

Redwood Estates Services Association
Monthly Board Meeting
August 19, 2024

Meeting called to order at 7:11 p.m. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**
 - Quorum was met with the attendance of: President Jennifer Throssell, Treasurer Pete Heller, Secretary Brian Krupp, Director Joseph Bruna, Director Matt Nelson
 - Also in attendance: Operations Manager Jeff Bates, Sue Hunter
 - On Zoom: Office Manager Cheryl Hargrove

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

- **Approval of Minutes**
 - Motion to approve July 17, 2024 minutes was made by Pete Heller, seconded by Joseph Bruna.
 - Minutes approved

- **President's Report - Jennifer Throssell**
 - **Small Business Administration (SBA) Loan**
 - Loan disbursement officer has been assigned and attempt to contact made
 - No response to RESA President
 - Will attempt to contact again
 - System still showing as no action for RESA
 - RESA will move forward with contacting congressperson
 - Cheryl Hargrove to draft letter to Anna Eshoo

 - **Events**
 - Volunteers are gathering for Movie Night and Food Truck Festival
 - Movie Night - Communication will go out to community once date and details are finalized
 - Food Truck Festival - Opportunity to join volunteer effort still open
 - 3 volunteers currently
 - November time frame

- **Treasurer's Report - Pete Heller**
 - **Monthly Financial Report**
 - Income 63% of YTD Budget
 - Assessments 104%
 - Expenses at 37% of Plan (YTD Budget)
 - Behind on Road Repairs (\$421k)

- Wildfire Protection (\$30k)
- **Delinquency Report**
 - 31-60 day delinquencies - 0 (zero) accounts
 - 91+ day – unchanged
 - Assessments Recouped: June - \$7.6k; \$30.2k YTD
- **Lien Situation**
 - 33 liens voted on in June Executive Session
 - 2 have transferred to new owners
 - Notification process restarted – Cheryl Hargrove attempted initial contact
 - 13 liens successfully recorded with county
 - 16 liens ready for notarization
 - 2 on hold waiting for grant deed information
 - Info supplied, beginning lien process
 - 1 improved land, 1 lot
 - 2 additional accounts not June 2024 voting list have no APN result
 - Investigation in progress
 - RESA to request Santa Clara County Assessment Roll from the Office of the Assessor for Redwood Estates Block 1, Maps 1, 2, 3, 4
- **Banking Situation**
 - Completed application with Axos Bank
 - Treasurer and Office Manager setup and training to be finalized week of 8/19
- **Office & Operations Manager's Report**
 - **Firewise Activities**
 - Brush Chipping Dates: September 7th & September 28th at the Pavilion
 - 7:30 a.m. to 3:00 p.m.
 - Santa Clara County Wildfire Awareness Community Meeting held at the Pavilion on July 30th, 2024 was a huge success
 - Concern over occupancy - discussed Fire vs County Use permit
 - Sign indicating count for both limits to be added
 - Parking situation discussed - ideally event organizer will assist with parking/organization
 - Moody Gulch Forest Health Grant Project commenced August 19th, 2024
 - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/JE4AGC3RdzmpgouJA>
 - **Roads / Projects**
 - No updates to road repair permit status
 - Jeff Bates to contact county office week of 8/19

- o **Pool**
 - Members Pool Party lightly attended
 - Pool Hours - Effective August 19th, 2024
 - Tuesday & Thursday: 12 p.m. - 7:00 p.m.
 - Saturday & Sunday: 12 p.m. - 6:00 p.m.
 - Holidays: 12 p.m. - 4:00 p.m.
 - All dates subject to Staff availability
 - New signs installed

- o **San Jose Water / West Valley Construction Water Main Repair**
 - Chip sealing of Phase 1 (lower) section complete
 - Gloria Ct., McLuckie, and portions of Zella Ct. added to project scope for Phase 2 (upper) section
 - Please sign up with RESA for daily project updates on Constant Contact at: resaservice@comcast.net

- **New Business and Public Comment**
 - o **Public Comment:**
 - No Public Comment
 - o **New Business:**
 - Reassign Policies & Procedures from RESA P&P Index
 - RESA's current P&Ps assigned/reassigned to current board members and employees
 - Actions for each assigned P&P: review, revise, create (if missing)

- **Old Business**
 - o No Business Presented

- **Adjournment**
 - o Motion to adjourn by Pete Heller, seconded by Jennifer Throssell
 - o Meeting Adjourned at 9:11 p.m.

- **Executive Board Meeting**
 - o Executive Session called to order at 9:11 p.m.
 - The following topics were presented and discussed:
 - Pool Job Duty Form Liability Discussion
 - Discuss 2025 Pool Wages and Open Positions
 - Executive Session adjourned at 9:42 p.m.

Respectfully submitted by Secretary Brian Krupp