

# St. Francis Homes Association Welcome Letter

## Management Team

### SFHA On-Site Office

101 Santa Clara Avenue  
San Francisco, CA 94127  
[www.stfranciswood.org](http://www.stfranciswood.org)

### Onsite Coordinator

**Selina Ong** 415-681-0493  
[stfranchishomes@gmail.com](mailto:stfranchishomes@gmail.com)  
Mon, Wed and Friday 8 AM – 12 PM

### Emergencies

**650-587-3505**

### The Manor Association (main office)

[info@manorinc.com](mailto:info@manorinc.com) | 650-637-1616  
Monday–Friday 9 AM–5 PM

### Community Manager

**Noel Gimbel** [noel@manorinc.com](mailto:noel@manorinc.com)

### Maintenance Requests

During regular business hours  
[cs@manorinc.com](mailto:cs@manorinc.com) | 650-637-1616, opt 1

### Website

If you have a question about the St. Francis Homes Association, most likely you can find the answer here.

[www.stfranciswood.org](http://www.stfranciswood.org)

**Welcome to St. Francis Wood! We want to welcome you as new neighbors and provide you with information about our neighborhood, the St. Francis Homes Association (SFHA), and resources as available to you as St. Francis Wood homeowners.**

St. Francis Wood is a neighborhood that has been in existence for over 100 years. Originally this area was considered very remote from the epicenter of downtown San Francisco. It was the “western portal”, the tunnel through Twin Peaks that opened up access here and to surrounding neighborhoods. St. Francis Wood is known for having been laid out as a “garden city” by the Olmsted Brothers, and many of its homes were designed by renowned architects such as John Galen Howard, Julia Morgan, and Henry Gutterson.

Today, St. Francis Wood has 561 homes on approximately 127 acres, which includes a children’s playground, tennis and basketball courts, numerous smaller parklets, and over 7 miles of parkways. We have two neighborhood non-profit organizations, including the St. Francis Wood Women’s League and the St. Francis Wood Garden Club, and other social groups.

As a homeowner in St. Francis Wood, we invite you to become active in the neighborhood by participating in SFHA

committees and/or by joining the non-profit organizations in the neighborhood. We also ask that you become familiar with your responsibilities and adhere to the guidelines established by our CC&Rs. This letter is intended to provide you a broad overview of resources and responsibilities as homeowners. Please visit the SFHA website and register to access homeowner-specific content.

## CC&Rs

You should have been provided with a copy of the CC&Rs and Bylaws, dated February 1996 and February 2000 respectively, when you purchased your home. For a copy of them, please visit [www.stfranciswood.org/pages](http://www.stfranciswood.org/pages). The CC&Rs and Bylaws govern the Association and all homeowners should be familiar with them and follow them.

## Association Management

St. Francis Wood has contracted with the Manor Association for oversight of property maintenance, servicing, and policy enforcement. For most requests, Manor will be your first point of contact and may be reached by phone, email, or in person during office hours. Please see the contact information to the left.

## Association Governance

We are governed by a volunteer Board of Directors elected annually by the members of our Association. All St. Francis Wood homeowners are members of the Association. Board members and Committee members are nominated annually at the SFHA's Annual Meeting in January. You will receive a ballot and notice of this meeting in advance. The Board is responsible for governance of the neighborhood in adherence with the CC&Rs and Bylaws, as well as collection and disbursement of member's annual dues according to the annual budget as approved by the Board. Following are Board Committees and their responsibilities:

### Architectural Committee

Partners with homeowners to iterate a mutually acceptable project that conforms to existing aesthetics within the community and our design guidelines. Landscaping and house modifications on your property are under the ambit of the architectural committee. We meet the first Tuesday of the month to consider projects submitted by the last Tuesday of the prior month.

## Parks and Parkways

This is an ad hoc committee of the SFHA, appointed by the chairperson, with the goal of maintaining and preserving St. Francis Wood's beautiful setting. The committee meets monthly and serves in an advisory capacity to the SFHA board which retains overall authority to vote on recommendations put forth.

## Streets and Traffic

Liaises with the San Francisco Municipal Transportation Agency, the Department of Public Works, and city officials to lobby for improvements to our streets and to address traffic issues, such as deployment of calming devices.

## Sidewalks and Safety

The Sidewalks and Safety Committee is responsible for managing the maintenance of the sidewalks in St. Francis Wood including both safety and the aesthetic architectural features.

## Monuments

This committee is charged with the restoration and upkeep of our important monuments, such as the two fountains, in keeping with the distinct architectural style of the neighborhood.

## Communication

Tasked with ensuring effective communication of neighborhood business and relevant topics via the Association website, bi-annual newsletters, and other neighborhood written or electronic communications.

## Elected Board Positions

### Officers:

- President
- Vice President
- Secretary
- Treasurer

### Committee Chairs:

- Parks and Parkways
- Streets and Traffic
- Architecture
- Sidewalks, Monuments, and Safety
- Communications

A list of the current board members is on the first page, and on our website.

