

**Westwood Park Association
Minutes of Board of Directors
In Person
January 8, 2026**

AGENDA

1. Call to order at 7:07 pm

Roll Call

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

Absent: Jennifer Chang

Guests: none

2. Approval of December 4, 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for December 4, 2025, Board meeting minutes. A motion was made and seconded. The motion was 5-0. (vote taken before the arrival of R. Fong)

3. Open Forum

4. Reports

a. President's Report

Speed bumps have been installed on Miramar (1 installation) and Hazelwood (2 installations). Still waiting for an additional installation on Miramar and one on Plymouth Ave.

b. Treasurer's Report

Account Balances per Bank: Total as of 12/31/2025 is **\$195,157.71** (Checking: \$174,225.68, Savings: \$20,932.03).

Outgoing Checks: As of 12/31/2025

#1066 (12/4/2025) - \$735.00 To: Adams Sterling for legal fees

#1067 (12/29/2025) - \$816.36 To: Pauline Jue for reimbursement for annual P.O. Box renewal

Total disbursements by check = \$1,551.36

Electronic Payments/Debit Card Transactions: Per Bank as of 12/31/2025

Electronic Payments:

PG&E – (12/9/2025) - \$122.52
Gutierrez Gardening – (12/17/2025) – \$1750.00
ACH Fees – (12/2025) - \$3.64
SF Water Dept – (12/2/2025, 12/30/2025) - \$29.67

Total electronic disbursements = \$1,905.84

Debit Card Payments:

Mailchimp – (12/5/2025) - \$26.50
Microsoft – (12/23/2025) - \$42.00
Ooma Phone - (12/1/2025, 12/31/2025) - \$43.78

Total debit card payments = \$112.28

Dues Collection Status: As of the 12/31/2025 deposit, a total of 669 out of 685 properties (97.66% - a new record!) have paid 2025-2026 dues (3 residents prepaid their 2025-2026 dues via check during the previous fiscal year). Of the 669 total payments, 439 (66%) were checks, 230 (34%) were ACH.

Delinquent HOA bills: Of the 144 residents who were mailed a second bill, 128 have remitted payment.

Lien Status: All 4 of the residents that were delinquent in paying their HOA dues for 2 consecutive years and received lien warning letters have paid in full. No new liens will be filed for this fiscal year. (WPA currently has 6 recorded liens filed in previous fiscal years).

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

c. Health and Safety

No new information was provided.

d. Common Areas

- **Monterey Gates:** DPW estimated water blasting, painting the stucco and wrought iron for gates at Miramar & Monterey and Miramar & Ocean at \$55K. The project was cancelled by the DPW budget estimator Selina Chen because Supervisor Melgar's office had only allocated \$12K. P. Jue asked Selina for an itemized expense list for the \$55K which has not been received. On Dec. 4, we received a painting bid from a licensed contractor at Spediacci Restorations for \$18,012, including power washing and painting of the walls and wrought iron. P. Jue shared the bid with Emma Hare of Supervisor Melgar's office, who said we have \$12K for painting by DPW and \$5K for plaque purchase. The plaque wording was finalized on Dec. 16 and two are on order. DPW Director Carla Short made a commitment to Supervisor Melgar that the painting of the Monterey

& Miramar pillars would be completed. Next steps will be confirmed with Emma and Selina in March.

- **Bamboo Growing Over the Gates:** In early December, two residents, Ken and Laura, replaced the light bulbs on the Monterey gates and noted bamboo growing against northeast gate. We asked the owners of 959 Monterey by email to trim the overgrowing bamboo. M. O’Driscoll met with the homeowner on Dec. 8 who authorized Baltazar to go into her yard to cut the bamboo, which will be done before we paint.
- **Two Trees Lost in the Storm:** A new magnolia and an older tree were blown down in a recent storm on Dec. 24 and were deemed unsalvageable. The trees were on the 700 block of Miramar. DPW removed the trees and have been asked to grind the stumps as they are a tripping hazard. The info was posted to the WPA Facebook group.
- **DPW taking tree pruning back in Westwood Park:** After speaking with the HOA lawyer about insurance limits, the board made a motion and seconded (6-0 vote approval) to proceed with having DPW taking over all the tree pruning in the neighborhood including the Stone Pines on Miramar to reduce costs. DPW is on a 7-year trim cycle instead of every other year like the private arborists we now hire. The Urban Forestry Inspector Susan Nawbury said they are working to reduce tree trimming timing to a 5-year cycle. If we want the trees pruned sooner than their cycle, we’d need a compelling reason such as road clearance issues or structural integrity. To opt back in, it’s as simple as saying “we’d like to opt back in to the city pruning program” via email.

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

See comments under Unfinished Business.

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: The owners will be reminded to arrange landscaping to increase curb appeal.

616 Miramar Side Fence: There has been no response from the owner pertaining to the letter that was sent on November 24, 2025, informing them that the height of the new fence needs to reduce the height of the retaining

wall. They will be contacted again to inform them that they need to reply to the request by January 31, 2026.

Tree Maintenance Responsibility: See comments under Common Area Maintenance.

Additional Liability Insurance: The Board agreed to increase the WPA liability insurance to 3 million dollars to include civil liability.

10 Westwood Drive Remodel Plans: The owners of 10 Westwood Drive submitted remodel plans to the Board. No further action will be taken.

6. New Business

- **80 Southwood Garage Sale:** After receiving complaints from some residents, the Board will remind the owners that items need to be cleared from the sidewalk after each sale so as to not impede the walkway and to prevent unsightly clutter.
- **Winter Newsletter:** Michelle O'Driscoll is currently drafting the winter newsletter. A call for board members, Balboa Reservoir update, NERT training, Halloween contest winners, and other articles will be included. Final articles are due by Jan. 31, to then be formatted and distributed to homeowners in late February

7. Next meeting: The next Board Meeting is scheduled for Thursday, February 5, 2026, at 7:00 pm.

8. Adjournment

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

Submitted by C. Karahadian, Secretary