

**Westwood Park Association
Minutes of Annual Meeting
Held In Person on the Faxon Green
September 6, 2025**

AGENDA

1. Call to Order at 12:00 pm

Roll Call: Introduction of Board Members

Board Members Present (in person): Pauline Jue, Roger Fong, Rick Marsh, Mike O'Driscoll, Miguel Carion (outgoing), Francine Lofrano, Carol Karahadian

Absent: Jennifer Chang (incoming)

Guests: Emma Hare (legislative aide to Supervisor Myrna Melgar); Director Rachael Tanner, Citywide Planning Department; SFPD Ingleside Police Station Captain Jerry Newbeck, Sgt. Frank Ho, Officers Frank Zhang and Franch Chang from the Ingleside Police Station, over 95 residents, and a few dogs.

2. Open Forum

Participating WPA residents asked questions of board members throughout the meeting.

3. Approval of August 6, 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for August 6, 2025. A motion was made and seconded. Motion was unanimously approval 5-0 (late arrival of C.Karahadian and M. Carion)

4. Reports

President's Report

Welcome

- Introduce members of the Board and Michelle O'Driscoll, newsletter editor.
- P. Jue thanked M. Carion for his 3-year service on the WPA Board and welcomed J. Cheng as the incoming Board member.
- Thank Sheila and Mark Hawthorne for their help with the Annual Meeting
- Introduce Captain Jerry Newbeck of Ingleside Police Station.
- Introduce Emma Hare, Legislative Aide to Supervisor Myrna Melgar.
- Introduce Director Rachael Tanner – Citywide Planning Division

Overview of Last Year

Restoration of the Pillars

- In 2024, the Board applied for and was awarded D7 Participatory Budget funds through Supervisor Melgar's office. We were very grateful to receive a grant of \$27,700, though our application only requested \$14,000. We had intended to hire private contractors to do the work of removing the rust off the ironwork, restoring the lights, painting the pillars, have plaques created, and adding landscaping to the area around the pillars. The grant required that the money be allocated to City's Public Works Department.
- We were dismayed to learn that DPW burned through the entire \$27,700 and didn't get the rust off all the ironwork and didn't complete the rest of the job. It was too late to apply for the 2025 grant program and we reached out to the Supervisor's office for additional funds to finish the restoration work.
- Not knowing when or if we would receive additional funds, the Board decided to hire a private contractor to do the ironwork before the rainy season. Since then, we are happy to announce that Emma Hare and the supervisor's office came through with an additional \$14,000 to complete the work. We will use this money to buy plaques to memorialize the historic status of the pillars and complete the painting and landscaping work. We thank the Supervisor for her support.

West of Twin Peaks Council

- President P. Jue and Member J. Chang have been actively involved with this coalition of HOAs on the west side of San Francisco. This group have been vocal in advocating on behalf our concerns, such as safety and asserting the rights of single-family homeowners. The immediate and urgent issue is Mayor Lurie's upzoning proposal which will forever change the height and density of buildings in our neighborhood.

5. Emma Hare, Legislative Aid to Supervisor Melgar

Emma Hare gave a greeting to the WPA members present and outlined some of the high priority ongoing programs that have been taken up by the Supervisors.

The following high priority programs were discussed:

- First Priority -Saving Muni
 - To date there is a \$300M deficit. The Supervisors are working to reduce costs by eliminating bus service down Market Street. They are also looking to voters to approve an increase in property taxes to fund Muni.
- Second Priority – Family Zoning Plan
 - Program to increase housing capacity to 36,000 homes in SF to meet state requirements. See comment below made by R. Tanner.
- Third Priority – Street Safety Act
 - Implement calming measures to ensure more safety on SF streets.
- Other topics discusses:
 - Making property more affordable for small businesses
 - Addressing the homeless. Commented on the process for getting the homeless into a safe space and off the streets.

6. Captain Jerry Newbeck of the Ingleside SF Police Dept.

- New Ingleside Station Captain Newbeck greeted the participants and gave an introduction of himself and his 26-year service with the SF Police Department. He has worked in every station except two and knows the city well. He provided an overview of what the SFPD is doing to ensure the safety of our neighborhoods. He brought with him Sgt. Ho and 2 police officers from the Ingleside Station.
- Captain Newbeck spoke about public safety in the WPA neighborhood and noted the general percentage decrease in crime rate in SF was in the double digits. This was attributed to implementing new technologies such as the use of drones and installation of speed cameras referred to as the flock system. Specifics as to data available pertaining to WPA specifically can be obtained by contacting the Ingleside Police station.
- Other points made included:
 - Appreciation for the support of DA Brooke Jenkins for ensuring public safety.
 - Due to lack of resources, beat police from the Ingleside Station are no longer walking Ocean Ave. However, there is still a beat officer from the Taraval Station who patrols Ocean Ave.
 - Ingleside has the lowest homeless encampments in SF

- WPA is low on crime and when it happens it is typically seen as burglaries in vacant/homes undergoing remodeling.
- If you see something, say something by taking a photo and sending it through the 311 app
- The Ambassador program (retired police officers) for Ocean Ave in Westwood Park cannot be implemented until funds are available
- Many departments including police departments are being asked to cut costs including adding additional staffing and reducing the amount of overtime

7. Director Rachael Tanner – Citywide Planning Division

Rachael Tanner of the Citywide Planning Division gave an update on projects that will impact residential building in San Francisco. She specifically spoke about the Family Zoning Plan that has been initiated to create 36,000 homes on San Francisco's North and West side to accommodate residents of all types of incomes.

