

Meeting of the Board of Directors Minutes
Redwood Estates Services Association
November 14th, 2023 at 7:00 pm

Meeting called to order at 7:05pm.

1. Determination of Quorum

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

Also in attendance: Operations Manager Jeff Bates, Janelle Wilcox, Elizabeth Gherke are present
On Zoom: Office Manager Cheryl Hargrove, Zeb Zigler, Kristen Frank, Lucia Arredondo, Susan Francis, Lucia Arredondo, Chris Goldsbury, Gus Gonzales

2. Approval of Agenda

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

3. Approval of Minutes – October 2023

Motion to approve the October 2023 minutes was made by Jennifer, seconded by Joe. Pete abstains. Minutes approved.

4. President's Report – Jennifer Throssell

- Insurance renewals - as of midnight today current policies expires. We have renewed property, auto, liability insurance. Waving earthquake insurance due to high cost.
- Pavilion Title docs to use as collateral for SBA loan. Title needs corrections (address and corporation name). Changes were notarized and will be sent to title company for correction
 - Deadline extended to Dec 6, and they can extend again if needed with the documentation provided.
 - SBA will determine whether it will accept Pavilion as collateral. If it does not, they will require a special assessment to members. We will address this if and when we need to pursue that option.
 - Held Nov 1st executive session to create a resolution on who can interface and provide collateral. Pete and Jennifer have been named as directors

Treasurer's Report – Pete Heller

- **Monthly financial report**
 - Income is 107% of YTD budget, in large part due to recovering delinquency accounts
 - Expenses are 97% of YTD budget
- **Delinquency report**
 - Delinquencies have been declining
 - 31-60 days staying low
 - 91+ days have flattened out, but many have come current
 - Residents have been more receptive to coming current. Lot owners are less responsive, more moving into lien
 - \$43.7K recouped this year
 - Kudos to Cheryl for her efforts -

- We are open to working with people to come current, will put on plan
- Zeb asked why people are not current 31-60 days. Cheryl - this number is significantly lower than historic. Usually people hand writing checks and they forget. We encourage auto pay or use ACH transfer. 65-70 on autopay, 5-15 on ACH pay
- Zeb asked if he can know who on the lots
 - If someone is converting their land to a home, their lot assessment changes to a resident assessment.
 - We do have a manifest of lot owners, you can request ownership information if you know the lot.
- Janelle Wilcox - What are the bank fees - they are mostly credit card fees. There is no fee for direct debit.

5. Operations Manager's Report – Jeff Bates

FireWise Community:

- 2024 Firewise Application is submitted and awaiting review.
- 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:
 - Met with Contractor to review site and await a quote for repairs.
 - Met with County Inspectors to review damages and to develop a fast-track repair permit.
- Lindbergh Dr: Soils & Structural completed September 15, 2023
 - Met with Contractor to review site and await a quote for repairs.
 - Met with County Inspectors to review damages and to develop a fast-track repair permit.
- Santa Ana Rd Slide: Structural Repair Design to be completed Nov.27, 2023.
- Santa Ana Rd 18148 Erosion: Met with Contractor to review site and await a quote for repairs.

Drainage:

- Please clear your road edges and properties of leaves and tree debris that can collect in drainages and cause flooding.
 - Green Team Refuse will deliver additional “Yard Waste Cans” at no charge.

Pavilion:

- Pavilion
 - Parking space striping has been completed.

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.

Pool:

- Pool Closed for the Season.

SJWC:

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

FEMA:

- FEMA site inspections scheduled for next week to assist in our disaster reimbursements.
- Firewise packet has been resubmitted

- Joe suggested asking the other local communities how they got their designation

- Maxicon has come up - specialize in SC mountain road slides and repaired, work with our geo and structural design teams.
 1. No answer from West Valley Construction
 - Santa Ana designs come through today.
 - Met with county to get a fast-track emergency plan, they will come out and inspect so they know who to send the package to to expedite
 - Santa Clara County is aware of the issue - have been reported - even though they are private roads, the county needs to approve repair
 - SBA gives the money to OES (Office of Emergency services), it comes to us from COES
- Last month we discussed hardening the slide sites, especially on Alma
 - Jeff- No progress since last month. Has calls in but hasn't heard back yet. Hopes to hear from Scott Green tomorrow who can
 - Pete - we need to get quotes, not just go with the first quote
- Lindbergh and Santa Ana are separate sites, separated by 150ft. Technically Linbergh is Fawn Trail, used to be a "timber log bridge"
 - The canyon joins the same
- FEMA has still not given an answer because it is private property and not a public roadway
 - FEMA and OES says the tree should be removed as part of the roadway work
- Fire station parking lot rental - Pavilion parking has been striped, equipment removed
 - Other items in contract still outstanding, such as basketball hoop and parking blocks, they have until Dec 1 and then can call the contract complete. If they are not met, they still owe us rent.
- Pavilion - Oak trees removed or trimmed of the dead parts. Safety repair
- Park - border still in place - we had asked it to be removed at last meeting

6. RESA Events Board Committee Updates – Jennifer & Angela

- Halloween party recap
- Trunk or treat
- Cookie exchange Dec 10

7. Public Comment

- Janelle - general admission - felt exclusive - used to be for entire community and people in town - promotion for the pavilion - when they aren't on the committee
 - Sustainability - year over year
- Elizabeth - Halloween is number one event. Not many volunteers showed up
- Lucia - poorly attended because it was cancelled and rescheduled, and no outside community
 - volunteers didn't feel welcomed

- Janelle - special assessment- consider until it was paid off and returned to the old

8. New Business

- Decide on assessment increase to fund road repairs.

9. Old Business

10. Adjournment

Motion to adjourn by Anegla, seconded by Pete. Meeting Adjourned at 9:36pm

Executive Session Agenda:

- Discussion potential violation of Rules of Conduct
- Discuss SBA loan contract and requirements to reach closure prior to deadlines
- Discuss employee performance