

**Westwood Park Association
Minutes of Board of Directors
In Person and Virtual
March 5, 2026**

AGENDA

1. Call to order at 7:02 pm

Roll Call

Present: Pauline Jue, Carol Karahadian, Francine Lofrano, Roger Fong, Jennifer Chang

Absent: Rick Marsh, Mike O'Driscoll

Guests: none

2. Approval of February 5, 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for February 5, 2025, Board meeting minutes. A motion was made and seconded. The motion was approved by a vote of 4-0. (Vote taken prior to the arrival of R. Fong)

3. Open Forum

4. Reports

a. President's Report

The West of Twin Peaks Central Council hosted State Senator Scott Weiner. He spoke to the group about his sincere desire to create more housing for Californians. Two interesting mentions: he didn't seem aware of the 9-story building proposed for West Portal and he was directly asked about Ingleside Terrace's effort to be designated as a historic landmark neighborhood (to prevent additional housing being developed in their neighborhood). The Ingleside Terrace HOA had heard he was blocking their application, and he denied this. President Denise LaPointe stated that Senator Weiner would support the historic application and he had no objection.

Another question was posed to Senator Weiner. When asked why we seem to be bailing BART out all the time, he pointed out that most transit systems are based and "owned" by counties. For example, SF Muni is managed and championed by San Francisco. Since BART spans multiple counties, it isn't championed by a specific county/city for funds. This means BART has to appeal to a broader audience for funds.

Westwood Park is now paying monthly water (runoff) bills for San Ramon, Elmwood, and Hazelwood.

b. Treasurer's Report

Account Balances per Bank: Total as of 2/28/2026 is **\$185,058.58** (Checking: \$164,126.22, Savings: \$20,932.36).

Outgoing Checks per Check Register: As of 2/28/2026

#1070 (2/2/2026) - \$554.52 To Copy Circle for HOA dues/remodeling/email reminder letter printing & mailing

#1071 (2/3/2026) - \$6.08 To: Pauline Jue – reimbursement for certified mail 125 Northwood

#1072 (2/13/2026) - \$721.02 To: Copy Circle for newsletter printing and mailing

#1073 (2/14/2026) - \$575.00 To: J. Burke Designs for newsletter design

Total disbursements by check = \$1,856.62

Electronic Payments/Debit Card Transactions: Per Bank as of 2/28/2026

Electronic Payments/Credits:

SF Water Department – (2/2/2026) - \$9.78

PG&E – (2/10/2026) - \$128.08

Gutierrez Gardening – (2/18/2026) – \$1,750.00

ACH Fees – (2/2026) – \$3.30

Total electronic deposits, disbursements & fees = \$1,891.16

Debit Card Payments:

OOMA – (2/2/2026) – \$21.94

Mailchimp – (2/5/2026) - \$26.50

Microsoft – (2/23/2026) - \$44.10

Total debit card payments = \$92.54

Dues Collection Status: As of the 2/17/2026 deposit, a total of 671 out of 685 properties (97.95%) have paid their 2025-2026 dues (3 residents prepaid their 2025-2026 dues via check during the previous fiscal year). Of the 673 total payments, 441 (66%) were checks, 230 (34%) were ACH. (As of the 2/26/2026, 5 residents have prepaid their 2026-2027 dues).

Delinquent HOA bills: Of the 144 residents who were mailed a second bill, 130 have remitted payment.

Lien Status: No change since December 2025.

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

c. Health and Safety

No new information to report.

d. Common Areas

- **Monterey Gates:** No update since last month. The Board has asked to meet with the DPW painters before they start in April (TBD). DPW's project manager said she is still waiting on budget approvals.
- **Replacement Trees:** Some neighbors were asking if the trees blown down in December's storm would be replaced. If we want to replace the two trees lost in the storm, then WPA needs to pay for it. DPW said their planting resources are constrained for planting in priority equity communities to fulfill grants. They have offered us a free tree planting permit, and when the tree is established/weaned off weekly water, they will take the maintenance over (usually after 3 years). Davey Tree estimated magnolias at \$1100/each last July (Arborist now was \$1600/each). The board approved purchasing two replacement trees so we will get updated estimates.
- **Leaning Trees near 447 Miramar:** A board member noted one leaning tree was being supported by only 1-1/2" of a wood beam, so we reported it to 311 (ticket is still open). Baltazar said the tree is well rooted, so the support beam isn't really necessary.

e. Land Use, Zoning and Planning:

See comments under Unfinished Business.

f. Technology Report /QuickBooks

- F. Lofrano and R. Marsh created the 2026-2027 HOA invoices for email customers. The invoices were emailed on March 1, 2026.
- On 2/28/26 all outstanding email invoices for last year and the previous year were resent. Two homeowners to date have paid their past dues.
- The printed invoice version was created by R. Marsh so they can be sent to Copy Circle for printing and mailing. Additionally, 11 statements for the print version to be mailed to the homeowners who have past due balances were created. F. Lofrano sent all materials R. Marsh prepared to Copy Circle for printing and mailing on 3/1/2026. We are awaiting confirmation of mailing from Copy Circle.

- Invoice breakdown is as follows:
 - Email 479
 - Print 204 (193 Invoices, 11 Statements)
- As of March 1, 2026, 56 HOA payments have been received.

5. Unfinished Business

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

125 Northwood Landscape: The owners have accommodated the WPA requests to arrange landscaping to increase curb appeal.

616 Miramar side fence: As there has been no response or action by the homeowner to reduce the height of the fence, WPA will issue another letter to the homeowner indicating that unless they comply with the lowering of the fence to no high than 16 inches by March 26, 2026, a hearing will commence to settle the issue.

- **33 Westwood Drive:** The owners of the property have complied with the removal of the fence.
- **Winter Newsletter:** The Winter WPA newsletter was finalized and sent electronically and via hard copy to residents on February 13. Michelle O'Driscoll also posted it to the WPA Facebook group.

6. New Business

- **Tax Filing:** Documents are being collected to send to the accountant for filing of WPA taxes.
- **FY 2027 Budget:** The 2027 budget was discussed and revised to reflect costs for the association. The budget will be posted on the WPA website.
- **Board Positions due 3/30:** After putting out a call to WPA, one resident showed interest in becoming a WPA board member when vacancies occur.
- **825 Faxon Clinker Bricks:** The Board approved the replacement of the deteriorating chimney that was constructed with clinker bricks. The Board requested that some of the bricks be saved so they can be stored for use by other WPA residents. The Board is waiting to hear their response to the request.

- **San Ramon Easement:** The Board discussed options to prevent through transit along the San Ramon WPA owned street. Further discussion of possible options will be discussed at the next WPA Board meeting.

- 7. **Next meeting:** The next Board Meeting is scheduled for Thursday, April 2, 2026, at 7:00 pm.

- 8. **Adjournment**
The meeting was adjourned by P. Jue, WPA President, at 8:22 pm.

Submitted by C. Karahadian, Secretary