Some of the points highlighted included:

- a. Height restrictions for building structures
- b. Controlling the land use decisions and securing access to state funding for housing and transportation
- c. Preserving the uniqueness of San Francisco neighborhoods through the Housing Choice – SF framework.
- d. Strengthen tenant protections
- e. Support small businesses
- f. Maintaining and protecting historic landmarks

Questions posed to R. Tanner:

1. Please provide a general overview of Mayor Lurie's proposal for building new housing. What are the general goals of the program and where would these units be built? Does it allow the demolition of existing buildings?

A: New housing would be built along transit lines, such as Ocean Avenue and West Portal Avenue. Depending on the circumstances, the demolition of existing buildings may be allowed.

2. Westwood Park has been designated as having Residential Neighborhood Character to recognize the unique bungalow residences and sloping tiered hillsides. The Planning Department has accepted our Residential Design Guidelines. Would the Planning Department enforce violations of these Guidelines?

A. No, the Residential Neighborhood Character is an agreement between the Westwood Park Association and its residents. The Planning Department would not enforce these guidelines.

3. Our CC&Rs state that residences would have only one story above a garage, no taller than two stories. Would the proposed Planning code override our CC&Rs? What authority gives the City the ability to usurp the landowner's rights authorized by the CC&Rs?

A: This question went unanswered.

4. As the Balboa Reservoir is further developed, San Ramon is a small street that has been mentioned as a possible egress point for vehicles and pedestrians. The Westwood Park Association strongly opposes vehicle access, which would result in additional vehicles traveling through and parking on our narrow and already congested streets near Ocean Avenue. Recently, we have heard that the developers have included a pedestrian egress on San Ramon. Will the Planning Department be involved in approving such an egress?

A: This question went unanswered.

She recommended reviewing our Residential Design Guidelines to bring them in "objective" standards. The WPA will follow up with the Planning Department to bring our Residential Design Guidelines to comply with "objective" standards.

8. Treasurer's Report

Francine Lofrano reported on the finances of the WPA. She noted that all financials are posted monthly in the board meeting minutes on the WPA web site.

Account Balances:

- **Account Balances Per Bank:** Total as of 8/29/2025 is **\$196,646.45** (Checking: \$175,715.13, Savings: \$20,931.32)

- **Outgoing Checks per Check Register:** As of 8/31/2025:
 - **#1044** (8/6/2025) - \$3,430.00 To: Adams Stirling for ADU consultation
 - **#1045** (8/6/2025) - \$250.00 To: Baltazar Gutierrez for lawn repair

- **#1046** (8/8/2025) - \$628.03 To: Pauline Jue for reimbursement for deposit to That's Amore for Annual Meeting (\$624.23) and a box of envelopes (\$3.80)
- **#1047** (8/16/2025) - \$15,759.00 To: Arborist Now for tree trimming
- **#1048** (8/16/2025) - \$450.00 To: Adams Stirling for initial revision of Fines Policy
- **#1049** (8/26/2025) - \$15.60 To: P. Jue for stamps
- **#1050** (8/29/2025) - \$431.42 To: Copy Circle for mailing second notice past due invoices
- **#1051 VOID**
- **#1052** (8/30/2025) - \$856.23 To: That's Amore for balance due for annual meeting pizza truck

Total disbursements by check= \$21,820.28

- **Electronic Payments/Transactions:**
 - **PG&E** – (8/7/2025) - \$126.14
 - **Gutierrez Gardening** – (8/17/2025) – \$1750.00
 - **ACH Fees** – (8/2025) - \$12.72

Total electronic disbursements = \$1,888.86

- **Debit Card Payments:**
 - **Mailchimp** – (8/5/2025) - \$26.50
 - **Arborist Now** – (8/8/2025 - \$1,751.00 (Deposit on tree trimming)
 - **Go Daddy** – (8/21/2025) - \$84.36
 - **Microsoft** – (8/23/2025) - \$42.00

- **Total debit card payments = \$1,903.86**

- **Dues Collection Status:** As of the 9/3/2025 deposit, a total of 555 out of 685 properties (81.02%) have paid their 2025-2026 dues (3 residents prepaid their 2025-2026 dues via check during the previous fiscal year). Of the 555 total payments, 333 (60%) were checks, 222 (40%) were ACH.
- **Second Billing Notices:** Second HOA bills were mailed on 8/27/2025 to 144 residents who were delinquent in paying their HOA dues.).
- **Lien Status:** WPA currently has 6 recorded liens on file
- **Income/Expense Report:** August 2025 income/expense report was emailed to Board members.

