

**Board Meeting Minutes**  
**Lakeside Property Owners Association**  
February 5, 2019; 7PM - Junipero Serra Club House

**LPOA Board Members**

*Present:* Gael Bruno, Tim Caulfield, Pat Fry, Madhu Macrae, Andrew Moore

*New Board Members voted in:* Mike Antonini, Bill Schneider and Sheldon Wolfe

*Absent:* Laurie Berman

**Lakeside residents and Advisors present:** Marie Brooks, Mike Mason, and Joyce Richardson

**Proceeding**

*Meeting was called to order at 7:00 pm*

---

**President's Report** | Gael Bruno

LPOA voted in three new board members - Bill Schneider, Sheldon Wolfe and Mike Antonini – to fill the positions vacated last year. Three previous members will continue to serve as advisors. The departure of Taylor Nagle as treasurer brought to attention the complex and time consuming nature of the various tasks. To address this, LPOA members will work in teams to support each other.

Executive team

Gael Bruno  
Laurie Berman  
Madhu Macrae

Finance team

Bill Schneider  
Sheldon Wolfe  
Mike Antonini

Community building team

Tim Caulfield  
Pat Fry  
Andrew Moore

Advisors:

Marie Brooks: Beautification

Joyce Richardson: Landscape and heritage tree

Mike & Diana Mason: Historical LPOA issues

Wolfgang Liebelt: Volunteer coordination, grant proposals

Executive team

1. President: Set goals and agenda, and oversee its execution; track neighborhood compliance of properties going through renovation projects
2. VP: Oversight of neighborhood compliance via walk-through of properties for sale, coordinate with listing agent to update new home owner info and delivery of LPOA docs; manage heritage tree maintenance contract
3. Secretary: Record meeting minutes, update mailing list (data from VP/President), prepare and mail annual newsletter/dues notice

Finance team

1. Treasurer: Collect dues, record and deposit checks in the LPOA account, advise finance manager of delinquent properties for lien placement, advise secretary of members' updated contact information, book JS Club for LPOA events/meetings

2. Assistant Treasurer: review and pay LPOA invoices, interface with the bookkeeper to prepare LPOA financial reports for presentation at the annual and quarterly board meetings
3. Finance Manager: file liens and amendments at City Hall, respond to members' inquiries

#### Community building and communication team

1. Website manager: update website, reply to email inquiries (refer problems to president)
2. Community building coordinator: organize events, volunteers, safety; mail compliance letters
3. Annual meeting coordinator: organize venue, speakers, refreshments, collect updated contacts from attendees and share with the secretary

#### **Treasurer's Report** | Account Balance

##### Late dues update

2<sup>nd</sup> notice for 2017 & 2018 unpaid dues was issued to 265 properties, 171 paid their dues and 94 remain unpaid.

##### Invoice missing

Some residents complained of not having received the dues notice. Perhaps the letter was not opened. In future, LPOA will print on the envelope: "LPOA Dues - invoice enclosed".

Six letters were returned in January 2018. LPOA updated the mailing list as of January 2019. Four additional letters were returned after the 2019 mailing. Dues notice will be sent to these properties.

Bruce Grimes reported that his payment, mailed as certified letter, was returned. LPOA address is a PO Box – it is commonly known that certified mail requires a signature and should never be sent to a PO Box.

##### Book-keeping update:

Book-Keeper: Debi Ziolkowski <[debiz@docutekinc.com](mailto:debiz@docutekinc.com)> has been doing LPOA's bookkeeping for 12 years. The treasurer sends LPOA bank statements to Debi every quarter via email. She then processes the data and generates financial reports for the annual meeting and quarterly board meetings.

#### **Landscaping around the Lakeside pillars on Junipero Serra**

On behalf of the LPOA, Gael & Lee Bruno submitted a proposal for the District 7 Participatory budget for 2018-2019. The proposal advanced to next stage for voting which will be held in March. The winning proposals include one year maintenance to allow new plants to get established.

#### **Maintenance of Lakeside's Heritage Trees**

LPOA approved Arborist Carlos Diaz proposal to trim the 83 heritage Black Acacia trees. His company, New Sky Tree Service, employs 15 employees and manages landscaping at SF State University.

