

**Redwood Estates Services Association
Monthly Board Meeting
June 19, 2024 Minutes**

Meeting called to order at 7:12 p.m. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**
 - Quorum was met with the attendance of: President Jennifer Throssell, Treasurer Pete Heller, Director Matt Nelson, Secretary Brian Krupp
 - Also in attendance: Janell Wilcox, Judy Quigley, Amy Wilcox
 - On Zoom: Office Manager Cheryl Hargrove, Operations Manager Jeff Bates
 - Not in attendance: Director Joseph Bruna

- **Approval of Agenda**
 - Motion to approve the agenda was made by Jennifer Throssell, seconded by Pete Heller
 - Agenda approved

- **Approval of Minutes**
 - Corrections to Minutes:
 - May 15, 2024 Minutes:
 - Remove Alma Court details from Executive Session section
 - Motion to approve May 15, 2024 minutes was made by Pete Heller, seconded by Jennifer Throssell.
 - Motion approved

- **President's Report - Jennifer Throssell**
 - **Small Business Administration (SBA) Loan**
 - Completed submission, action with SBA to assign loan officer who will provide the next steps to move forward
 - 2 weeks since last communication
 - no action for RESA, no date given when to expect communication
 - **Events approved during May 2024 Board Meeting**
 - Office Manager sent email to individuals interested in volunteering to start event coordination
 - Festival and Movie Night moving forward
 - Movie Night will be at The Pavilion when available
 - Pool party
 - Jeff to coordinate - TBD
 - Trunk or Treat
 - Far enough out to not plan for yet

- **Treasurer's Report - Pete Heller**
 - **Monthly Financial Report**
 - Income 75% of YTD Budget
 - Have not received anticipated SBA funding
 - Assessments income at 103% of YTD Budget

- Pavilion income at \$10.3k
- Expenses at 37% of Plan (YTD Budget)
 - Money not spent for road repairs
 - Wildfire prevention
 - Drive-by chipping and Edge Clearing completed and under budget
 - Budget remains to hold a second chipping in the Fall - TBD
- **Delinquency Report**
 - No change in last 4 months
 - Continuing to reach out and attempt to set up payment plan or make payment on 90+ day delinquent accounts
 - Assessments Recouped: May - \$4.1k; \$24.4k YTD
 - A few individuals are making regular payments
 - Public Comment/Question - Janell Wilcox - Is it possible to pass along credit card fees to individuals wanting to pay with a Credit Card?
 - Treasurer indicated this is a possibility, further discussion will be taken after investigation
- **Lien Situation**
 - 33 individual notification letters will be sent in June
 - Official vote during Executive Session
 - RESA will record liens with county in July
 - Accounts up for lien vote are currently included in the delinquency report
 - 3 lots with current liens are not included in the Delinquency Report
 - Once liens are placed, these accounts will also not be factored into the Delinquency Report
- **Banking Situation**
 - Treasurer established connection with Axos Bank
 - Significant HOA practice
 - San Diego based
 - Axos is offering 4% APY
 - Increases RESA interest income
 - Banking Plan
 - Move reserve account to Axos
 - Retain existing BofA checking account for operations
 - Move funds that are not needed for operations from checking to Axos
 - Review cash needs monthly to determine if transfer is needed
- **Cell Tower Lease Negotiations**
 - Current contract will expire in 2030
 - No communication since RESA terms were presented in May
 - No RESA action needed
- **Office & Operations Manager's Report**
 - **Firewise Activities**
 - Currently no planned activities

- Possible Fall Brush Chipping Program (drive up)
- **San Jose Water / West Valley Construction Water Main Repair**
 - Approved full chip sealing for Water Main Repair sections
 - Full width coverage of all road surface
 - 1/4" chip seal - 2-4 hour delay - permanent (5-6 years of road lifetime)
 - To be completed in July
 - WVC has completed all other activities in Lower RE
 - Upper RE water main repair will require a separate negotiation, which RESA will request the same chip sealing once water main repairs are complete
- **Quigley LLA**
 - Proceeding after three years
 - Cross Land Surveying is working with county to complete this
 - Email chain has been started between Resident, RESA, and Surveyor
- **Cyclist Incident**
 - Request to repaint speed bump caution markings
- **Roads / Projects**
 - Drainage sinkhole repair at Laurel/Oak/Redwood is complete
 - No update on permits for road repairs (3 pending permits with County)
 - Forward movement from the County - Jeff to take action on last remaining items
- **New Business and Public Comment**
 - **Public Comment:**
 - **Judy Quigley:** Bushes on left hand side of property near RESA Pavilion need trimming / shortening
 - President made note - added to Operations Manager open requests
 - **Amy Wilcox: Pool Topic**
 - Summary - will wait for pool topic discussion in New Business
 - **New Business:**
 - **Pool Topics**
 - **Lifeguard On Duty**
 - Last years situation was discussed - people swimming with no lifeguard on duty towards the end of the year
 - Comments around other HOA/Communities never having a lifeguard
 - President noted RESA insurance will only cover RESA if pool is staffed with lifeguard - insurance application states this

