

**Meeting of the Board of Directors  
Redwood Estates Services Association  
February 15, 2023 Minutes**

Location: Pavilion & Zoom

Meeting called to order at 7:05 pm.

- **Determination of Quorum**

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

Not present: Secretary Angela Hedges

Also in attendance: Operations Manager Jeff Bates,

On Zoom: Office Manager Cheryl Hargrove, Kristen Frank, Rachael Cruz, Gus (Augustine) Gonzales, Pete Heller

- **Approval of Agenda**

Motion to approve the agenda was made by Rita, seconded by Joe. Agenda approved.

- **Approval of January Minutes**

Motion to approve the January 2023 minutes was made by Rita, seconded by Joe. Minutes approved.

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

- Item - Tree clearing from residential property that if falls is a risk to RESA road. Decision for Office Manager to reach out to the resident to request tree removal/abatement.
- Item - Currently no nominations for the RESA Board of Directors election in
- Item- Lot line adjustment for resident (Quigley) so they can park without encroaching on RESA property. Chris will write up a letter for resident to document the agreement/arrangement and have it signed by RESA attorney.
- Item - Discussed the April Annual meeting preparation. Jennifer will prepare Treasurer's report. Joe will prepare an update with planned and ongoing activities.

- **Treasurer's Report – Chris Goldsbury & Jennifer Throssell**

- Reviewed the monthly financials
- Reviewed and discussed RESA assessments delinquencies report. Eight aging accounts responsible for 63%.

- **Operations & Office Manager Reports – Jeff Bates**

FireWise Community

- Community Wildfire Protection Plan (CWPP) for Lexington Basin meeting scheduled for Feb 22, 2023 from 5:30-7:30 p.m. at the Pavilion.
- Please update the RESA / FireWise website if you have cleared hazardous fuels from your residence or property at <https://forms.gle/JE4AGC3RdzmpgouJA>

Roads / Projects

- Awaiting quotes from geo-technical engineering firms for the designs to repair the Santa Ana Rd., Lindbergh Dr., and Casey Creek landslides.
- Applied to FEMA for grants to repair our roads and upgrades to our drainage systems.

Drainage

- Cleaning culverts as required.
- Please clear your road edges and properties of leaves and tree debris that can be washed into drainages during heavy rainfall and cause flooding.

Pavilion

- Pavilion parking lot will be under construction to through traffic beginning March 7, 2023, from 8:00 to 3:30pm. Parking against the Pavilion sidewalks will not be affected.
- Please, no dogs allowed on the Pavilion lawn.

Playgrounds

- Please remember that dogs are not allowed in our playgrounds or grass lawn playfield areas.

Pool

- Restroom PIN access codes available, Contact the RESA Office for your PIN.
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San Jose Water Company (SJWC)

- New water main installation between the Pavilion and Beatrice Circle scheduled to begin May 1, 2023.
  - Traffic control and detours will be in place from 8:00 a.m. to 6:00 p.m., Monday through Thursday. No road work on Fridays.

- Tree fell down in Good Neighbor park (upper Redwood Estates) today. No damage incurred. Tree will be removed by RESA operations. Park closed until further notice.
- Been working on getting GeoTech quotes for road damage from January storms, for budgeting and FEMA application.
- \$26,500 & \$22,475 quotes received for soil assessment and \$26,000 quote received for solution design. Waiting for quote(s) from 1 other firm. RESA is planning to garner at least 3 quotes before making a vendor selection.
- Cheryl will reach out to insurance to confirm that road insurance does not include storm damage. Rachael commented that “differential conditions policy” is typically required in addition to base policy to be covered.
- FEMA application submitted under “non-profit” corporations. A condition required for approval is if a structure is impacted that provides a service. RESA application stated

that the Pavilion is an American Red Cross shelter in emergencies. Roads are not explicitly covered under the FEMA funds.

- Discussed options to clear culverts, requesting residents to clear their own culverts, hiring temp workers (like pool staff) or using volunteer based org like San Jose C.... (SJC). SJC charges \$100 per hour but RESA will need resident approval to clear debris on their property lines/side to avoid trespassing.
- Pavilion parking lot will be graded to allow entry of fire trucks from the parking lot into the fire station. Rework will require using saw cutters and pavement removal to dig trenches. Construction completion estimated early July.
- Adding an ADA parking space in the lower lot next to the fire station, it will be an added space closest to the fire station.
- Pool - solar heater and pool cover projects planned to be complete prior to pool opening. Discussed need to procure new umbrella bases to eliminate safety hazard of umbrellas blowing over with wind. Cheryl/Jeff to reach out to pool manager if any other new pool equipment is needed. Discussed eliminating sale of water in plastic bottles and replace with providing water at water fountain and selling RESA branded beverage containers. Jeff to look into modifying the water fountain to add a bottle filling spout and also research cost of a new water bottle filling station.
- San Jose Water Company (SJWC) project estimated duration at least 1 month. Road will be closed to through traffic at Locust/Santa Ana Monday through Thursday for 10 hours per day (8:00 a.m. to 6:00 pm) during construction. SJWC will send communication 30 days prior to work start.
  
- **New Business and Public Comment –**
  - Pavilion purchases requested by Office Manager: clothing hooks for the bathroom and new hanging flower baskets for exterior. Approved by the President, Chris Goldsbury.
  - Public comment on Zoom from Pete Heller: Would appreciate a report on Pavilion status (including maintenance required, revenue and marketing plan) at the annual meeting.
  
- **Old Business**
  - None
  
- **Adjournment**

Motion to adjourn by Jennifer Throssell, seconded by Rita Manachi. Meeting Adjourned at 8:50 pm

*Minutes taken by Jennifer Throssell*