Average cost of pruning a heritage acacia tree: \$200

Total cost of maintaining all 83 Acacia trees \$16,600 to be paid in two installments in 2019.

Carlos has already pruned more than 70 trees for 2019. The first installment of \$8000 is paid.

#### **Recommendation for replacing Acacia/Plum tree**

Joyce recommended Ginkgo tree as a choice for replacing the aging black acacias. This tree features a spreading canopy capable of blocking sunlight, and adds visual interest and beauty to landscape. The ginkgo grows to a height of 25–50' and a spread of 25–35' at maturity. It grows at medium rate, tolerates

moderate drought, provides attractive yellow fall color and works well as a street tree, even in confined spaces. Life span of a Ginkgo can be up to 3000 years. Some people complain of the mess and odor associated with the fruit of the female tree and recommend planting only male specimens.

<https://www.arborday.org/trees/treeguide>

### **Greenbelt pruning and cleanup days**

Just like last year, Wolfgang has scheduled 4 pruning work days in advance of the May 11<sup>th</sup> clean-up day. The emphasis will be on pruning dead branches at specific locations and stacking them for pick up on May 11<sup>th</sup>. The dates are:

- Saturday April 13, 9am-12pm: Junipero Serra from Ocean to Stonecrest (Pruning)
- Saturday April 20, 9am-12pm: Junipero Serra from Stonecrest to Lyndhurst (Pruning)
- Saturday April 27, 9am-12pm: Junipero Serra from Lyndhurst to Holloway (Pruning)
- Saturday May 4, 9am-12pm: Junipero Serra south of Holloway (Pruning)
- Saturday May 11, 9am-12pm: Greenbelt cleanup in coordination with SF DPW

Meeting location for all dates is 800 Junipero Serra Blvd at 9am.

### **Lakeside Real Estate update**

In 2018, 3 Lakeside properties sold for more than \$2 million

- 39 Rossmoor sold for \$2.55 m
- 52 Broadmoor Dr sold for \$2.2 m
- 144 Stonecrest Dr sold for \$2.2 m

To protect the property values in our neighborhood, it is important that we all do our part to maintain the neighborhood character and comply with City regulations (window updates, setbacks, height and type of fences, trees, trash bin storage, sidewalk, etc.). How these regulations affect Lakeside is described in detail in the **Lakeside Design Guidelines** (Reference: [www.LakesidePOA.org/Resources](http://www.LakesidePOA.org/Resources)). To ensure compliance, representatives from each block will help to monitor compliance on their specific blocks. For example, trash bins may not be stored in plain view from the street, sidewalks must be maintained, replacing wood windows with alternate materials is not in compliance, and trees must not be removed without a permit. LPOA will send a reminder to the property owner/resident. If the situation is not corrected, a complaint may be made to 311.

In San Francisco, the differences between wood windows and substitute materials are easily detectable from the street. REMINDER: Wood windows were originally installed on all Lakeside homes. If windows that can easily be seen from the street are not compliant with neighborhood character, property owner can be asked to correct the situation. The San Francisco Planning Department will not approve inappropriate replacement windows, even if they have already been purchased or installed; [http://default.sfplanning.org/publications\\_reports/Standards\\_for\\_Window\\_Replacement.pdf](http://default.sfplanning.org/publications_reports/Standards_for_Window_Replacement.pdf).

### **Website update** | Tim Caulfield

LakesidePOA.org domain has been transferred from the Square platform to Wix for its ease of maintenance. Tim has removed personal emails from the website. He will set up an Email account and make sending mass emails possible.

### **Speakers for annual meeting**

The board agreed to invite

Jason Porth – SF State  
Norman Lee – District 7 Supervisor  
Joanne Hayes White – SF Fire Chief

**2018-2019 Meetings** | JS Club House

Sunday February 24, 2019: 2pm – 4pm  
Monday May 6, 2019 7pm – 8:30pm  
Monday August 5, 2019 7pm – 8:30pm  
Monday November 4, 2019 7pm – 8:30pm

**Annual meeting**

Board meeting  
Board meeting  
Board meeting

*Meeting adjourned: 8:30 PM*

*Minutes submitted by: LPOA Secretary, Madhu Macrae*