

Redwood Estates Services Association
March 22, 2023 Minutes

Meeting called to order at 7:10 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, Kristen Frank, Zeb Zigler

In-person: Mona Raby, JJ Martin, Elaine Daniels, Elizabeth Gherke, Crystal Gherke

- **Approval of Agenda**

Motion to approve the agenda was made by Angela Hedges, seconded by Joe Bruna. Agenda approved.

- **Approval of Minutes**

- Motion to approve minutes from February 2023 by Rita Manachi, seconded by Joe Bruna. Motion approved.

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

- **Annual Meeting** – Jeff will prepare items for agenda – will include storm damage impacts and proactive plans
 - Add agenda item to address new delinquency policies
- **Meet the candidates via zoom** – will schedule for next week, Cheryl will coordinate with candidates
- **Lot Line Adjustment** – Chris will finalize and notarize documents so the next board can continue seamlessly.
 - Jeff indicated that there is an adjustment
 - RESA signers will be President and Treasurer

- **Treasurer's Report**

- **Delinquencies Report** - \$5,500 recouped. Large percentage of delinquencies are owed by a small number of policies. Moving focus from gross delinquencies to more recent
 - Anytime after 31-days, contact is made with a member to deliver Notice of Serious Delinquency, then, if no response, Suspension of Membership notice.
 - After 6 months, lien process begins with pre-lien, then lien 60-days after
 - Legal approval for delinquency policy, then will communicate to members
- **Budget report**

- \$3,000 over budget for road in Feb dues to storm damage (not March)
- Currently assume the credit card processing fee,
 - Will add an agenda item to next meeting to discuss handling of that fee

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

Operations Report

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

- Clearing roadways due to recent storm activity.
- Hired tree contractor to remove storm debris from roadways beginning March 13, 2023.
- Awaiting quotes from geo-technical engineering firms for the designs to repair the Santa Ana Rd., Lindbergh Dr., and Casey Creek landslides – NO UPDATES
- Applied to FEMA for grants to repair our roads and upgrades to our drainage systems – NO UPDATES
- Met with FEMA, SBA, and County OEM to discuss funding opportunities for slide repairs within the community – awaiting reply.

Drainage

- 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

- The Pavilion parking lot is under construction until March 20, 2023, from 8:00am-3:30pm. Parking is available on either Madrone Drive or behind the Pavilion.

Playgrounds

- Good Neighbor Park closed due to dangerous tree issues.
 - Removed collapsed tree from playground and reopened for use.
- Please remember that dogs are not allowed in our playgrounds or grass lawn playfield areas.

San Jose Water Company (SJWC)

- New water main installation between the Pavilion, Beatrice Circle, and Locust reservoirs is 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.

Notes:

- Geotechnical surveys, retainers,
 - Alma Ct slide – 2 houses trapped – Priority
 - Need \$4000 retainer for ATC

- Tree fell from RESA tree, onto neighbor's property, minor injuries.
 - Need geological surveys of all slides
- Unlikely to get FEMA for Private Residences because of Santa Clara County was not deemed a disaster – We are tabulating costs to residents and reporting to Santa Clara County to hopefully get disaster designation
 - One grant for homeowners only – Santa Clara County
 - One for small organizations like us - FEMA for Gov entities and Non-profits
 - Only for standing structures that provide essential infrastructure, unsure if we will qualify but we have applied
- Drive by chipping – Started but next storm delayed and caused new damage
 - \$9,800 for 4 days spent as of today
 - Became a bigger project than initially planned; now have one additional day scheduled and will need approximately \$10,000 more and another week of dry weather; Total cost will be \$25K
 - All other crews contacted are busy so cannot get additional crews at this time
 - Address future roadside chipping as part of emergency plan
 - Residents love the roadside chipping
- Tree on Pavilion Lawn can't be removed until the lawn dries up or it will destroy the lawn
 - May need to relocate egg hunt.
- JJ gave thanks to Jeff for his help in the midst of the disasters
- Pool staff – Amy ordering uniforms, hiring staff.
 - Potentially could use pool staff for culvert cleanup in the season – this would require extra hours
 - Jeff - we'll need to a job description
 - Volunteer days or hire local handyman
 - Conservation Corps
- Culvert cleanup – RESA cannot clean culverts on residents own property unless there is an easement
 - Residents asked to clean culverts on their own property
 - Will quote Contractors to do culvert cleanup twice a year and budget
 - Elaine commented culvert cleanout was a high priority and that raising dues is worth having culverts cleaned for safety
 - RESA has 52 culverts
 - Issue with continuation of culverts – residents extend/reroute culverts and causes backups
 - Rita requested map or spreadsheet of culvert locations

Office Report

RESA's Annual Easter Egg Hunt! – Join us for an Easter egg hunt on Sunday 4/9 at 11:00am. Ages are broken down into 3 categories: 0-5 years, 6-9 years, 10+ years. Come meet the Easter bunny! Please bring your own basket. Want to volunteer: email lisa.sgarlato@compass.com

Annual Meeting of the Members – REMINDER: Sunday April 2nd at 2pm at the Pavilion. Ballots have been mailed. For more information on the meeting and candidates, visit www.redwoodestates.net/blog

Communications – Please sign up for our Constant Contact distribution list for the most up-to-date announcements: safety, events, operations, etc. Sign up at www.redwoodestates.net/blog or call the office (408) 353-1866 to enroll.

**Monthly assessment statements reflect all payments received through 3/13/23.*

***Our e-bill just went prior to this email. Please let us know if you did NOT receive it!*

Notes:

- Easter egg hunt - Lisa Sgarlato is coordinating, contact her to volunteer
- Meet the Candidates zoom – Cheryl will schedule

- **New Business and Public Comment**
 - **Mona Raby** – Requested financial information in Dec for a personal project, claimed to receive no response.
 - Jennifer confirmed that she has twice emailed the information, asked her to check her spam filter
 - **Elaine Daniels** – Inquired about plumbing the Solar panels for pool
 - In progress – was a priority, but storms have pushed it out
 - **Updates to Pavilion rental policies** – Typo cleanup and consistent language across all contracts, clarifying usage conditions for each contract type (fees, member vs public, etc.). Clarifying penalties (cancellation of event and loss of rental privileges) for those violating terms of contract.
 - BoD requested additional minor changes, will update and vote
 - **Form for project requests** – Members have great ideas for projects that could improve RESA, but the BoD has very little spare bandwidth to research and spearhead such projects. Created a standard to gather information about suggested proposals that can allow the BoD to consider proposals.
 - BoD requested additional time requested to review and provide input
 - Committees could be utilized for such projects
 - **Update Lot Sale Policy** – Current pricing and structure outdated. Proposal to suspend policy until revisions can be made.
 - Require inventory of all RESA-owned unimproved property.
 - **Rules of Conduct** – Need a policy to provide guidance on what actions and circumstances constitute a violation of Rules of Conduct referenced in the bylaws.
 - Jennifer to draft policy for review

- **Old Business**

- Covered in Presidents and Treasurer reports

- **Adjournment**

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

Meeting Adjourned at 8:28pm