The Board meets once a month in the tract office, 101 Santa Clara Avenue, on the second Tuesday of the month at 7 PM. All members are welcome to join, please drop our Association Manager an email if you plan on attending (space is limited and we want to accommodate all requests if possible), at [noel@manorinc.com](mailto:noel@manorinc.com). Please submit attendance requests 48 hours prior to meetings. If you would like to have an item added to the agenda for discussion, please submit to Noel seven days prior to any meeting.

## SFHA Website

Please visit [www.stfranciswood.org](http://www.stfranciswood.org) and click on Sign In on the left-hand side, then Register. Please remember to add your street address to the comments section so we can confirm residency.





## Approval of New Construction, Alterations

St. Francis Wood is noted for its striking architecture and lovely park-like setting. In this context, the Architecture Committee has the important task of helping homeowners maintain our distinctive look and feel in accordance with the CC&Rs. The committee works with homeowners on desired projects and improvements that both adds value to the home and protects the aesthetic value of the neighborhood.

In an effort to preserve the character and fabric of St. Francis Wood, the Association requires that any planned alteration to the exterior of an existing structure or lot or any new construction be submitted to the Architectural Committee for review and approval. Alterations are defined as any physical change to the exterior of a home or lot, including significant landscape changes, fence construction, or a change in paint color.

You may email the association at [stfranchishomes@gmail.com](mailto:stfranchishomes@gmail.com) with a general description of your project to request input from the architectural committee in advance of project initiation.

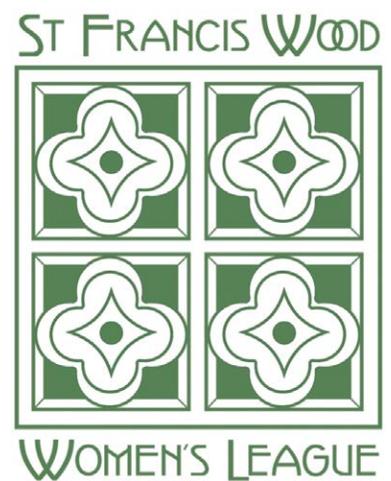
For all information as well as the necessary forms, including architectural guidelines, submission forms, design review checklist, etc, visit [www.stfranciswood.org/pages](http://www.stfranciswood.org/pages).

## Maintenance of Parkways and Homeowner's Responsibilities

The overall design of the neighborhood, including the parkways, is intended to protect and extend the vision of the garden-like character of St. Francis Wood and to give pedestrians the feeling of being in a park. The Association owns the parkways and is working on a long-term plan to renovate and upgrade all parkways in the community. On those streets whose parkways have been renovated the Association assumes all responsibility for maintenance including irrigation, fertilization, mulch, plant and tree replacement, and homeowners are instructed to refrain from any activity or changes. On those streets that have not yet been renovated homeowners are requested to maintain their parkways, including irrigation, mowing and/or plant maintenance but are specifically instructed not to prune or otherwise maintain the trees. Trees remain under the care of the Association. For unmaintained parkways homeowners may submit a plan to the architectural committee if they wish to alter their parkway, however they should be aware that when their street is renovated, any improvements they have made may be removed.

If you have questions or concerns or if there is an emergency, such as a downed tree, you may contact

**Landscape Manager**  
**Steve Ormond** 925-260-4979  
[sormond@sbcglobal.net](mailto:sormond@sbcglobal.net)



## St. Francis Wood Women's League

Despite its name, the St. Francis Wood Women's League (SFWWL) is open to all residents of St. Francis Wood. Its purpose as a 501c(3) corporation is to maintain the recreational facilities in the Wood and help promote community within the neighborhood. The Women's League holds events throughout the year for members and their families to enjoy, including a Fall Coffee, a Halloween Party, and a Spring Party. Additionally, the Women's League has a number of groups such as the Book Club, Investment Club, and playgroup. We encourage you to become a member. To learn more about the St. Francis Wood Women's League, visit their website at [www.sfwwl.org](http://www.sfwwl.org).

**We welcome you to the neighborhood. We hope to see you at our events and encourage you to participate within our community.**



### **Access to Tennis Courts**

The tennis courts are for the exclusive use of our St. Francis Wood, property owners and members of their immediate families who live in St. Francis Wood. Each family using the courts must have a key to the gate which can be obtained from the Association for \$12 each. Keys will not be issued to non-residents.

To obtain a key, the Association needs the following, along with a check made payable to St. Francis Homes Association.

Name and Address  
Telephone Number  
Number of keys/ID Cards:  
Quantity: \_\_\_\_\_ x \$12 = \_\_\_\_\_

Please submit the above to:  
St. Francis Homes Association  
101 Santa Clara Avenue  
San Francisco, CA 94127

To see the rules for use of the tennis courts, visit [www.stfranciswood.org/pages](http://www.stfranciswood.org/pages).

### **St. Francis Wood Book**

A complimentary copy of a beautiful book about St. Francis Wood, *San Francisco's St. Francis Wood* by Richard Brandi is available to all new owners. To obtain your copy, please present a copy of your title at the tract office for a free copy. Residents can also purchase an additional copy for \$75.

