

Redwood Estates Services Association
Monthly Board Meeting
Sep 18, 2024

Meeting called to order at 7:08 p.m. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**
 - Quorum was met with the attendance of: President Jennifer Throssell, Secretary Brian Krupp, Director Joseph (Joe) Bruna
 - Also in attendance: Operations Manager Jeff Bates
 - On Zoom: Office Manager Cheryl Hargrove, Treasurer Pete Heller (later arrived in person)
 - Not in attendance: Director Matt Nelson

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

- **Approval of Minutes**
 - Motion to approve August 19, 2024 minutes was made by Pete Heller, seconded by Jennifer Throssell.
 - Minutes approved with additions – Adjustment to Lien Section, add Assessment Roll request and supporting information

- **President's Report – Jennifer Throssell**
 - **Movie Night – October 5th**
 - Three volunteers helping with this event
 - Kung Fu Panda 4 selected movie
 - Opening at 6:00 p.m. – the show starts at 6:30 p.m.
 - RSVPs at 30 people
 - Budgeting/expecting ~40 people
 - Drinks, popcorn, candy; if less than 50 people will add pizza

 - **SBA Loan – Update**
 - No response from SBA directly
 - Request from SBA to pull RESA IRS Records
 - SBA Representative can't find tax filing
 - RESA President will continue to work on this issue
 - Response from Anna Eshoo office
 - Actions:
 - FEMA – Cataloged all FEMA storm expenditures, reviewed, and turned over to SBA
 - SBA – Jennifer Throssell to add detail on who has been contacted – first the assigned representative, then email from closing officer, then request to pull IRS records

- Correspondence indicating delays due to switching systems
 - CalOES – Jeff Bates to gather emails and Jennifer Throssell to extract information and forward
 - Jeff Bates sent email to all three – general introduction, asking who is holding up reimbursements and SBA loan
 - Suggestions:
 - Send a letter to Joe Simitian's office
 - Postponed until RESA faces a county government impediment for permitting issues
- **Treasurer's Report – Pete Heller**
 - **Monthly Financial Report**
 - Income 67% of YTD Budget
 - Assessments 103%
 - SBA Loan still not funded
 - Expenses at 43% of Plan (YTD Budget)
 - Road repairs not yet begun
 - \$30k now spent on wildfire protection
 - **Delinquency Report**
 - 31-60 day delinquencies – 6 accounts
 - 91+ day – 9 accounts
 - Reduced by 13 due to liens being placed
 - 5 payment plans now in place
 - **Lien Situation**
 - 33 accounts voted on in June Exec Session
 - 2 not acted on – property transfers
 - 1 on hold – RESA does not have Grant Deed information
 - 30 proceeded to put liens in place, filed with county
 - 1 member and 16 lots in process with the county
 - 13 sent certified letters sent by RESA
 - Once all 30 letters are sent to members, Pete Heller will send letter to community following up with what has transpired
 - Takes around 4-6 weeks to get letters back from county
 - Estimated ~1 month from completing open items
 - Total amount owed - \$204,289
 - Recent record keeping and staying on top of members has been important for tracking these accounts
 - Office manager updating all records and files with correct information
 - Took hit to expenses, removed debt off some accounts, no way to access owners
 - Possibly too soon, previous RESA discussion was to check Tax Roll for more up-to-date information
 - Will reevaluate and align records once received, restore if possible

- **Banking Status**
 - Direct connection between BofA and Axos
 - Initiated transfer(s) from BofA to Axos
 - 3 of 6 transfers initiated
- **Office & Operations Manager's Report**
 - **Firewise Activities**
 - Brush Chipping: September 7th program yielded 41 Truckloads
 - Brush Chipping Date: September 28th at the Pavilion
 - 7:30 a.m. to 3:00 p.m.
 - Volunteers needed
 - Moody Gulch Forest Health Grant Project work continues
 - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
 - **Roads / Projects**
 - Jeff Bates working with the current Engineering Firm to assist in permit acquisition for Alma Ct. repair permits
 - Exploring alternative Engineering Firm for county required drawing package modifications
 - **Drainage**
 - Santa Ana culvert replacement will be completed soon (expected 9/30/2024)
 - Walker email – brush cut back, Jeff Bates provided cover drawing, waiting for quote from Cory & Sons
 - Drainage – spreadsheet for culvert tracking – identify if any more repairs needed – Jeff Bates to provide RESA board updates via email
 - Inspection schedule currently based on weather conditions
 - Road edge scraping quote requested from Corey & Sons – preventative
 - Board supportive of hiring additional physical labor assistance
 - **Playground**
 - Teeter Totter broken spring – Lower Playground
 - Jeff Bates to investigate
 - Spring 2025 will need to add new chips to Lower Playground surface
 - **Pool**
 - Closed for the season
 - RESA is currently seeking Pool Staff for the 2025 Pool Season
 - Contact RESA if interested
 - **PG&E Tree Trimming**
 - Debris left by PG&E, Jeff Bates reached out to a responsible individual, expected response by Friday 9/20/2024 with a plan for clean up

- **San Jose Water / West Valley Construction Water Main Repair**
 - Summit Road to Santa Ana @ Naomie Ct. is underway in Phase 2 (upper)
 - 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

 - **New Business:**
 - **Event Signage**
 - Pete Heller proposed buying new sandwich boards, with solid backing inserts – 24x36 signs (standard), covered with plastic sheets in rainy season
 - Board agrees – Pete Heller will send Cheryl Hargrove a link to the correct items

 - **Playground In-Ground Border Issues**
 - Jennifer Throssell requests removal of the border
 - Board agrees

 - **Bylaw discussion**
 - Pete Heller presented adjustments to the language
 - Board discussed and made additional changes
 - Board to finalize wording and vote next month

- **Old Business**
 - **Policies & Procedures (P&P) Follow up**
 - Deferred to next months Board Meeting

- **Adjournment**
 - Motion to adjourn by Jennifer Throssell, seconded by Pete Heller.
 - Meeting Adjourned at 10:12 p.m.

- **Executive Board Meeting**
 - Executive Session called to order at 10:16 p.m.
 - The following topics were presented and discussed:
 - RESA internal employee communication enhancement
 - Alma Court Engineering Vendor Contract
 - Executive Session adjourned at 10:45 p.m.

Respectfully submitted by Secretary Brian Krupp