

Meeting of the Board of Directors
Redwood Estates Services Association
July 26, 2023 Minutes
Location: Pavilion

Meeting called to order 7:06pm.

1. Determination of Quorum

Quorum was met with the attendance of Pete Heller, Jennifer Throssell, Angela Hedges, and Joe Bruna

Also in attendance:

Operations Manager Jeff Bates

On Zoom: Office Manager Cheryl Hargrove

2. Approval of Agenda

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

3. Approval of Minutes – June 2023

Motion to approve the June minutes was made by Pete, seconded by Angela. Minutes approved.

4. President's Report – Jennifer Throssell

- Quigley lot line – Paperwork needs to be signed and returned to county
 - Proposal to agree for lot line adjustment, to be signed by both parties and returned to county.
- Easement and undeveloped road – When current roads were created, RESA owned the land and sold. RESA does not have the right or obligation to build roads, obligation is on owner.
 - Bylaws specify that RESA has an easement to any roads in the community
 - Therefore, RESA is not involved this matter.
 - Determined that fence is not encroaching on easement.
 - If residents reach out, recommend that take the matter to county planning and land development
- Rita Manachi has resigned. She has served over 270 days of her term, so the board can appoint a director.
 - We have reached out to candidates in last election. One was no longer interested, one had initial interest by no follow up, and the one expressed interest.
 - Angela make a motion to offer position to Matt Sheik. Seconded Pete. Motion passes.

5. Treasurer's Report – Pete Heller

- Budget tracking as expected
- Delinquencies 31-60 days from 4 to 5
 - 91+ days reduced by 3 from May to June
 - 10 residents in 91+ days are on payments
 - Delinquent Balance reduced by \$14.7K since May

1. Including 2 lot owners
- Pool login system led to renter notifying landlord about getting current
 1. Great progress in a short amount of time
- No response from 17 of 44 delinquents residents, 33 of 40 delinquents lots

6. Operations Manager's Report – Jeff Bates

RESA Monthly Report July 2023

POOL PARTY!

The ever popular pool party is returning. We hope to see you there. Details:

- Sunday August 6th from 12pm-6pm
- BBQ @ 3pm
- **Potluck**, please bring a dish to share.
- Drinks provided by RESA.
- This event is for ***Residents only***

Road Repairs

As a reminder, the winter storms severely damaged three roads and a debris plugged (under roadway) culvert caused excessive soil erosion in Redwood Estates. They are Alma Court, Lindbergh Drive and Santa Ana Road. For each repair process there are four phases:

1. Understanding the extent of the damage through geo-soil studies
2. Designing the replacement roadway and support structure. The design is done by a structural design firm that produces drawings
3. The drawings are sent to contractors who then bid on the repairs
4. A contractor is selected and the repair work is undertaken

The status of each repair project is described below.

- Alma Court: Geo-soils study is completed and we are awaiting the repair design from Foundation Engineering Consultants.
- Lindbergh Drive: We had been expecting the geo-soils study in June but it was not delivered by Associated Terra Consultants (ATC), The geo-soils study is now expected in July.
- Santa Ana Road: We had been expecting the geo-soils study in June but it was not delivered by ATC. The geo-soils study is now expected in July.
- 18148 Santa Ana Road Soil Erosion due to plugged culvert under roadway: We had been expecting the geo-soils study in June but it was not delivered by Associated Terra Consultants (ATC), The geo-soils study is now expected in July.
 - Geosoils company has started but not finished the report, but have not responded 5 weeks no response, we have already paid 50%.
 - Next steps – talk to a higher authority, then threaten legal action, threaten file a complaint to state board -- Joe to research board
 - FEMA recommended we search elsewhere to get it finished

Storm Repair – Financial

Unfortunately, the cost to repair the damaged roads will greatly exceed RESA's 2023 budget for roads. For this reason, we have requested grants from FEMA to cover the repair costs. As with any federal agency the process can be complicated and requires a great deal of oversight on our part to ensure that progress is being made. This is also complicated by the fact that FEMA won't make commitments up front so we must be cautious spending money. To mitigate this risk, we are doing projects incrementally and asking FEMA for intermediate payments to assess what they will actually reimburse. The process is yet further complicated by FEMA's requirement that we receive an SBA loan for certain classes of damage.

