

**Westwood Park Association
Minutes of Board of Directors
In Person and Virtual Meeting
December 4, 2025**

AGENDA

1. Call to order at 7:05 pm

Roll Call

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

Absent: Roger Fong

Guests: Laura Frey

2. Approval of November 6 , 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for November 6, 2025, Board meeting minutes. A motion was made and seconded. The motion was 4-0. (vote taken before the arrival of R. Marsh and J. Chang)

3. Open Forum

Laura Frey attended the Board meeting to discuss two issues.

- With the build out of the Balboa Reservoir how can WPA ensure ownership of San Ramon Ave?
- As there have been some intermittent front yard plant thefts, she suggested that an article be published in the WPA newsletter encouraging any residents witnessing such thefts to report them to the non-emergency police line at (415) 553-0123.

4. Reports

a. President’s Report

No new information to report.

b. Treasurer’s Report

Account Balances per Bank: Total as of 11/30/2025 is **\$197,619.84** (Checking: \$176,688.00, Savings: \$20,931.84.

Outgoing Checks: As of 11/30/2025

#1060 (11/6/2025) - \$98.00 To: City of San Francisco Assessor/Recorder Office for Lien Recording Fee

#1061 (11/7/2025) - \$950.00 To: Adams Stirling for annual fee

#1062 (11/17/2025) - \$75.00 To: James and Andrea Cattarin for First Prize Halloween Contest

#1063 (11/17/2025) - \$50.00 To: Don Hayler for Second Prize Halloween Contest

#1064 (11/17/2025) - \$25.00 To: Shirley Fong Frydenberg for Third Prize Halloween Contest

#1065 (11/17/2025) - \$6.08 To: Pauline Jue for reimbursement for certified postage – letter to 616 Miramar

Total disbursements by check = \$1,204.08

Electronic Payments/Debit Card Transactions: Per Bank as of 11/30/2025

Electronic Payments:

PG&E – (11/6/2025) - \$122.80

Gutierrez Gardening – (11/17/2025) – \$1750.00

ACH Fees – (11/2025) - \$0.00

Philadelphia Insurance Services - (11/10/2025) - \$9508.00

Total electronic disbursements = \$\$11,380.80

Debit Card Payments:

Mailchimp – (11/5/2025) - \$26.50

Microsoft – (11/24/2025) - \$42.00

Total debit card payments = \$68.50

Dues Collection Status: As of the 11/26/2025 deposit, a total of 664 out of 685 properties (97% - a new record!) have paid their 2025-2026 dues (3 residents prepaid their 2025-2026 dues via check during the previous fiscal year). Of the 664 total payments, 436 (66%) were checks, 228 (34%) were ACH.

Delinquent HOA bills: Of the 144 residents who were mailed a second bill, 123 have remitted payment.

Lien Status: One lien was prepared and mailed to the SF Assessor Recorder's Office on 11/7/2025. As of the preparation of this report, we are still awaiting a copy of the recorded lien in the mail. Also, the check issued to the Assessor/Recorder's office for the lien recordation fee (#1060 for \$98.00) has still not been cashed.

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

c. **Health and Safety**

No new information was provided.

d. **Common Areas**

- **Monterey Gates:** Begadon Welding completed the repairs to the Monterey & Miramar gate's wrought iron and painted a primer coat on November 1, 2025. M. O'Driscoll met with DPW supervisors about painting the gates and pillars on November 14. They estimated power washing and painting the stucco and wrought iron at \$55K. The job was rejected by the DPW budget estimator as the funds allotted to our project were only \$12K of discretionary budget funding. In the meantime, P. Jue has provided Emma Hare of Supervisor Melgar's office an estimate from a private contractor painter for the same work. We hope that the Supervisor's office can get some clarity regarding the DPW's estimated costs.
- **Water Running down Miramar:** A neighbor reported a water leak between Wildwood and Eastwood on Miramar on Oct. 31. Baltazar turned off the sprinklers. He reported that a valve got stuck so he'll replace it.
- **Lawn Damage on Faxon Green:** There was a large water-filled hole repaired by Baltazar on Nov. 18. As more rain is expected, he turned the sprinklers off.
- **Lawn damage across from 375 Miramar:** C. Karahadian reported lawn torn up on Nov. 2. It was repaired by Baltazar on December 1.

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

No new information to report.

f. **Technology Report /QuickBooks**

- Updated the Balboa Reservoir Development news on the website with the latest updates.
- Updated the MailChimp email list with a new import from QuickBooks.
- Sent an email to all homeowners pointing to the new Balboa Reservoir Development updates.
- Resolved the handling of returned checks in QuickBooks
- Cleared all remaining Pending transactions in QuickBooks

5. **Unfinished Business**

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

125 Northwood Landscape: No new information to report.

616 Miramar side fence: A letter was sent to the owner informing them of the decision of the Board regarding their new fence. The letter was received on November 24, 2025 and the Board is waiting for their response.

6. **New Business**

- **Tree Maintenance Responsibility:** After speaking with the HOA lawyer about insurance limits, the Board discussed whether they want to proceed with DPW taking over all the tree pruning in the neighborhood, including the stone pines on Miramar Avenue. DPW is on a 7-year trim cycle instead of every other year like the private arborists we now hire. This would reduce WPA's D&O insurance and tree pruning expenses. Before deciding to transfer tree maintenance to DPW, WPA is waiting for more information pertaining to what an increase in insurance coverage for tree liability would be. M. O'Driscoll will find out how WPA will opt back in to the City's pruning program and responsibility for the WPA trees.

160 Northwood and ADU address: The Board reviewed the request for acquiring an additional address for the ADU. The Board agreed that if the second address contains the same street address with an added "A" it will be approved.

New Traffic Pattern on Ocean Ave: The Board discussed posting information about the upcoming changes to the traffic pattern changes that impact entrance to Westwood Park. Discussion as to where to post the information and links to access the information commenced. This information will be posted on the WPA Facebook.

7. **Next meeting:** The next Board Meeting is scheduled for Thursday, January 8, 2026, at 7:00 pm.

8. **Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 8:40 pm.

Submitted by C. Karahadian, Secretary