

Redwood Estates Services Association
Monthly Board Meeting
May 15, 2024 Minutes

Meeting called to order at 7:04 PM. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**
 - Quorum was met with the attendance of: President Jennifer Throssell, Treasurer Pete Heller, Director Joseph Bruna, Secretary Brian Krupp, Director Matt Nelson
 - Also in attendance: Operations Manager Jeff Bates
 - 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**
 - Corrections to Minutes:
 - April 17, 2024 Minutes:
 - Initiating Alma court storm damage repair work on hold pending response from SBA.
 - Motion to approve April 17, 2024 minutes was made by Jennifer Throssell, seconded by Pete Heller
 - Minutes approved

- **President's Report - Jennifer Throssell**
 - **Welcome to Matt Nelson**
 - RESA Board of Directors is now full
 - **Small Business Administration (SBA) Loan**
 - Approved collateral change
 - With the new system, the next step is to approve then assign a loan officer
 - Continuing to submit required documents when requested, concern over order of actions related to the SBA process
 - **West Valley Construction (WVC) Lease**
 - Approved during Executive Session on April 17, 2024
 - Lot leased to WVC for initial term of 6 months with option to extend
 - 2 Payments received of \$6000.00 each
 - **RESA Survey**
 - Concluded - feedback received: >80 submissions (9 paper and 75 electronic)
 - Further Board support discussion in New Business

- **Treasurer's Report - Pete Heller**
 - **Monthly Financial Report**
 - Income at 68% of YTD Budget
 - Have not received anticipated SBA funding (\$125k*)
 - Assessments income on track at 98% of budget
 - Expenses at 36% of Plan (YTD budget)
 - Alma court repairs to start after permit
 - Wildfire protection
 - Drive-by chipping after April budget period
 - **Delinquency report**
 - Delinquency collections remain at a steady level.
 - Cheryl has done an excellent job at collecting >\$20k from delinquent members this year so far, additional negotiations in progress
 - Moving forward on Liens, 10 members and 27 lot owners will receive Lien letters by the end of this month (May 2024)
 - ***Clarifications:**
 - \$125k amount dispersed over the year (March to December)
 - Budget amount can be moved to specific months Board decides to allocate the funds to
 - Treasurer will proceed with budget as is
- **Office & Operations Manager's Report**
 - SCCFD Wildfire Prevention Meeting - 40+ people in attendance
 - State Insurance individuals present - encouraged continuing the Firewise Program - 2% discount through FAIR Plan
 - Community Brush Chipping Program concluded - Successful
 - Crews worked quickly and efficiently
 - Additional roadside clearing added to the program
 - Roads / Projects (Three Permits in process):
 - Alma Court - Most recent request was to redraw sedimentation fencing/plan and tree protection - Documentation requirements
 - Santa Ana - Most recent request was to obtain notarized document from landowner approving partial access to their property (County Requirement - Santa Clara County Planning and Development)
 - Alma - 2 landowners, Santa Ana - 1, Lindbergh - 1
 - Pete to draft form for property owners
 - MaxiCon - estimate received - further addressed in Executive Session
 - Property/Lot Line Adjustments - no forward progress on open adjustments; additional interested from other members
 - Pool - will open on time during Memorial Day weekend
 - County Inspections to be scheduled - Water and Snack Shack
 - Staffed successfully
 - Redwood Mutual Water update to RESA - Operations Manager Jeff Bates previously submitted forms, process is moving forward

- Water Main Installation - No open trenching planned - repairing as WVC progresses
 - Please sign up with RESA for daily project updates on Constant Contact at: resaservice@comcast.net

- **New Business and Public Comment**

- **Public Comment:**
 - No public comment presented
- **New Business:**
 - RESA Events Survey Results:

Event	Attend	Volunteer	Budget
Live Music/Food Truck Festival	64	27	\$ 1,500.00
Summer Pool Party	54	16	\$ 1,000.00
Beer and Wine Festival	43	21	\$ -
Community Picnic/Potluck	39	9	\$ -
Easter Egg Hunt	35	12	\$ 320.00
Movie Night at the Pavilion	34	21	\$ 300.00
Chili Cook-off	31	17	\$ -
Halloween Trunk or Treat	29	14	\$ 180.00
Adult-only Halloween Dance	25	9	\$ -
Family Halloween Dance	13	7	\$ -
Winter Break Cookie Exchange Party	13	21	\$ -
New Year's Eve Celebration	13	1	\$ -
Other:Flea Market/garage sale	4	4	\$ -
Other:Community clean up/planting/Earth day	1	1	\$ -
Other:Yoga class	1	1	\$ -
Other:Wreath Making	1	1	\$ -

- Discussion around event management:
 - Committee of the Board for specific events - consistent with Bylaws
 - Non-RESA Board members to report to designated RESA Board Member
 - Derisks event continuance if board members resign or are unavailable
- Further research or discussion needed:
 - Explore food truck options - health permit information
 - Decide on live music or PA system need - obtain noise permit
- Office Manager will reach out to volunteers and coordinate with Board of Directors accordingly for each event
- Jennifer Throssell motions to move forward with 5 events (highlighted in green above) with a related budget of \$3300

allocated for the year. Motion seconded by Pete Heller. Motion passes.

- Pool Personnel Procedures and Job Duties:
 - Does the RESA Board deputize members?
 - Agreement reached to remove the section around deputizing members
 - Completed by Pete Heller
 - All other changes previously incorporated by Office Manager, Cheryl Hargrove
 - Cheryl to send final document to Amy Wilcox on 5/16

- **Old Business**
 - No Business Presented

- **Adjournment**
 - Motion to adjourn by Jennifer Throssell, seconded by Pete Heller
 - Meeting Adjourned at 8:53 PM

- **Executive Board Meeting**
 - Executive Session called to order at 8:54 PM
 - The following topics were presented and discussed:
 - Cell Tower Contract
 - MaxiCon Contract for Alma Court Repair
 - Pete Heller moves to approve contract, seconded by Jennifer Throssell
 - Jennifer Throssell signed; Pete Heller co-signed
 - Executive Session adjourned at 9:07 PM

Respectfully submitted by Secretary Brian Krupp