

Redwood Estates Services Association
Monthly Board Meeting
February 21, 2024 Minutes

Meeting called to order at 7:07pm. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**

Quorum was met with the attendance of: President Jennifer Throssell, Treasurer Pete Heller, Director (Acting Secretary) Joseph Bruna, Director Matt Sheikh

Also in attendance: Operations Manager Jeff Bates, Mona Raby, Gary LaRault

On Zoom: Office Manager Cheryl Hargrove

- **Approval of Agenda**

Motion to approve the agenda was made by Pete Heller, seconded by Joseph Bruna.

Agenda approved.

- **Approval of Minutes** (No hard Copy Distributed at Meeting)

Corrections to Minutes (January 17, 2024):

Change month from November to January minutes

Change “reimbursement” to “disbursement” in SBA Loan

Motion to approve January 17, 2024 minutes was made by Jennifer Throssell, seconded Pete Heller.

Minutes approved.

- **President’s Report – Jennifer Throssell**

- **SBA Loan**

- Small Business Administration has changed its reporting system. This has caused delays in the processing of the SBA Loans. RESA resubmitted loan documents to conform to the revised process.

- **Parking Lot Lease, Santa Clara County Fire Department (SCCFD)**

- Monthly payment received from SCCFD.
- All conditions of the contract have been met and lease will be terminated upon receipt of ADA Compliance letter.

- **West Valley Construction Lease**

- Negotiations with West Valley Construction (WVC) are in process for a leasing agreement with RESA for property on Dole Way. WVC shall use and occupy the property to store project material, equipment, and spoils.

- **Annual Meeting 2024**

- Annual Meeting of the Members will take place on March 10, 2024 at 2:00 o’clock. The RESA March Monthly meeting will not occur.
- Election of Board Members. There are three open positions on the RESA Board of Directors. Two applications for candidacy have been received.

- **Treasurer’s Report- Pete Heller**

- **Monthly financial report**

- Income is 125 % of YTD budget with \$34K received from annual payees in January and \$11.4K recouped from delinquent accounts
 - Delinquencies collections contributed \$6,800.00 to income
 - Expenses are 37% of YTD budget due to Road repairs not yet started (with \$120K budgeted) and \$10K in wildfire protection budgeted but not yet spent
- **Delinquency Report**
 - Delinquency collections remain at a steady level.
 - Notice of Lien to delinquent members will be mailed in April.
 - RESA is open to working with people to bring accounts up to current & can be put on a plan.
- **Banking Institution**
 - Pete Heller is exploring the possibility of changing to another banking institution. This may be beneficial in securing loans that may be needed for 2023 winter storm damage repairs.
- **Office & Operations Manager's Report**
 - Operations Manager's Report for February 21, 2024 is attached.
 - NFPA Firewise USA. California FAIR Plan insurance program offers a discount for homeowner's insurance due to RESA's "Good Standing" accreditation with the NFPA Firewise USA program. Contact your insurance broker for additional information.
 - Permits fees have been paid for the Alma Court storm damage repairs. Waiting for permit review and approval from the County.
 - Santa Anna and Lindbergh Dr. storm damage repairs, awaiting repair quotes.
 - Basketball hoop is being used by residents. Come down to the Pavilion and shoot a few hoops.
 - Water Main Installation. Please sign-up for roadway construction notifications through Constant Contact. Contact the Office Manager, Cheryl, at the RESA office to sign-up (408 353-1866).
 - FEMA/ Cal OES. No updates from California Office of Emergency Services (Cal OES) concerning the reimbursements for 2023 winter storm damages.
- **New Business and Public Comment**
 - **Public Comment:**
 - No public comments presented.
 - **New Business:**
 - RESA staff is studying the possibility of having swim lessons available for this year's pool season. More information will be provided as it becomes available.
- **Old Business**
 - No Business presented
- **Adjournment**
 - Motion to adjourn by Jennifer Throssell, seconded by Joseph Bruna.
 - Meeting Adjourned at 8:57PM
- **Executive Board Meeting**
 - Executive Session called to order at 9:03 PM
 - The following topics were discussed:
 - Scheduling Meet the Candidates event
 - Discussed vacant Board Officer's positions
 - Pending Contracts with outside organizations
 - Community Concerns
 - Executive Session adjourned at 10:04 PM

Respectfully submitted by Acting Secretary Joseph Bruna