- Mailbox Issues: The mailbox at Westwood & Wildwood has been vandalized numerous times so we recommend either going to the post office or giving outgoing mail to your postal carrier. When keys are stolen from postal employees, the locks are not changed.

9. Trees and Common Areas Maintenance

Mike O'Driscoll provided an update on projects over the last year.

- Monterey Gates: As we wait for additional D7 funds to paint the gates, we are hiring private contractor Begadon Welding to repair the wrought iron. He will start work this month.
- Tree Trimming: After putting the tree trimming contract out to bid with three bonded, insured companies, Arborist Now was selected. They trimmed all the pines on Miramar the week of August 10. Their arborist inspected all trees and we will listen to their guidance and remove any if they are bad. Many of the stone pines are reaching the end of their life expectancy.
- Miramar Lawn Runovers: We have had more than 5 lawn runovers over the last year, and we appreciate it when neighbors take photos or video of offending trucks as we contact the companies and often recoup \$250 per incident. If a truck is parked on your sidewalk, we encourage you to ask them to move or take a photo as any sidewalk break is the owner's responsibility. Most recently, we reached out to our neighbor at 611 Miramar and the RC Readymix truck company requesting reimbursement for the lawn runover. There has been no response thus far.
- Miramar Wall: As reported in prior meeting minutes, some ivy was removed on the Monterey Wall near Miramar by DPW. Neighbor Frank Navarro talked DPW into not removing all the ivy because of concern over graffiti, which they agreed. We also thank Frank for painting over the graffiti throughout the year.

Health and Safety

- No new information to report.

10. Planning, Building and Compliance

Roger Fong introduced himself and reminded residents of the importance of notifying the board with any remodeling.

- Roger stressed the importance of all WP residents to submit plans for any changes/remodeling to their property so if there are any potential violations of Residential Design Guidelines, they can be addressed prior to any changes made.

- Residents were reminded that the Board should be consulted with any new construction including the use of hard and soft scape in front yards, and to refer to the new landscaping guidelines posted on the WP web site.
- To date, most issues have pertained restricting/preventing residents from removing greenscape and not replacing it to ensure a garden-like atmosphere in Westwood Park.

11. Technology

Rick Marsh provided an update:

- Electronic Mailing of HOA Invoices and Payments
 - Over the last few years, we introduced email invoices and electronic payments for your homeowner dues. This has been enthusiastically received by some, and we got many payments within hours of the emails being sent. We hoped this would help improve our payment rate but unfortunately the overall payment rate dropped this year. We have about 20% of homeowners unpaid as of today. In recent years that number has been around 10%. I understand that people get a huge number of emails these days, but please remember, your dues are due March 1, and your invoices will come within a few days. Please check your spam site to ensure that the emails didn't end up there.
 - Please pay your dues on time, almost all of the money goes to maintenance of Westwood Park common areas, the gates and lighting that keep Westwood Park looking special. M. O'Driscoll works hard to keep on top of this, so payments are important in paying for these activities.
- Tips on payments
 - If you use your bank's online payment system, the bank will take your money immediately on the payment day and mail a check to Westwood Park. We have found that a number of these checks were not delivered this year, and homeowners only found out 3 months later when their money was refunded by the bank. Remember that even if the bank has taken your money, it doesn't mean that the money has reached WPA. Please check with your bank to confirm the payment has been made.
 - We have heard some concerns about security from homeowners about electronic payments. A common one is "I

don't want to give my bank details to Intuit." This payment method is very secure, and your bank details will not be seen or stored by Intuit. When you type in your account number, it is immediately encrypted and sent to the payment processor and used for one transaction. It is not stored anywhere.

- Recognition of Victor Vela
 - The Board recognized and thanked Victor Vela for stepping in and assisting in technology-related work for the WPA.
 - Victor has volunteered with upkeep up the website but could always use more help. If you have a good knowledge of QuickBooks, building websites using WordPress, and managing Excel/Google sheets and are willing to help, please get in touch.

12. Upcoming Activities and Announcements

- This year we will again have the annual house decorating contest WPA and another Halloween costume parade.
 - WPA Social chair Joyce Lifland has agreed to judge the costume parade on the Faxon Green on November 1, 2025
 - The Halloween House Decorating Contest will be judged by Joyce on November 1, 2025. Three prizes will be awarded (\$75, \$50, \$25)
 - If you have connections with Ocean Avenue merchants who may be willing to donate costume prize gift cards, let the board know.
 - More information will be provided in the coming weeks.

Next Board Meeting: October 2, 2025, at 7:00 pm

Adjournment

- Meeting adjourned by the President at 2:00 pm.
- A picnic lunch catered by That's Amore with the travelling wood burning pizza oven followed the annual meeting and connections were reestablished.

Submitted by C. Karahadian, Secretary