

**Westwood Park Association
Minutes of Board of Directors
In Person and Virtual Meeting
October 2, 2025**

AGENDA

1. Call to order at 7:08 pm

Roll Call

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

Absent: Rick Marsh

Guests: none

2. Approval of September 6 , 2025, Annual Meeting Minutes

Confirmation of the electronic approval of minutes for September 6, 2025, Annual Meeting. A motion was made and seconded. The motion was 5-0. (Note: vote was taken before the arrival of J. Chang)

3. Open Forum

No speaker came forward.

4. Reports

a. President's Report:

The text and dimensions of the two plaques for the Miramar pillars have been forwarded to Selina Chen of the Department of Public Works. Once the ironwork is completed, we will inform her and M. O'Driscoll will establish a schedule to meet with the DPW workers.

WPA received bills from the Department of Public Utilities (water) for San Ramon, Hazelwood, and Elmwood. It is the first time WPA has received a water bill for these streets. The bills are for less than 25 cents.

b. Treasurer's Report

Account Balances: Total as of 9/30/2025 is **\$211,873.17** (Checking: \$190,941.67, Savings: \$20,931.50)

Outgoing Checks: As of 9/30/2025

#1053 (9/8/2025) - \$140.00 To: Adams Stirling for email consultations

#1054 (9/9/2025) - \$49.50 To: Mike O'Driscoll for annual meeting drinks

#1055 (9/10/2025) - \$11.49 To: Roger Fong for annual meeting ice

Total disbursements by check = 200.99

Electronic Payments/Debit Card Transactions: Per Bank as of 9/30/2025

Electronic Payments:

PG&E – (9/8/2025) - \$125.56

Gutierrez Gardening – (9/18/2025) – \$1750.00

ACH Fees – (9/2025) - \$17.52

Total electronic disbursements = \$1893.08

Debit Card Payments:

Ooma Phone – (9/2/2025) - \$21.74

Mailchimp – (9/5/2025) - \$26.50

Honey Bucket – (9/8/2025) - \$919.49

Microsoft – (9/23/2025) - \$42.00

Total debit card payments = \$1009.73

Dues Collection Status: As of the 9/30/2025 deposit, a total of 646 out of 685 properties (94.30%) have paid their 2025-2026 dues (3 residents prepaid their 2025-2026 dues via check during the previous fiscal year). Of the 646 total payments, 419 (65%) were checks, 227 (35%) were ACH.

Delinquent HOA bills: Of the 144 residents who were mailed a second bill, 105 have remitted payment

Lien Status: WPA currently has 4 residents that are delinquent in paying their HOA dues for 2 consecutive years and have not remitted payment due per our second billing invoice by 9/30/2025. Lien warning letters were prepared and mailed certified mail on 10/1/2025.

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

c. Health and Safety

No new information was provided.

d. Common Areas

- **Monterey Gates:** WPA is hiring the private contractor Begadon Welding to repair the wrought iron. He is waiting on some parts to begin the work which is scheduled to start on October 20 with completion by the end of October.
- **Bench on Plymouth Green:** An unauthorized wood bench appeared around 9/11 on the Plymouth Green. P. Jue posted to the WPA Facebook group that the bench would be removed as it does not meet ADA requirement. Empty alcohol

containers have been left around the bench. M. O'Driscoll volunteered to remove the bench on October 7, 2025.

e. Land Use, Zoning and Planning:

125 Northwood Landscape: The Board continues to work with the homeowner to ensure a garden-like landscape is created.

825 Monterey Blvd: A letter will be sent to the homeowner addressing the issue of creating a parking spot in a non-parking area which violates a City ordinance.

f. Technology Report /QuickBooks

No new information to report.

5. Unfinished Business

Debrief on September 6 Annual Meeting: The Board discussed the execution of the 2025 Annual Meeting and Picnic. It was agreed that the activity ran smoothly with no necessary modifications to organizing the event for next year.

6. New Business

Updating Enforcement and Fines Policy – Max penalty

The Board voted unanimously to refrain from making any modifications to our WP Enforcement and Fines Policy until a later date, with the expectation that the state of California will revise the maximum penalty that may be applied for a violation.

Halloween activities – OAA gift cards

This year we will again have the annual house decorating contest WPA and a Halloween costume parade.

- a. WPA Social chair Joyce Lifland has agreed to judge the costume parade on the Faxon Green on Sunday, October 26, 2025.
- b. The Halloween House Decorating Contest will be judged by Joyce on October 26, 2025. Three prizes will be awarded (\$75, \$50, \$25)
- c. The Ocean Avenue Association has agreed to solicit gift cards from Ocean Avenue merchants which will be the prizes for the costume contest. At this time, 2 Ocean Avenue merchants have donated gift cards. They are working on identifying other merchants who will donate gift cards for prizes.

NERT Training

The San Francisco NERT training sessions in October and November are fully booked. The Board agreed that it would be a good idea to organize a training for WPA. We will solicit a volunteer coordinator in the next Newsletter to organize and manage a training session next calendar year.

Request for Shed Approval at 815 Miramar

The owners of 815 Miramar have submitted a request for Board approval to construct a small shed in the back of their home. They have provided all the specifics for the job and have contacted their neighbors to inform them of their plan. The Board will request that the owners provide the Board with written consent from the neighbors for the installation of this shed. This will formally document their neighbors' consent should there be any issue in the future. Once this list is received, the Board will approve the installation of this shed. P. Jue will inform the homeowners of this requirement as part of the approval process.

7. **Next meeting:** The next Board Meeting is scheduled for Thursday, November 6, 2025, at 7:00 pm
8. **Adjournment**
The meeting was adjourned by P. Jue, WPA President, at 8:03 pm.

Submitted by C. Karahadian, Secretary