

**Westwood Park Association
Minutes of Board of Directors
In Person and Virtual
April 2, 2026**

AGENDA

1. Call to order at 7:09 pm

Roll Call

Present: Pauline Jue, Carol Karahadian, Jennifer Chang, Rick Marsh, Mike O’Driscoll

Absent: Francine Lofrano, Roger Fong

Guests: none

2. Approval of March 5, 2025, Meeting Minutes

Confirmation of the electronic approval of minutes for March 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 J. Chang)

3. Open Forum

4. Reports

a. President’s Report

West of Twin Peaks Central Council meeting, March 23, 2026

Supervisor Melgar’s office had planned to conduct a small committee to review and recommend suggestions re: red lanes on Ocean Avenue. Instead, there will be public meetings held in April and May so more people can participate and make comments.

Catherine Stephani

Unfortunately, Assemblywoman Stephani was unable to attend the WTPCC meeting. Frankie Frazon from her office sat in and spoke in general terms about her work on behalf of her district. She is serving on the Health, Elections, Budget, Local Government, and Judiciary committees.

Historic Landmarking

P. Jue reached out to Ingleside Terrace to get guidance on how to seek historic landmark status for Westwood Park. There has been no response from their president. The city is now seeking to designate culturally important “sites” as well. Richard Brandi and Woody LaBounty are spearheading this effort. (Cultural heritage is now being valued as historic buildings.)

Work Ahead

President Denise LaPointe will be hosting a casual gathering of volunteers to work on important issues: charter amendment, parcel tax, water rate increase, and the City's budget. This year the WTPCC will celebrate its 90th year as an organization. There may be a recognition event conducted.

b. Treasurer's Report

Account Balances per Bank: Total as of 3/31/2026 is **\$241,004.67** (Checking: \$220,072.13, Savings: \$20,932.54).

Outgoing Checks per Check Register: As of 3/31/2026
#1074 (3/11/2026) - \$772.25 To Copy Circle for HOA dues bill printing and mailing 2026.

Total disbursements by check = \$772.25

Electronic Payments/Debit Card Transactions: Per Bank as of 3/31/2026

Electronic Payments/Credits:

SF Water Department – (3/2, 3/18, (3/31/2026) - \$27.61

Return ACH Payment – (3/4/2026) - \$165.00 (Redeposited)

Return ACH Payment Fee – (3/4/2026) - \$10.00 (Redeposited)

PG&E – (3/10/2026) - \$134.46

CF&P Insurance – (3/11/2026) - \$6259.00

Gutierrez Gardening – (3/18/2026) – \$1750.00

ACH Fees – (3/2026) – \$358.29

Total electronic deposits, disbursements & fees = \$8704.36

Debit Card Payments:

OOMA – (3/3/2026) – \$21.94

Mailchimp – (3/5/2026) - \$26.50

Microsoft – (3/23/2026) - \$44.10

OOMA – (3/31/2026) - \$21.94

Total debit card payments = \$114.48

Dues Collection Status: As of the 3/31/2026 deposit, 384 residents (56%) have paid their 2026-2027 dues (6 residents prepaid their 2026-2027 dues via check during the previous fiscal year). Of the 384 total payments, 173 (45%) were checks, 211 (55%) were ACH.

Delinquent HOA bills: At the close of fiscal year 2025-2026, 98% of residents paid their annual dues. To date, 10 have still not paid their 2025-2026 dues.

Lien Status: No change since December 2025.

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

c. Health and Safety

No new information to report.

d. Common Areas

- **Monterey Gates:** On March 5, DPW's Selina Chen said that their budget team was still looking for funding to paint the gates. Emma Hare from Sup. Melgar's office would also like to attend the meeting before they start the work, date TBD. P. Jue recently asked Emma if she had any leverage to move this project along. Emma reached out to Selina's supervisor to inquire about status.
- **Replacement Trees:** WPA needs to purchase replacement trees for the two trees that blew down in Dec. 2025 near Westwood Drive. DPW will maintain them after 3 years. The WPA board approved buying two magnolia trees for Miramar Ave at the Feb. 2026 board meeting. Davey Tree's formal estimate is \$2,705 for the purchase and installation of the two new magnolias (in a 24" box), stump grinding of the old trees, and pruning the leaning stone pine at Northwood. Arborist Now's bid is \$4,150 for the same items (two new trees, stump grinding, pruning leaning tree). The Board selected Davey Tree to replace the trees and do the work, starting after May 1.

e. Land Use, Zoning and Planning

See comments under Unfinished Business.

f. Technology Report /QuickBooks

- There are 11 pending transactions to be processed in QB. R. Marsh will take care of these in the coming days.
- There is one unmatched ACH dues payment. R. Marsh will continue to investigate the issue and correct it.
- WPA has been contacted by a couple of potential volunteers, one with web experience and one with QB experience. R. Marsh will follow up with them next week.

5. Unfinished Business

- **Status of Gate and Pillar Repair:** See comments under Common Area Maintenance.
- **616 Miramar Side Fence:** To further resolve the issue of the fence height being out of compliance with the CC&Rs, the Board will send an

email to the owner with a hearing date scheduled to determine the outcome of the matter.

- **825 Faxon Clinker Bricks**: The homeowner agreed to save some bricks for collection and storage by some of the Board members for use by other WPA recipients. The Board is waiting to hear when the bricks will be available for collection.
- **Tax Filing**: Documents were sent to the accountant for filing of WPA taxes.
- **San Ramon Easement**: The Board will send a letter to the developer outlining specific questions pertaining the use of San Ramon during the development of the Balboa Reservoir Project. Once their plans are communicated, the Board will determine next steps pertaining to long term access through the San Ramon easement.

6. New Business

- **FY 2027-2028 Liability Insurance**: The board agreed to maintain a \$3M liability policy at the recommendation of legal counsel.
- **Summer 2026 Newsletter**: Michelle O'Driscoll is working on the draft of the Summer 2026 newsletter, to be distributed in late July. Issue to include info about the annual meeting, new board member(s), Balboa Reservoir update. If board members have additional articles, send them to Michelle by July 1.
- **Balboa Reservoir Developer Meeting**: The developers have a meeting scheduled for April 4 at Unity Plaza to discuss the status of Building A and on the updated plans for Avalon Bay's Buildings C, D and G. Board members will attend and report back.

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

8. Adjournment

The meeting was adjourned by P. Jue, WPA President, at 8:06 pm.

Submitted by C. Karahadian, Secretary