

**Meeting of the Board of Directors
Redwood Estates Services Association
November 16, 2016
Minutes**

Quorum was met with the attendance of Vice President Rick Swayne, Treasurer Phil Schuyler, Secretary Elaine Daniels, Director at Large John Wear. Operations Manager Jeff Bates also attended the meeting. President Lisa Sgarlato and Office Manager Mona Raby were absent.

Motion to approve agenda was made by Phil Schuyler, seconded by John Wear, passes unanimously.

Motion to approve the Minutes of October 19, 2016 was made by Phil Schuyler, seconded by Rick Swayne, passes unanimously.

President's Report: President Lisa Sgarlato conveyed a message to the Board that SJWC is moving to complete escrow on the tank site next to the Pavilion.

Treasurer's Report: A preliminary budget was sent to the Board for study via e mail. The Budget meeting for Board members to study, discuss and confirm a budget for 2017 will be scheduled for Tuesday, December 6, 2017 at 6:30 p.m. Treasurer's report is available upon request.

Operations Manager's Report: Jeff Bates reported the 2016 road edge project will be completed by November 21. The road committee met and reviewed road projects for 2017. This portion of the budget will be finalized when we set the budget.

Pool Building Project: Biosphere is ready to submit plans to Santa Clara County for approval on our revised septic system according to SCC specifications. We are expecting approval.

Office Manager's Report: None. In Mona's absence, substitute bookkeeper Carla has been hired to handle monthly assessments, deposits, other bookkeeping duties.

New Business/ Public Comment: Possible dates for the Annual Meeting are March 12, March 19 or March 26.

Old Business: None

Motion to Adjourn the meeting was made by Elaine Daniels, seconded by Phil Schuyler, passes unanimously. Meeting adjourned at 8:25 p.m.

Respectfully submitted by Elaine Daniels RESA Board Secretary