mailed out on August 9, 2024, a total of 73 payments have been received.

Lien Status: Nothing new to report.

Income/Expense Report: November 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 Repair and Upkeep:**

We are still waiting on the SF DPW's project manager for the next steps; she needs Public Works' Accounting to provide the funding requirements to create a Service Order. She confirmed the budget money is guaranteed.

- **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.

- **Rocks near 340 Miramar:**

A neighbor complained that he tripped over small rocks in the dark. Baltazar removed the two small rocks.

- **Protruding Bush at Northwood & Montecito:**

Baltazar said people were complaining about a large bush extending into the street resulting in impaired vision and not being able to see oncoming cars. P. Jue authorized him to cut it down.

- **Bracing tree near 430 Miramar:**

Davey Tree braced the leaning strawberry tree free of charge the last week of November 2025. We have a new rep, Nick Sanchez.

- **Lawn runover near 625 Miramar:**

A truck delivering roofing supplies to 647 Miramar ran over the lawn. Fortunately, a neighbor saw the event and took photos. We reached out to the supply company and asked them to reimburse WPA for the repair. Pacific Supply responded and agreed to pay \$250 for the lawn runover.

- **Lawn runover near 800 Miramar:**

The resident at 800 Miramar called M. O'Driscoll on 12/2/24 to report another big lawn runover across from 800 Miramar. The truck nearly hit the new stone pine on the end of the median. A request was made to add boulders on that corner to prevent additional damage (there are already rocks kitty corner to that island). Baltazar estimated the cost at \$300 for a 600 lb. boulder. The Board approved the addition of two boulders to be added to the median for an approximate \$600 total.

- **Arborist Tree Trimming Bid:**

Since our rep Stephen Howard left Davey Tree, the service has not been as good. Baltazar informed us that they had trimmed the stone pines incorrectly and don't use climbers. As they are very expensive and we are unhappy with their service, we are looking to bid out the job to other companies (Esplundh, others) to compare costs. That will take place in the Spring of 2025.

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 continues to reconcile QuickBooks and the treasurer's Income Statements. April and May are now completed with the other months to follow.
- Now that a debit card has been obtained, R. Marsh will work on trying to switch the technology subscription payments to the debit card.

5. Unfinished Business

- **142/142A Westwood Drive:** No new updates.
- **866 Faxon Metal Gates:** The board will provide a response to the owner once all the details and documents pertaining to the work done on the metal gate and railings are reviewed.

- **50 Westwood Next Steps**: On November 12, 2024, the owner was notified if the fence is not removed by November 1, 2024, a daily fine of \$50 would be applied. A letter will be sent in January 2025 to the owner, summarizing the fines accumulated for 2024 and daily fines would continue in 2025 until the fence is removed. According to the Fines policy, \$1,500 is the maximum total of fines that could be accumulated in any calendar year.
- **626 Faxon Fence**: The SF planning department will be responsible for determining if the fence that was constructed is in compliance with the codes of San Francisco. A representative of the planning department will inform the resident if any actions are necessary to be in compliance.
- **125 Colon Chimney and Submission of Plans**: A letter was sent to the homeowner, indicating that the removal of the chimney was not in compliance with the WPA CC&Rs. They will need to contact the board to discuss how the chimney will be restored.

An email was also submitted to Joseph Sacchi, Senior Planner of the Current Planning Division of District 7, about the removal of the historic clinker bricks. While the permit mentioned removal of the bricks and re-stuccoing of the area and was approved, the inspector was silent on the removal of the bricks. Mr. Sacchi responded that he would look into the matter. We will wait for Mr. Sacchi's response before taking any further action on this matter.

Halloween House Decorating and Parade Contests winners: The winners of the contests will be announced in the winter newsletter. Photos of the winning homes and parade costumes will be posted in the newsletter. The winners below received their prizes on Dec. 4:

- 1st place: 528 Miramar Avenue
- 2nd place: 45 Hazelwood Drive
- 3rd place: 820 Miramar Avenue

6. New Business

- **Board Member terms expiring**: M. Carion, P. Jue and F. Lofrano terms as a board member for the WPA will be expiring in 2025.
- **FY 2026 Budget**: The FY 2026 budget was discussed. Amendments will be made as needed based on expenses accrued from FY 2025.

- **Winter Newsletter:** Michelle O'Driscoll is preparing a draft newsletter to be sent in mid-January. She will solicit articles from the board members and others. Articles are due on December 20, 2024. **The newsletter will include the 2025-2026 budget. I don't think we have an approved budget by the printing date. Budget to be released in a letter from the President in February 2025?**

7. Next meeting: The next Board Meeting is scheduled for Thursday, January 2, 2025, at 7:00 pm.

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:04 pm.

Submitted by C. Karahadian, Secretary