

**Redwood Estates Services Association
Monthly Board Meeting
July 17, 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, Secretary Brian Krupp, Director Joseph Bruna
 - Also in attendance: Operations Manager Jeff Bates
 - On Zoom: Office Manager Cheryl Hargrove
 - Not in attendance: Director Matt Nelson

- **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:
 - June 19, 2024 Minutes:
 - Remove comment under Lien Situation, simplify Delinquency Report wording
 - Adjust Quigley LLA wording
 - Motion to approve June 19, 2024 minutes was made by Pete Heller, seconded by Jennifer Throssell.
 - Motion approved

- **President's Report - Jennifer Throssell**
 - **Small Business Administration (SBA) Loan**
 - No response - 1.5 months since change in collateral document submitted
 - No action visible to RESA President in terms of SBA package for closing
 - Jennifer Throssell requesting Cheryl Hargrove's assistance to contact congressperson
 - Cheryl to write memo and template for distribution to members
 - Waiting 1 week for response on who to send letter to
 - Jeff Bates sent letter to FEMA around other reimbursable costs

 - **Liens**
 - Executive Session vote in June 2024
 - Moving forward with all approved liens
 - Some accounts still missing documentation
 - Grant Title Deed and Legal Description
 - A portion of the sent notification letters returned as not current owner
 - Continuing to investigate these for new owner
 - Some letters are notarized and will be sent out shortly

 - **Events**
 - Notifications sent out info for near term events
 - Need volunteers to mobilize in order to schedule events on calendar this year
 - Cheryl to send another email requesting volunteers to begin activities
 - Food truck festival will require the most work
 - Must stay within our county permit for activities
 - It will not be too difficult to get food trucks out to event/location
 - Coordinating entertainment may be more challenging

- **Treasurer's Report - Pete Heller**
 - **Monthly Financial Report**
 - Income 75% of YTD Budget
 - Assessments 99%
 - Expenses at 37% of Plan (YTD Budget)
 - Behind on Road Repairs (\$350k)
 - Wildfire protection
 - **Delinquency Report**
 - 31-60 day delinquent account quantity has gone down significantly
 - Pool usage was mentioned as incentive (5 accounts)
 - Continuing to reach out and attempt to set up payment plan or make payment on 90+ day delinquent accounts
 - Assessments Recouped: June - \$7.6k; \$30k YTD
 - **Lien Situation**
 - 33 individual notification letters will be sent in July
 - Approved vote during June 2024 Executive Session
 - 8 members and 5 lots ready to be issued liens
 - Director Matt Nelson helped acquire an additional 17 member addresses
 - Starting 12-month lien process in July for these additional accounts
 - **Banking Situation**
 - Almost complete with Axos Bank application
 - Issue with physical address (not PO Box)
 - Cheryl to email bank contact to clarify what is needed
 - Keep BofA checking as Operations Account
 - Excess funds will be moved into savings account
 - Can transfer for big expenses
 - **Credit Card Fees**
 - RESA pays ~\$5 per transaction
 - ~50 members pay with CC
 - RESA to discuss options and logistics
 - Notice will be given when decision is made, not going to implement any changes mid-year
- **Office & Operations Manager's Report**
 - **Firewise Activities**
 - Currently no planned activities
 - Operations Manager will attempt to get Firewise Council to fund future chipping program
 - Recommend Sept/Oct
 - Firewise application due November 1st
 - **Road Repairs / Projects**
 - Working through three separate projects, waiting for permits
 - New drainage pipe complete - Laurel / Oak / Redwood
 - Shrubbery near Pavilion trimmed for visual safety
 - Speed bump line painting in progress
 - **San Jose Water / West Valley Construction Water Main Repair**
 - Scheduled to be done by end of September
 - Please sign up with RESA for daily project updates on Constant Contact at: resaservice@comcast.net

- **Pool**
 - Pool Staff:
 - Pool Attendant needed for 2025 Season
 - Preference is RESA or other local resident
 - Will explore external communities, Mountain News Network post
 - RESA will reimburse for certification
 - Keeping current pool staff through September 2024
 - Pool signs:
 - OK for inside and outside signs to be the same
 - Order of safety rules discussed and agreed upon
 - Would prefer visual / icons as well
 - Placement: fence near pool entry and pool building
- **Office Equipment**
 - Current provider proposing new copy machine lease
 - RESA to consider lease and investigate alternative options
- **New Business and Public Comment**
 - **Public Comment:**
 - No Public Comment
 - **New Business:**
 - No Business Presented
- **Old Business**
 - No Business Presented
- **Adjournment**
 - Motion to adjourn by Pete Heller, seconded by Jennifer Throssell
 - Meeting Adjourned at 8:27 p.m.
- **Executive Board Meeting**
 - Executive Session called to order at 8:27 p.m.
 - The following topics were presented and discussed:
 - Additional liens and other info
 - Pool Liability
 - Employee Reviews
 - Executive Session adjourned at 10:48 p.m.

Respectfully submitted by Secretary Brian Krupp