

**Meeting of the Board of Directors Minutes  
Redwood Estates Services Association  
October 18<sup>th</sup>, 2023 at 7:00 pm**

Meeting called to order at 7:10pm.

**1. Determination of Quorum**

Quorum was met with the attendance of Jennifer Throssell, Angela Hedges, Joe Bruna and Matt Shiek (on zoom).

Also in attendance: Operations Manager Jeff Bates, Sue Hunter, Geoff Mayes

On Zoom: Office Manager Cheryl Hargrove

**2. Approval of Agenda**

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

**3. Approval of Minutes – Sept 2023**

Motion to approve the Sept minutes, with correction of date of profitable dance from 2023 to 2022, was made by Angela Hedges, seconded by Joe Bruna. Agenda approved.

**4. President's Report – Jennifer Throssell**

- SBA loan – Our attorney verified that we used the Pavilion building as collateral for the pool construction, so we may be able to secure the loan without a special assessment.
  - Land is owned by all members, but the building is owned by the corporation. We are updating the deed and if accepted
  - 2-3 weeks left in the loan cycle

**Treasurer's Report – Matt Sheikh**

- **Monthly financial report**
  - Paid cash income – paid dues in advanced – show as negative until the caught up
  - Income for Sept 2023 - 77.56%, YTD is at 107.18%
    - No red flags
    - Next month- begin the budgeting process – Should use the amount of people coming current as baseline for next year
    - Recouping funds that are past owed (delinquency) – need to take into account when forecasting the budget for the next fiscal year based off of how many more new members are regularly paying their dues.
    - Pavilion income is down – income hits the budget when received, not in the month the event occurs
      - Pete should revisit advertising efforts
      - Cheryl informally asked potential renters why they did not choose the Pavilion
        - Wanted more wedding-related amenities for the rental price
      - Other factors: Parking lot was not returned to use until after wedding season, and also the advertising effort was put aside as road repairs took a higher priority.
- **Delinquency report**

- Many on payment plans
- New resident who was behind because they were new, now current
- One payment plan behind, one has come current, rest on track
  - Plus a lot owner has come current, and working with 2 others
- Request – Would like to see where the delinquencies are in the process – so we can track when each is to get a pre-lien
  - Cheryl sent ~42 reminders that suspension membership is in place, that a payment plan is available, in 5 months lien will be put in place
    - 12 residents, 26 lots

## 5. Operations Manager's Report – Jeff Bates

### RESA Operations Report

#### FireWise Community:

- We have a meeting scheduled to complete our 2024 Community Wildfire Risk assessment next week,
- continue to work with NFPA re the FireWise Community Portal not accepting our applications.
- Please clear hazardous fuels around structures and road edges.
- Please update the RESA / FireWise website if you have cleared Storm related or hazardous fuels from your residence or property at <https://forms.gle/JE4AGC3RdzmpgouJA>

#### Roads / Projects:

- Alma Ct:
  - Sent drawing packages out to bid, with No Reply.
- Lindbergh Dr: Soils & Structural completed September 15, 2023
- Santa Ana Rd Slide: Structural Repair Design is ongoing.
- Santa Ana Rd 18148 Erosion: Soils & Structural Report: Completed.
- Redwood Dr: tree / retaining wall issue resolved.

Alma Ct repair – trying to get crushed concrete reinforcements to survive the winter

- Consulting firm needs to provide replies to contractors' questions – the consulting firm is not responsive – so bid process is stalled out.
  - Contacted another firm to take over – waiting for quote

#### Drainage:

- Please clear your road edges and properties of leaves and tree debris that can collect in drainages and cause flooding.

#### Pavilion:

- Pavilion
  - Parking space striping layout is scheduled for Tuesday October 24, 2023.

#### 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.

Playgrounds – straps on the toddler swings – check if they have been repaired – or broken again

- Border sticking out on lawn edges – nails have been removed
  - Might remove border entirely instead of replacing – not needed

#### Pool:

- Pool Closed for the Season.

#### SJWC:

- Water Main Installation:
  - Please sign up with RESA for Constant Contact for project updates.

**FEMA:**

- FEMA site inspections scheduled for next week to assist in our disaster reimbursements.

**RESA Office Manager’s Report:**

**Halloween Activities**

- Halloween Dance: see details for this popular event in the flyer (attached). RSVP and get your wrist bands for access on October 28<sup>th</sup>! FREE for all RESA members. See you there!
- Trunk or Treat: see details in the flyer attached for fun, family-friendly festivities on October 31<sup>st</sup>!

**Road Repair Status**

The winter storms severely damaged three roads: Alma Court, Lindbergh Drive and Santa Ana Road. For each road the repair is taken in four phases:

- Understanding the extent of the damage through geo-soil studies.
- Design the replacement roadway and support structure. Work is performed by a structural design firm that produces drawings.
- Drawings are sent to contractors who then bid on the repair.
- Contractor is selected and the repair work is undertaken.

Location	Alma Court	Lindbergh Drive	Santa Ana Road
Geo-soils study	Complete	Completed	Completed
Create design drawings	Complete	Completed	Not completed
Contractor bid	Sent out to contractors for bidding, no replies	Sent out to contractors for bidding, no replies	Waiting for drawings
Repairs underway	Not started	Not started	Not started

**Road Repair Financing**

The Small Business Administration (SBA) loan department committed to providing RESA with a loan for \$620K and we are in the closing process. Once SBA receives all the documents necessary to close the loan, (expected late October) they will initiate delivering funds to enable us to pay for the road repairs.

**Pavilion**

- Renting the Pavilion: 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.
- Parking Space Striping: The project has been pushed out until the week of October 23<sup>rd</sup>.

**SJWC Water Main Installation & Road Closures**

- Updates sent out through Constant Contact (sign up on our blog) or visit our website [www.redwoodestates.net](http://www.redwoodestates.net).

**Pool**

- Closed for the season.

### **FREE Fall Chipping Program**

- SCC Fire Safe Council is offering a MOBILE chipping program (coming to your house) to help winter storm debris clean-up from October 30<sup>th</sup> – November 3<sup>rd</sup> (registration deadline is October 16<sup>th</sup>).
- Register online and read up on chipping guidelines at <https://sccfiresafe.org/prepare/community-chipping-program/>

## **6. Public Comment**

**Geoff Mayes** – resident impacted by Alma Court slide– Understands that contractors are calling no one back. Worried about the upcoming winter impact and what can be done to prevent further erosion and flooding ahead of this winter.

- o What is the plan for drainage, temporary repairs / shoring up slides?
  - o Oct 15 was Santa Clara County’s cutoff for permitting big projects, so need to switch into preventative mode and shore up the slide sites
  - o He plans to put in as many precautions as possible to prevent further damage, will work with RESA to get this done.
  - o Can we hire Corey & Sons to quickly get these temporary repairs in place?
- Jennifer requested that any temporary repairs will not impact the engineering plans we are currently bidding on. We didn’t expect to be in the situation of heading into another winter with repairs not done.
  - Jeff will get bids for preventative maintenance
  - Geoff suggested sandbag / tarping of culverts like on SJ-Soquel Road

## **7. New Business - none**

## **8. Old Business**

- Halloween Dance update – RESA Events Board Committee considered the public comment presented by members and decided to proceed with the dance under specified conditions including free but limited to members, no alcohol sales, RSVP required.
  - o RSVPs are not yet at capacity.

## **9. Adjournment**

Motion to adjourn by Angela Hedges, seconded by Joe Bruna. Meeting Adjourned at 8:22pm