

Redwood Estates Services Association
June 21, 2023 Minutes

Meeting called to order at 7:02pm. Location: Zoom

- **Determination of Quorum**

Quorum was met with the attendance of: Pete Heller, Angela Hedges, Jennifer Throssell, Joe Bruna (arrived at 7:20pm)

Also in attendance: Cheryl Hargrove, Susan Francis

- **Approval of Agenda**

Motion to approve the agenda was made by Pete, seconded by Jennifer.

Agenda approved.

- **President's Report –**

- **Lot line adjustment** – No update on Quigley lot, still waiting on the county

- Barnett lot - Only one can be in process at the time. Dialogue reopened. Will have legal draft terms, proceed once Quigley lot line adjustment is complete

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- **Easement dispute** – Resident inquired about an easement violation dispute that RESA was previously involved with years ago. A fence crosses the lot line between two resident's properties. Unclear why RESA was involved in what appears to be a private dispute, as the area in question is on an unofficial road not maintained by RESA.

- Questions to resolve:

- Is this a RESA road currently according to easement?
- RESA's obligation for enforcement of easement
- Jeff had indicated previously that it is not RESA's responsibility to build new roads owners need to build the road.

- **Treasurer's Report**

- **Budget Report -**

- Income is coming in slightly ahead of plan. Regular outreach to members and automatic payments are helping.

- Road repairs will far exceed the 2023 budget, hence RESA will need external financing.

- RESA has applied to FEMA for funding
- However for the larger expenses we need to secure an SBA loan in order to qualify for FEMA funding.

- The SBA loan has been applied for but it has been time consuming simply to get the application accepted since SBA requires many supporting documents.
- **Delinquency Report**
 - 30-90 day delinquencies went from 17 to 4 members – Cheryl's outreach is working.
 - \$15.7K of delinquencies collected to date under new policy
 - Reviewed new policy
 - Pool access - how to keep staff informed of delinquent members.
 - Used to have a pool letter to hand out to delinquent members attempting to use the pool – need to reinstate, can include lien info.
 - Letter to hand to delinquents –Cheryl updated and it's at the pool
 - When the pool opened, staff only had a “members not in good standing” list. They now have the full list of who is allowed.
 - Pete to look into an automated/scannable pool check-in system. Will coordinate with Amy.
 - Discussed how we might handle renters when landlord is delinquent.
- **Office & Operations Manager's Report**

Projects/Announcements

Roads / Projects

- Alma Ct. landslide:
 - Soils reports and Structural design packages are due to be available for Contractors to bid by May 22, 2023.
- Santa Ana Rd. and Lindbergh Dr. landslides:
 - Awaiting geo – soil surveys and structural repair designs to be completed.
 - Topographical surveys completed.

Storm Repair – Financial

- SBA Loan: sent estimated repair cost information for loan considerations, no updates.
- FEMA Grant *UPDATE*: we have been approved for a grant. RESA is sending in summary of damages, repairs, and costs to FEMA for review.

UPDATES SJWC Water Main Installation

- Approximate start DATE CHANGED TO June 5th
- West Valley Construction will be installing a new water main and services on: Madrone (Pavilion to R.E. Store), Broadway, Laverne, Patricia, Judith, Mt. View, and Locust.
- Road closures, traffic control and detours will be in place from 8am-6pm, Mon-Thurs.

- Maximum service interruptions will be 6-8 hours per connection – those affected will be notified at least 72-hours prior.
- WVC will send out a map showing starting location with highlighted roads-that will be affected for you to plan accordingly. Access in-and-out of your homes will be granted as needed – for narrow roads, there will be times during the day that certain areas are not accessible.

Reminders

Delinquencies on Monthly Assessments

- If you are 31+ days past due, we have or will be reaching out via mail to get caught up and current on payments. If you would like to discuss your balance, please reach out to resaservice@comast.net, call (408) 353-1866, or visit Office Hours Mon/Thurs 12:30-3pm.

Pool

- Open Daily: June 3, through September 4, 2022
 - Mon-Fri 12pm to 7:00pm
 - Sat-Sun 12pm to 6:00pm
 - *Schedule above is weather permitting:
- *Residents account balances must be CURRENT with no outstanding payments in order to utilize the pool.*

FireWise Community

- Please update the RESA / FireWise website if you have cleared hazardous fuels from your residence or property at <https://forms.gle/JE4AGC3RdzmpgouJA>

PROJECTS UPDATE

RESA Road Failures/Landslides
 Associated Terra Consultants, Inc.
 As of June 8, 2023

Alma Ct Road Failure:

Signed contract received Mar 27, 2023; drilled Mar 31, 2023; report Apr 7, 2023.

Santa Ana Rd Failure

Signed contract received Apr 6, 2023; drilled Apr 28, 2023, and May 5, 2023; testing and report in process, completion estimated June 16, 2023.

Lindbergh Rd Landslide

Signed contract received Apr 6, 2023; drilling June 16, 2023; testing and report in process, completion estimated June 23, 2023.

18148 Santa Ana Rd Landslide

Signed contract received Apr 6, 2023; drilled Apr 28, 2023; testing and report in process, completion estimated June 16, 2023.

- **Road repairs:** majority of the road repairs are waiting for the structural designs.
 - 12 tons of debris to be removed from sites – needs to be done by July 15 for FEMA grant
 - **Firewise** - need to renew our status
 - **SJWC work** – Pavilion Parking lot offered to residents who cannot access their residents during the road closure hours, provided they are out by the 6pm road reopen time.
- **New Business and Public Comment**

Public Comment: None

New Business:

- **Pool closure policy** – Usually assessed at shift change
 - What is bad weather – rain, lightning definitely.
 - Air quality Index above 100
 - Water temperature below 68 and unless air temperature is 80 or above
 - Must document the condition that lead to pool closure
 - **FEMA** will be using the Pavilion - will bring in their own bathrooms, though our bathrooms are compliant.
- **Old Business**
 - **Pavilion floor repair** - Needs to happen – subfloor damage in addition to visible
 - Door leak repair must happen but not a blocker for floor repair as long as it happens before October
 - Door opens inward, so a mat is not feasible.
 - Get quotes for just the immediate area in front of the door, with tile/stone flooring, wood or vinyl, different look, with subfloor repair,
 - Door fix must happen by Oct. to prevent new water damage.
 - **Chain of command** – Joe will add resources and contractors to his draft and recirculate.
 - **Policies and Procedures update** – Pete has scanned all documents into editable format.
 - Need to identify the “latest” versions and then proceed with reviews
 - List of all (31) - BoD will divide and conquer to update as needed, then we can vote to adopt the new version
 - use versioning control for future processing.

- **Adjournment**

Motion to adjourn by Jennifer, seconded by Angela.

Meeting Adjourned at 9:00pm