- If an incident occurs and no lifeguard is on duty, RESA would not be covered
- There is no way to be qualified to get insurance without lifeguard on duty based on different qualifications:
 - Stand alone pool - not surrounded by residents - applies to RESA Pool
- How to mitigate liability - cover scenarios while the lifeguard is on break - liability waiver, exit pool area, etc.
- Legal side - CA Department of Health: Classified as public pool (not on residential property); Public - 2 classifications: public for members only, non-members pay a direct fee
 - If RESA charges, there must be a lifeguard on duty, members only possibly doesn't need a lifeguard
- Since we allow non-members, legally we have to have a lifeguard
- President would like to discuss with someone more knowledgeable with the laws around pool and insurance coverage
- Possible steps forward: don't allow guests, don't charge them, don't operate if no lifeguard
- If we can legally operate with not charging guests, and put up a sign, would this suffice?
- Amy Wilcox Comment/Question: Insurance, we are only covered if a lifeguard is on duty
 - With how we have it today there is significant risk to open the pool without a lifeguard
 - If we have a waiver, can we get around this?
- Having a waiver available during sign in, separate versions for guests/non-members/members, adults/minors
- In absence of having confidence in our liability it is difficult to say anything at this time
- **Discussion around Pool Attendant and Lifeguard Actions / Hours**
 - If a lifeguard is on break, can the pool attendant act on an incident and call for a lifeguard?; would this classify as "eyes on pool" or be sufficient for safety coverage
 - Amy Wilcox: 'No'

- Requiring pool visitors to leave water might cause the snack shack to become busy, the Attendant would not be able to oversee pool area
- Staffing 2 lifeguards will not be an issue until school resumes, so breaks will be covered without closing facilities
 - Staffing a single lifeguard will be an issue when school resumes, which will need to be addressed
- Schedule break times when a single lifeguard is working
 - Exit pool and close snack shack for ~10 minutes
 - Amy Wilcox to determine designated/scheduled breaks and publish times for members to expect pool to be vacated, also members will be notified through Constant Contact
 - Pilot break time - 1:30 p.m. and 4:30 p.m.
 - Amy Wilcox: What does “no lifeguard on duty” mean?
 - No eyes on pool or in vicinity
 - Agreement is eyes on pool
- **Number of Guests per Member**
 - Pete Heller proposed six (6) guests per member
 - Jennifer Throssell: two (2) is limiting, most people didn't know rules/limit, often guest amount is not enforced
 - Any increase must not cause an unnecessary burden on staff
 - Number of guests - 94 person limit - RESA does not want a change in guest limit to affect this
 - Insurance doesn't specify if pool visitor is a guest or member for coverage concerns
 - Pete Heller motions to increase guest count per household to four (4). Motion seconded by Jennifer Throssell. Motion passes.
- **Other Pool Topics**
 - Amy Wilcox created a sign to address watching children in the pool
 - President would like a more official sign
 - RESA Board to take action

- **Old Business**

- No Business Presented other than Pool Topics (included in New Business)
- **Adjournment**
 - Motion to adjourn by Jennifer Throssell, seconded by Pete Heller
 - Meeting Adjourned at 8:53 p.m.
- **Executive Board Meeting**
 - Executive Session called to order at 8:56 p.m.
 - The following topics were presented and discussed:
 - Vote on liens
 - Distribution of liens
 - Pool incidents reviewed
 - Employee Annual Performance Reviews
 - Executive Session adjourned at 10:12 p.m.

Respectfully submitted by Secretary Brian Krupp