

**Redwood Estates Services Association
January 18, 2023 Minutes**

Meeting called to order at 7:00 pm. Location: Pavilion & Zoom

- **Determination of Quorum**

Quorum was met with the attendance of President Chris Goldsbury, VP Rita Manachi, Secretary Angela Hedges, Treasurer Jennifer Throssell, Director Joe Bruna

Also in attendance: Operations Manager Jeff Bates

On Zoom: Office Manager Cheryl Hargrove, Erik Zarakov, Rachel Cruz, Matt Sheikh, Susan Francis, Rachel Cruz, Lisa Sgarlato, Ruth Davis

- **Approval of Agenda**

Motion to approve the agenda was made by Angela Hedges, seconded by Jennifer Throssell. Agenda approved.

- **Approval of Minutes**

- Motion to approve minutes from December 21, 2022 by Rita Manachi, seconded by Jennifer Throssell. Motion approved.

- **President's Report – Chris Goldsbury**

- **Bank of America** – All board members need to be added to account, in person.
 - Chris to make an appointment that works for the entire BoD

- **Treasurer's Report**

- 2022 – Budget vs Actual
 - \$38,000 over budget for income
 - \$64,000 under budget for expenses
 - Applied same logic for 2023 budget planning
 - 2023 budget emphasized items that were rated as important in member survey, such as fire prevention
- Delinquencies policy needs legal review, Chris will follow up and copy the board.

- **Office & Operations Manager's Report**

Operations Report

FireWise Community:

- Please update the RESA / FireWise website if you have cleared hazardous fuels from your residence or property at <https://forms.gle/JE4AGC3RdzmpgouJA>
 - Community Wildfire Protection Plan (CWPP) for Lexington Basin Meeting has been rescheduled for February 22, 2023, from 5:30 to 7:30 pm. held at the Redwood Estates Pavilion.

Roads / Projects:

- Damage to roads is being evaluated by Geo-Technical Consultants to determine repairs.
- Storm clean-up as required.

Drainage:

- Cleaning culverts as required.
 - Please clear road edges and drainages of leaves and tree debris that can be washed into drainages and cause flooding
- **Storm Damage**
 - State of California has declared a state of emergency for the Jan 2023 storms, but Santa Clara County has not so it's currently not clear if RESA is eligible
 - Drainage improvements/culvert
 - Will assess areas of concern and determine what is needed
 - Possibility – enlist seasonal pool employees to clean out as part of their employment
 - Jeff has contacted Associated Terra Consultants, Inc. for proposal for road repairs plan. (Referred by SJWC)
 - \$10,500 for an engineering plan, then will get quoted on the work.
 - Potential issue: Many contractors won't work for private community because a term of lawsuit for lawsuits against contractors
 - Will obtain 3 quotes before deciding how to proceed moving ahead
 - Resident should report culvert issues to the office to look into it
 - If culvert is on private property, might not be able to resolve without agreement of owner
 - Jeff to provide list of culverts most in need of service for BoD review
 - Also, culvert maintenance ideas, things for residents to look out for (Youtube videos)
 - RESA is not responsible for tree trimming on private property
 - Will publish list of vendors from MNN
 - Thanks from BoD and members to Jeff for being out during the storm responding to residents and driving cleaning up so much, and Cheryl for coordinated
 - Alma Ct. – Highway 17 culvert dumps water unto Alma Ct. resident heard that CalTrans would improve, but burden to push through falls on the residents affected, as CalTrans will not recognize RESA in those matters.
 - SJWC contacted Jeff to discuss plans for closing roads for water main construction and new hydrants. Not on Friday (trash day). Will impact many residents through the main thoroughfare. Need to notify residents at least 30 days, but we will notify as soon as possible. Currently still bidding, no timeline yet, but will inform
 - Pavilion parking lot will be torn in Spring up for underground electric for fire station construction, some residents will have access limitations. County will repave when the work is complete

Office Report

**If your bank issued payment to our PO Box on our around 1/12/23, your payment may still yet to be processed.*

Have You NOT Been Receiving Your Electronic Bill?

Some e-bill recipients have NOT been receiving their statement the past few months. Please check your spam folder if you have not received it by tomorrow. If you still need assistance, contact the office (408) 353-1866 to troubleshoot.

Want a Discount on your Monthly Dues?

Pay for the full year and get \$50 off of your bill. We accept check and credit card.

Office Phone Update

Office phone service has been successfully upgraded and is operational. Contact (408) 353-1866 from 8am-5pm. Thank you for your patience!

Join Our Newsletter!

Be in-the-know for all RESA updates, such as road closures, Board of Directors news, community events, or any other emergency alerts. Visit: <https://redwoodestates.net/blog/> and click/tap the green “Sign Up Now” button!

Board of Directors Meetings

- NEXT Meeting: Wednesday January 18th at 7pm @ the Pavilion.
- December’s Minutes: will be available after January 18th.
- For a record of past month’s minutes, visit <https://redwoodestates.net/board-of-directors/> OR request from the office (408) 353-1866 and we will send it directly to you.

● **New Business and Public Comment**

● **RESA continuation of business plan / emergency operations**

- Bylaws require us to have a plan for the continuation of normal RESA business in anticipation of an emergency <quote section>
- Not an emergency services or response plan
- American Red Cross Shelter – they would need to survey then get an agreement in place to activate as a shelter
- Not increasing scope of responsibility in an emergency – continuation of normal scope of operation
 - Need to also define what our normal clear scope of responsibility as part of this
- Joe Bruna will take the first steps on drafting the plan and circulating to BoD
- **Research grants and funding for disaster recovery and preparedness**
 - See discussion above in Presidents report
 - FEMA Federal Disaster Declaration Fact Sheet, indicates we may be eligible for some programs even if Santa Clara County has not declared a emergency.
 - Cheryl to continue to investigating FEMA, state and county assistance
 - Joe will assist
- **ID cards for BoD and employees**
 - Some kind of official ID to be used in emergency to gain access to RESA to handle emergency
 - No real authority, but if expensive it could help

- **Old Business**

- **Cell Tower**

- RESA owns the land the tower is on, and lease to a company that has erected a tower they lease to AT&T
 - \$3800/month currently
 - Approached repeatedly to buy out lease in perpetuity after 20 years
 - BoD has felt the deal had hidden clauses that may harm RESA
 - Before engaging with offers, need a policy in place for how community is notified of spending over a certain amount to avoid mishandling.

- **Pavilion repairs needed**

- Leak by front door from the storms, hallway floor by bathrooms damaged
 - Needs to look good for event rentals

- **Adjournment**

Motion to adjourn by Angela Hedges, seconded by Jennifer Throssell.

Meeting Adjourned at 8:28pm