

**Westwood Park Association
Minutes of Board of Directors
In Person and Virtual Meeting
November 6, 2025**

AGENDA

1. Call to order at 7:05 pm

Roll Call

Present: Pauline Jue, Carol Karahadian, Francine Lofrano, Roger Fong, Mike O'Driscoll, Jennifer Chang, Rick Marsh in person and via Zoom

Absent: none

Guests: none

2. Approval of October 2 , 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for October 2, 2025, Board meeting minutes. A motion was made and seconded. The motion was 7-0.

3. Open Forum

No speaker came forward.

4. Reports

a. President's Report:

West of Twin Peaks Central Council meeting: F. Lofrano and P. Jue attended the October 27, 2025, meeting. Mayor Daniel Lurie discussed his proposed Upzoning Plan to create more housing. The discussion was polite, but most of the attendees did not believe this plan would result in more affordable housing and would displace many small businesses as buildings are demolished for taller structures. The attendees also urged the Mayor to take credit with the State for the number of approved projects that are in the pipeline for development but haven't because of high material costs, higher interest rates, etc. He responded that his staff had done so with the State. The meeting ended with a Q&A session. The overall feeling was that this plan would not produce the desired result; but the landscape and character of San Francisco neighborhoods would be changed forever needlessly.

Spring Newsletter: Michelle O'Driscoll is already planning the spring newsletter. Any ideas for articles should be forwarded to her. We will solicit interest for NERT teams in Westwood Park. There will also be a call for nominations to serve on the Board, as one member's term will be ending September 2026.

b. Treasurer's Report

Account Balances: Total as of 10/31/2025 is **\$208,457.81** (Checking: \$187,526.13, Savings: \$20,931.68)

Outgoing Checks: As of 10/31/2025

#1056 (10/2/2025) - \$57.52 To: Francine Lofrano for certified postage for 4 lien warning letters and a book of stamps

#1057 (10/6/2025) - \$5.30 To: Pauline Jue for a book of stamps

#1058 (10/16/2025) - \$422.29 To: Urban Farmers for Miramar battery controller and battery

#1059 (10/31/2025) - \$3,500.00 To: Begadon Welding & Fabrication for pillar ironwork repairs

Total disbursements by check = \$3985.11

Electronic Payments/Debit Card Transactions: Per Bank as of 10/31/2025

Electronic Payments:

PG&E – (10/7/2025) - \$124.44

Gutierrez Gardening – (10/17/2025) – \$1750.00

ACH Fees – (10/2025) - \$1.82

Total electronic disbursements = \$1876.24

Debit Card Payments:

Ooma Phone – (10/1/2025 & 10/31/2025) - \$43.48

Mailchimp – (10/6/2025) - \$26.50

GoDaddy – (10/17/2025) - \$467.64

Microsoft – (10/22/2025) - \$42.00

Total debit card payments = \$579.62

Additional Deposit - (10/14/2025) - \$9.99 refund on Porta Potty

Dues Collection Status: As of the 10/22/2025 deposit, a total of 658 out of 685 properties (96.05%) have paid their 2025-2026 dues (3 residents prepaid their 2025-2026 dues via check during the previous fiscal year). Of the 658 total payments, 430 (65%) were checks, 228 (35%) were ACH.

Delinquent HOA bills: Of the 144 residents who were mailed a second bill, 117 have remitted payment.

Lien Status: Of the 4 residents that are delinquent in paying their HOA dues for 2 consecutive years, 3 have remitted payment. A lien will be placed on the property located at 3113-008 and a “Notice of Lien Assessment” will be mailed to the SF Assessor Recorder’s Office on 11/7/2025 for recordation.

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

c. **Health and Safety**

No new information was provided.

d. **Common Areas**

- **Monterey Gates:** WPA hired the private contractor Begadon Welding to repair the wrought iron. The project has been completed. SF Department of Public Works will be working with M. O’Driscoll to complete the painting, landscaping, and installation of the historical designation plaque.
- **Bench on Plymouth Green:** The bench was removed by an unknown person the day before M. O’Driscoll was planning on picking it up. Michelle O’Driscoll had mentioned this to Sara, who lives across from the island, so she may have informed the person who put it there to pick it up.
- **Lawn damage on Miramar between Northwood & Westwood:** F. Lofrano reported that the lawn was torn up on October 11. Baltazar repaired it on October 16.

e. **Land Use, Zoning and Planning:**

125 Northwood: R. Fong will check in with the owner to recommend positioning plants in the front yard to increase the curb appeal and to create a more garden-like atmosphere.

f. **Technology Report /QuickBooks**

No new information to report

5. **Unfinished Business**

Status of Gate and Pillar Repair: See comments under Common Area Maintenance.

125 Northwood Landscape: See comments in Land Use, Zoning and Planning section.

Halloween contest winners: This year's winners of the Halloween house decoration contest were as follows. Thanks to all who participated!

1st Place: 65 Hazelwood (Aliens attack!)

2nd Place: 201 Montecito Ave (What?! People Burger?)

3rd Place: 528 Miramar (Whimsical Meets Spooky)

Due to inclement weather, the Halloween costume parade was cancelled. However, postings of costumes on the WPA Facebook site were encouraged so that they could be judged for prizes. We thank the Ocean Avenue Association again for procuring gift certificates for this year's prizes.

616 Miramar side fence: A letter will be sent to the owner informing them of the decision of the Board regarding their new fence.

6. **New Business**

PUC Bills: The SF Public Utility Commission has started sending bills for the runoff water from the Hazelwood, Elmwood and San Ramon streets that are the property of WPA. An automatic payment account will be established to pay the bills each month.

General Liability Insurance Policy for WPA: WPA was informed that there will be changes to the 2026 WPA liability insurance coverage and costs. The Board will assess what the minimum liability coverage should be. The Board will take steps to ensure the proper coverage is maintained for Westwood Park

7. **Next meeting:** The next Board Meeting is scheduled for Thursday, December 4, 2025, at 7:00 pm.

8. **Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 8:15 pm.

Submitted by C. Karahadian, Secretary