- FEMA Grant status: We have requested reimbursement in 3 damage categories. At this point only the 1st damage category grant request has moved into the review phase by FEMA. The other two categories of damages will not be reviewed by FEMA until we have received a Small Business Administration (SBA) loan.
- SBA Loan: After several back-and-forth communications with SBA our application was accepted for processing this month. The next step requires submitting supporting documentation for SBA approval. Unfortunately, SBA will not commit to a timeline for which RESA is informed whether a loan is confirmed or denied. Hence, we are regularly requesting progress updates from them.

Pavilion

- Hallway Flooring Repair: We have requested quotes from 3 vendors to repair the water damage by the entry door in the hallway near the bathrooms. We are considering options for the material to be used including wood and tile to optimize its longevity.
- We currently only have one booking for the Pavilion this year. Please help spread the word that the Pavilion is an excellent facility for your friends or colleagues to use for events. Such bookings help RESA hold down the cost of monthly assessments.

SJWC Water Main Installation

- Where/When: Please see emails sent out through Constant Contact or visit our website www.redwoodestates.net for weekly updates on where West Valley Construction will be.
- Hours: WVCC and its crews operate Monday-Thursday, 8am-6pm.

Pool

- New Check-in System: We rolled out a new electronic check-in system as of Monday July 17th. ***You will need your account number at the pool going forward.*** Please contact the RESA office if you need that information (resaservice@comcast.net or (408) 353-1866).
- Renters: Please have your landlord send the office a copy of your lease agreement for pool access.

FireWise Community

- RESA Firewise Status: Redwood Estates has submitted two applications for 2023 Firewise Community designation and is continually reaching out to the NFPA to understand why RESA Firewise status has not been updated on their website.
- Please update the RESA / FireWise website if you have cleared hazardous fuels from your residence or property at <https://forms.gle/JE4AGC3RdzmpgouJA>
 - Jeff following up as approval is still waiting on their website.
- Pool phone – Frontier will be by this week to repair.
- New electronic pool sign system in place
 - Needs legal owners last name in the front end
- Incident report forms are in the pool office – Joe will look into clean up the form
 - Redwood Dr. Easement dispute – RESA has determined that emergency and garbage are not impeded, and responding resident has indicated that they are taking action in a reasonable timeline – Pete will draft a response to the originating resident.
 - Lack of clarity around an incident of glass at the pool lead to a lifeguard resigning. Need clear job descriptions for lifeguards and pool manager.
 - Need to look the pool staff emergency requirements
 - Parking lot striping is scheduled for August 21, and basketball hoop painted as a parking space.
 - Next year, budget for extra hour on weekends for the pool.
 - Formerly, after-hours nights adults only no lifeguard
 - FEMA application was accepted for review, but loan and amount are TBD.

7. Public Comment

8. New Business

- **Consolidating Bank of America accounts** – Pete motions that we reduce to 2 bank accounts, Operating account with signatories as Jennifer, Pete, Jeff and Cheryl, and Reserve account, signatories as Jennifer, Pete. Seconded by Jennifer. Motions passes
 - We will be tracking expenditures that had been in individual accounts with Quickbooks.
 - Debit card needs to move to Operating account
 - Need something in writing for BofA
- **Pavilion rentals** – Advertise the benefits of the venue, bring your own services
 - Better advertising to get more bookings, advertise in different outlets (Facebook ads)

9. Old Business

- **Updating Policies and Procedures** – need a list of 31 policies,
- **Cell tower** – Now have a copy of the lease agreement with Crown Castle – what they are using is 40% more land than what is listed in the contract. Got a free consult from attorney to check our standing, so optimistic that we can renegotiate

10. Adjournment

Motion to adjourn by Angela, seconded by joe. Meeting Adjourned at 8:50pm