

**Westwood Park Association
Minutes of Virtual Board of Director
Meeting
January 7, 2025**

AGENDA

1. Call to order at 7:01 pm

Roll Call

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

Absent: None

Guests: None

2. Open Forum

No speaker came forward.

3. Approval of December 3, 2024, Meeting Minutes

Confirmation of the electronic approval of minutes for December 3, 2024, Meeting Minutes. A motion was made and seconded. The motion was unanimously approved 7-0.

4. Reports

a. President's Report:

No new updates to report.

b. Treasurer's Report

Account Balances: Total bank balance as of 12/31/2024 is **\$154,979.67**
(Checking: \$134,049.73 Savings: \$20,929.94).

Outgoing Checks: As of 12/31/2024

#1003 (11/21/2024) - \$58.57 To: Deluxe for new deposit endorsement stamp

#1004 (12/4/2024) – \$75.00 To: Shirley Fong Frydenberg for 1st prize Halloween

#1005 (12/4/2024) - \$50.00 To: Charles Stecklein for 2nd prize Halloween

#1006 (12/4/2024) - \$25.00 To: Ayman Mobarak for 3rd prize Halloween

#1007 (12/5/2024) - \$600.00 To: Baltazar Gutierrez for boulders 800 Miramar

#1008 (12/13/2024) - \$5.58 To: Pauline Jue for 866 Faxon postage

Electronic Payments/Debit Card Transactions: Per Bank as of 12/31/2024

PG&E – (12/13/2024) - \$123.58

Gutierrez Gardening – (12/17/2024) – \$1700.00

Dues Collection Status: As of the 12/19/2024 deposit, a total of 646 out of 685 properties (94%) have paid their 2024-2025 dues. Of the 645 payments, 402 (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 95.62% (646 + 9 = 655 out of 685 paid).

Second Billing Notices: Of the 98 second billing invoices that were mailed out on August 9, 2024, a total of 74 payments have been received.

Lien Status: Nothing new to report.

Income/Expense Report: December 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:**

The Board was informed that funds for the SF DPW's project for repairs and upkeep of the Miramar Gates and Pillars were finalized. M. O'Driscoll will be discussing the process for implementing the repairs and the requirements for the historic plaques that will be installed on the main pillars.

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

1490 Ocean HOA has a new rep (Tom Dobberstein) for their property management. Treasurer Charlie Wen communicated with him about our pillar lighting arrangement on 12/27/24. We are awaiting an invoice.

- **New Boulders near 800 Miramar:**

Baltazar added two new boulders on 12/5/24 on the median's southeast corner to prevent trucks from running over the lawn.

- **Damage from Dec 15, 2024 Storm:**

Only one tree limb came down near 509 Miramar with this major storm. It was reported to 311 for pickup.

- **Lawn runover near 625 Miramar:**

Pacific Supply agreed to pay \$250 for their truck's lawn runover. WPA signed a release on 12/9/24 and the check has been received.

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**

- Now that a debit card has been obtained, R. Marsh has switched the technology subscription payments to the debit card for direct payment.

5. **Unfinished Business**

- **866 Faxon Metal Gates:** A letter outlining the non-compliant work done to the exterior of the house was sent to the owner. The communication indicated a deadline of Jan 12, 2025 to make the appropriate adjustments. As there has been no additional communication from the owner, the Board will request a meeting to discuss any issues pertaining to issues of non-compliance.
- **50 Westwood Next Steps:** As of December 7, 2024, the owner had not removed the fence around the front of the property which is not in compliance with the WPA CC&Rs. A final letter outlining the consequences of noncompliance by January 31, 2025 will be sent to the owner.
- **125 Colon Chimney and Submission of Plans: R.** Fong spoke with the architect as to the original plans to remove the chimney. After the agreement that the chimney needed to be reinstalled to be within the guidelines of the WPA CC&Rs, new architectural plans were proposed to include the replacement of the chimney. The homeowner and architect will be informed as to the Board approved material to be used for the chimney replacement and will provide more specific measurements for the exterior of the chimney to be in compliance with WP design.
- **Winter Newsletter:** The Winter newsletter draft was completed and sent to the graphic designer for formatting. Final draft should be ready by 1/10/25 for board review, then distribution to residents in mid-January.

6. New Business

- **FY 2026 Budget:** The FY 2026 budget was discussed. Amendments will be made as needed based on expenses accrued from FY 2025.
- **1428 Plymouth Ave:** A reply email will be sent to the owner indicating that the past dues must be paid in full.
- **180 Southwood Fence:** A letter will be sent to the owner indicating that the fence in the front of the property is not in compliance with the CC&Rs and needs to be removed.
- **HOA Communication Process:** The Board discussed how to improve the most recent changes in communicating with WPA residents. A more clearly outlined process for residents to choose how they wish to receive information from WPA including but not limited to general information, president communications, newsletters, and payment of yearly dues will be sent in February.

7. Next meeting: The next Board Meeting is scheduled for Thursday, February 6, 2025, at 7:00 pm.

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 9:08 pm.

Submitted by C. Karahadian, Secretary