

**Westwood Park Association
Minutes of Board of Directors
In Person
February 5, 2026**

AGENDA

1. Call to order at 7:10 pm

Roll Call

Present: Pauline Jue, Carol Karahadian, Francine Lofrano, Mike O’Driscoll, Roger Fong

Absent: Rick Marsh, Jennifer Chang

Guests: none

2. Approval of January 8, 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for January 8, 2025, Board meeting minutes. A motion was made and seconded. The motion was 5-0.

3. Open Forum

4. Reports

a. President’s Report

P. Jue attended the January 26, 2026, meeting of the West of Twin Peaks Central Council. Sean Elsbernd, Chief Executive Officer of SPUR (San Francisco Bay Area Planning and Urban Research) Association was the speaker.

These are the slides he presented:

[2026.01.26 - SPUR Presentation on Charter Reform.pdf](#)

Additionally, here is the link to the full SPUR report on Charter Reform hosted on their web site:

<https://www.spur.org/publications/policy-brief/2025-11-10/charter-change>

Next month’s speaker will be State Senator Scott Weiner. He will attend as our state senator (and not as the candidate). This in-person meeting will be held on Monday, February 23, 2026. Details to follow.

b. Treasurer’s Report

Account Balances per Bank: Total as of 1/31/2026 is **\$188,222.24** (Checking: \$167,290.04, Savings: \$20,932.20).

Outgoing Checks: As of 1/31/2026

#1068 (1/12/2026) - \$5.33 To: Pauline Jue – reimbursement for certified mail (616 Miramar)

#1069 (2/3/2026) - \$12.16 To: Pauline Jue – reimbursement for certified mail

Total disbursements by check = \$17.49

Electronic Payments/Debit Card Transactions: Per Bank as of 1/31/2026

Electronic Payments/Credits:

PG&E – (1/6/2026) - \$122.80

CF&P Insurance – (1/14/2026) - \$4736.96

CF&P Insurance Credit – (1/22/2026) - \$83.09

Gutierrez Gardening – (1/15/2026) – \$1750.00

Stop Payment Automatic Renewal Fee – (1/30/2026) – \$4.00

Total electronic deposits, disbursements & fees = \$6613.76

Debit Card Payments:

Mailchimp – (1/5/2026) - \$26.50

Microsoft – (1/23/2026) - \$44.10

GoDaddy – (1/26/2026) - \$119.99

ZOOM – (1/30/2026) - \$171.89

Total debit card payments = \$362.48

Dues Collection Status: No change since December 2025.

Delinquent HOA bills: No change since December 2025.

Lien Status: No change since December 2025.

Income/Expense Report: January 2026 income/expense report was emailed to Board members.

c. Health and Safety

There will be a solicitation for a WP NERT coordinator in the upcoming newsletter.

d. Common Areas

- **Monterey Gates:** On. January 7, Selina Chen of DPW noted that she is waiting on the budget team to find funding, but the Director has given approval. We have

asked to meet with the painters before they start. The two plaques are in fabrication, and the paint shop says April is a realistic mobilization day.

- **Bamboo Growing Over the Gates:** In early December, Ken and Laura noted bamboo growing against northeast gate on Monterey. On January 22, Baltazar trimmed the bamboo around the east gate.
- **Two Trees Lost in Storm:** DPW removed the trees that were blown down in the December 24th storm, but they have yet to grind the stumps. They have hazard cones covering the stumps.

e. Land Use, Zoning and Planning:

See comments under Unfinished Business.

f. Technology Report /QuickBooks

- The January 12 Balboa Reservoir Development news updates have been posted on the WPA website. The link to sign up for updates on the Balboa Development has been updated.
- [A USPS notification to 231 homeowners](#) alerting them that HOA bills are forthcoming and reminding homeowners that they could sign up for email correspondence and to contact the board before renovations are made.
- The MailChimp email list with a new import from QuickBooks has been updated.
- An email to all homeowners reminding them that the HOA dues are coming up and to contact the Board before any renovations are made has been sent.
- The Email Consent form has been updated on the website.

5. Unfinished Business

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

125 Northwood Landscape: The owners were contacted and have been given a deadline of February 18 to arrange landscaping to increase curb appeal.

616 Miramar side fence: The Board responded to the homeowner confirming that the height of the new fence needs to be reduced to 16 inches to be a retaining wall, not the 36 inches she suggested.

6. New Business

- **130 Hazelwood Plans:** An email was sent to the owners, requesting plans for their renovations for Board approval.
- **33 Westwood Drive:** An email was sent on January 31, requesting the removal of the front yard fence. They have been given 30 days to remove the fence.
- **Winter Newsletter:** Michelle O'Driscoll finalized the draft of the Winter newsletter, with P. Jue's approval. It should be formatted by the graphic designer by February 8, then distributed to residents.

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

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:09 pm.

Submitted by C. Karahadian, Secretary