

**Westwood Park Association
Minutes of Board of Director
Virtual Meeting
February 6, 2025**

AGENDA

1. Call to order at 7:03 pm

Roll Call

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

Absent: None

Guests: Phil Rivera

2. Open Forum

No speaker came forward.

3. Approval of January 7, 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for January 7, 2025, Meeting Minutes. A motion was made and seconded. The motion was unanimously approved 6-0. (later arrival of M. Carion)

4. Reports

a. President's Report:

West of Twin Peaks Central Council

The President of WTPCC has created five committees and would like members to volunteer to serve on one of the following:

1. Land use and housing
2. Transportation and infrastructure
3. Public safety and emergency preparedness (Sally Stephens, chair)
4. Membership and community engagement events (Matt Boschetto, chair)
5. Environmental sustainability and open space

Mayor Daniel Lurie made an unannounced visit to the January 27 meeting of the West of Twin Peaks Central Council. He announced a few items, including the fact that 55 individuals were in this year's incoming class of police cadets. This is the largest number of cadets since 2017. In line with his safety goals for SF, he would like to see 108 neighborhood NERT coordinators. There currently are only 35 coordinators. Westwood Park does not have a coordinator.

Dean Crispen, the new Fire Chief was the main speaker and explained how he would like to create a more local community-based firefighting recruitment

program. One such program is to mentor high school students to encourage careers in firefighting. During the Q&A session, he acknowledged that the creation of slow streets, bike lanes, pylons to slow traffic have sometimes impeded emergency vehicles. He is hoping that the new fire marshal will be able to work more collaboratively with the incoming SFMTA chief.

Someone asked if closure of the upper Great Highway was causing delays. He stated that it would not as this access was not designated as an evacuation route but must be maintained should there be a need for a fire safety break (such as 19th Avenue, Sunset Boulevard).

A member expressed concern that the westside of SF did not have adequate water supplies (unlike the eastside) for firefighting and mentioned that the Stonestown development did not have an adequate water supply but had paid for two giant fire trucks to provide water to firefighters. Chief Crispen thought these two additional giant trucks with 660 ft. Hoses, along with the current four trucks and a cannon truck would provide adequate protection for the westside.

With the fires burning in LA, concern was expressed for our forested areas (Sutro, Edgehill, Mt. Davidson, Twin Peaks). He demurred to affix a cause for the raging fires but thought the 100 mph winds greatly exacerbated other problems; and because of weather patterns, SF would never experience those kinds of winds.

b. Treasurer's Report

Account Balances: Total bank balance as of 1/31/2025 is **\$151,929.61**
(Checking: \$130,999.49 Savings: \$20,930.12).

Outgoing Checks: As of 1/31/2025

#1009 (1/7/2025) - \$502.52 To: Adams Stirling for collections consultation

#1010 (VOID)

#1011 (1/13/2025) - \$5.58 To: Pauline Jue for postage 50 Westwood

#1012 (1/14/2025) - \$360.00 To: Burke Designs for winter newsletter layout

#1013 (1/15/2025) - \$760.74 To: Copy Circle for winter newsletter

Electronic Payments/Debit Card Transactions: Per Bank as of 1/31/2025

Electronic Payments

Gutierrez Gardening – (1/13/2025) – \$1700.00

ACH Fees – (1/24/2025) - \$3.00

PG&E – (1/28/2025) - \$124.09

Debit Card Payments:

Mailchimp – (1/6/2025) - \$26.50

Microsoft – (1/6/2025) - \$42.00

PG&E – (1/7/2025) - \$124.95

Microsoft – (1/22/2025) - \$42.00
GoDaddy – (1/27/2025) - \$99.99
Zoom – (1/30/2025) - \$171.89

Dues Collection Status: As of the 1/23/2025 deposit, a total of 648 out of 685 properties (94%) have paid their 2024-2025 dues. Of the 648 payments, 404 (62.25%) were checks, 244 (37.65%) were ACH. Additionally, as 9 residents prepaid their 2024-2025 dues, our collection rate for 2024-2025 dues is actually 95.91% (648 + 9 = 657 out of 685 paid).

Second Billing Notices: Of the 98 second billing invoices that were mailed out on August 9, 2024, a total of 76 payments have been received.

Lien Status: Nothing new to report.

Income/Expense Report: January 2025 income/expense report was emailed to Board members.

c. Health and Safety

- No new updates to report.

d. Common Areas

- **D7 Participatory Budget Money Update:**

M. O'Driscoll met with DPW operations manager Selina Chen and the head of the sheet metal dept. in person on Jan. 14 to review the needed gate and pillar work. They understood what needed to be done. They were provided with the exact paint color so they could purchase the paint from Sherwin-Williams. P. Jue is working on obtaining two historic landmark plaques. Kathy Beitiks, Michelle O'Driscoll, and P. Jue wrote the copy for the plaques. The city approved sign maker's info (located in Richmond, CA and did the sundial sign) has been obtained.

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

An invoice from 1490 Ocean HOA was received for \$410 and paid. The invoice is for the period August 2022-December 2025 (\$10/month).

- **Miramar Circle Board Repair:**

One of the boards came loose on Miramar Circle. Baltazar has made the repair.

- **Hole in San Ramon Chain Link Fence:**

A neighbor reported a hole in the chain link fence. They hadn't heard from the 311 report filed. P. Jue reached out to Bridge Housing (Balboa Reservoir developer) who said they will repair it. A photo of the hole was sent to them on Feb. 4.

- **Tree Down on Residence Near 788 Faxon:**

M. O'Driscoll helped get the fire department to remove tree branches that were blocking the street on Feb. 4 during the big storm.

- 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 used the debit card to implement direct pay for all technology subscriptions including Microsoft, GoDaddy, Mailchimp and Zoom
- The second Zoom license was dropped as we only need one.
- The Winter Newsletter was emailed to 549 recipients. Those without an email address were mailed a hard copy of the newsletter.
- The Annual Policy Statement was sent to 550 recipients. Those without an email address were mailed a hard copy of the newsletter.

5. Unfinished Business

- **866 Faxon Metal Gates:** A second letter was sent to the homeowner to provide a response to the request to remove the gate and a portion of the metal railing fence to be in compliance of the WPA CC&Rs. The communication indicated an extended deadline of February 20, 2025, to make the appropriate adjustments.
- **50 Westwood Next Steps:** The homeowner complied with the request to remove the fencing around the front of the property without incurring any penalties. They will be thanked for their compliance.
- **125 Colon Chimney:** R. Fong spoke with the architect as to the original plans to remove the chimney. It was agreed that the chimney will be replaced using materials of stucco and wood to maintain the original design of the building which was approved by the Board. The City had asked the

homeowner to seek approval from the Board before it reactivates the building permits.

- **180 Southwood Fence**: As the homeowner still had concerns pertaining to diggings around their front yard tree, the opinion of a resident who is plant and tree specialist with Golden Gate Park was solicited. Upon review, he concluded that the digging around the tree was likely from a racoon/wildlife vs. a neighborhood dog. A letter will be sent to the homeowner with some alternative recommendations to deter wildlife from further digging.
- **301 Frida Kahlo Gate**: The addition of a front gate was discussed. Although it may comply with San Francisco city code, it is not in compliance with the WPA CC&Rs. A letter has been sent to the homeowner requesting that it be removed. The Board is waiting for their response as to the actions they will take to comply with WPA regulations.

6. New Business

- **FY 2026 Collection Process**: The FY 2026 collection process was discussed.
- An updated email consent form indicating that the annual dues invoice will be emailed to residents and will be posted on the WPA website
- A letter has been drafted to send to all homeowners who have not consented to the new version of the consent form for their consideration to sign up. This letter will also be sent to those with email addresses on file (but did not pay on time) to ensure they consent to receiving future electronic communications. Depending on the responses, the email list for sending all documents electronically will be updated.
- **Attendance at Citywide Monthly Meeting**: P. Rivera agreed to attend the SF citywide monthly meeting on traffic and development on behalf of WPA and to report any pertinent information that would impact the association.

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

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:25 pm.

Submitted by C. Karahadian, Secretary