

**Redwood Estates Services Association**  
**Monthly Board Meeting**  
**October 16, 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, Treasurer Pete Heller, Secretary Brian Krupp, Director Joseph (Joe) Bruna, Director Matt Nelson
  - Also in attendance: Operations Manager Jeff Bates
  - On Zoom: Office Manager Cheryl Hargrove, Renter/Non-Resident Debra Thornley
  
- **Approval of Agenda**
  - Motion to approve the agenda was made by Pete Heller, seconded by Joe Bruna.
    - Agenda approved
  
- **Approval of Minutes**
  - Motion to approve September 18, 2024 minutes was made by Jennifer Throssell, seconded by Pete Heller.
    - Minutes approved with additions – Adjustment to Joe Simitian letter action, playground border issue
  
- **President's Report – Jennifer Throssell**
  - **SBA Loan**
    - No Movement, RESA President still must take action on suggestions from previous meeting / contact with Anna Eshoo office
    - Some requests for information already sent
  
  - **Movie Night**
    - 35 Individuals Attended – Positive Feedback
      - Members inquired when next Movie Night will be
      - Suggested hosting more often, something for older audience, festive/seasonal themed
      - October 5<sup>th</sup> event was above budget with leftover treats
      - Competed with some other outside community events, scheduling always difficult
      - Future discussions to be held within the RESA Board
  
  - **Trunk or Treat**
    - Cheryl Hargrove sent email, only a few volunteers have confirmed
    - Dog Costume Contest and Child Costume Parade
    - Movie Night leftovers will be handed out at a RESA booth
  
- **Treasurer's Report – Pete Heller**
  - **Monthly Financial Report**

- Income 63% of YTD Budget
    - Assessments 106%
    - SBA Loan still not funded - \$466k
    - Lot lease income now at \$40k, \$16k over budget
      - Once lease is up, Jeff Bates will gather proposals for other interested parties
    - Modified charting to see trend
      - Consistent gap between Income and Budget
  - Expenses at 43% of Plan (YTD Budget)
    - \$15k / \$541k for road repairs
    - \$30k / \$60k for wildfire prevention
      - Board discussed ways to address additional actions for wildfire prevention
- **Delinquency Report**
    - 31-60 day delinquencies – 4 accounts
    - 91+ day – 12 accounts
    - Wrote off \$54k in debt – bad debt from unreachable lot owners
      - Will reinstate debt if Tax Roll provides RESA access to necessary information
        - Jeff Bates emailed Assessors office to no avail
        - Cheryl Hargrove can contact Assessor's office
          - Will go into office in-person if needed
  - **Lien Situation**
    - Last months meeting multiple properties were discussed
      - 1 not acted on due to property transfer
      - 1 property transfer aborted
        - Pursuing lien processing again
      - 1 still waiting on Grant Deed
        - Matt Nelson will reach out to title office
      - Eight certified mail lien notices sent to members
        - Few responses
        - Pete Heller to send letter to community in ~1 month
  - **Banking Status**
    - Axos Bank now fully operational and funded as RESA's reserve account
      - Accruing interest daily, paid monthly
  - **Office & Operations Manager's Report**
    - **Firewise Activities**
      - 2024-2025 Firewise Renewal Application process is underway
      - September 28, 2024 – 48 pickups & 25 trailer loads of brush
      - Moody Gulch Forest Health Grant Project scheduled to be completed by November 1, 2024

- Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
- o **Roads / Projects**
  - Alma Court – working with Engineering Firms and Contractor to obtain the required permit
    - County Fire Marshall approval 10/15
    - 9 other open issues
    - Jeff Bates to call Robert Stuart (Civil Engineer) on 10/17 and touch base on new Civil Engineering Drafting Firm, if no response new firm options will be explored and identified
  - Zella Court – Asphalt repair (overlay) – to be scheduled
  - Road Repairs will need to be added to 2025 budget
- o **Drainage**
  - Casey Creek @ Santa Ana Road culvert replacement and erosion repair
    - Tentatively scheduled to be completed by September 30
  - Fabricating drain inlet covers for debris flow issues and safety concerns
    - 3-5 in-progress
  - Jeff Bates meeting with Scott Green Associates to obtain quotes for culvert maintenance
    - Joe Bruna would like Jeff Bates to clarify if Scott Green is licensed contractor
- o **Playgrounds**
  - Friendship Park: Bender board border removed, replaced eroded walkway, seesaw/teeter-toter repair waiting for parts (ordered)
  - Good Neighbor Park: Damaged bench seat rails replaced
  - If any playground needs safety maintenance, it is desired to do so in this fiscal year (2024 budget)
  - RESA will need to budget maintenance for both playgrounds in 2025
- o **Pavilion**
  - Lot line adjustment was scheduled to be completed October 10, however this was not completed as of October 16
- o **Pool**
  - Closed for the season
  - RESA is currently seeking Pool Staff for the 2025 Pool Season, contact RESA if interested
    - Job description to be finalized, sent to board for distribution to various outlets

o **San Jose Water / West Valley Construction Water Main Repair**

- Phase 2 (upper) section – Summit Road to Santa Ana @ Naomie Court is scheduled to be complete by November 25, 2024
- Cheryl Hargrove to resurface the message to encourage residents to contact San Jose Water Company for road resurfacing, include along with weekly road updates
  - Specify “Phase 2 Upper Redwood Estates”
- Please sign up with RESA for daily project updates on Constant Contact at: [resaservice@comcast.net](mailto:resaservice@comcast.net)

● **New Business and Public Comment**

o **Public Comment:**

▪ **Renter/Non-Resident Debra Thornley**

- Requesting the RESA Sponsor the Wreath Making event
  - o Volunteers – gather material, purchase frames/wire
  - o Participants get their own table (uses all RESA tables)
  - o A few sessions at various times over two days
  - o Interested in December 7<sup>th</sup> and 8<sup>th</sup> – currently vacant dates
- Sponsor request:
  - o Not charging to rent the Pavilion if only residents attend
- Jeff Bates – function of the former community club, easier to sponsor these types of events
- Debra Thornley – spoke with Cheryl Hargrove in 2023, hoped to find out what to do for 2024
- Jennifer Throssell – RESA tried having a committee of the board (as structured in the bylaws) to hold events with planning and oversight
  - o Difficult to maintain, board member turnover
  - o This year, survey was held with community to get input
- Board to consider 2 days rental for price of 1 day
- RESA cannot waive fee
- Debra Thornley - Desire to add to 2025 Survey
- Contact RESA Office Manager if 2024 rental is desired
- RESA to add Wreath Making to 2025 Events Survey

o **New Business:**

▪ **Member Assessments – Credit Card Fees**

- Formally propose charging a fee for credit card assessment payments
  - o Avoid fees by setting up ACH
  - o Cheryl Hargrove to check for exact number of members paying with Credit Card and confirm if we can pass fees onto members using QuickBooks setting
    - ~100 members – combination of monthly and annually
    - If members desire to avoid fee and switch payment type, please notify RESA office
  - o Treasurer will finalize communication before distribution

- Pete Heller motions to turn on charging for credit card transaction fee (currently 3.3%+\$0.30), communicated by the end of October, to take effect January 1, 2025. Motion seconded by Jennifer Throssell. Motion passes.
- **Old Business**
  - **Conclude Bylaw Change and Implementation – Discussed in September Board Meeting**
    - Joe Bruna interprets that if RESA board changes the Bylaws, Articles of Incorporation must change as well
      - Matching language is found in both documents
    - Part of what RESA Board proposed to eliminate was around right of ways benefiting corporation members
      - What other essential easements are there
      - Too much detail leaves it open to interpretation, so does removing language
    - Pete Heller to reach out to Attorney to get feedback on the specific proposed language
      - Nothing should limit the Board from making this change in the corporate code
      - Confirm if anything was missed
      - What consideration do we need to make for essential easements?
    - Is the RESA Board OK with making a distinction between setting bounds in the Articles and calling out the established roads in the Bylaws?
      - Will discuss further in a following Board Meeting
- **Adjournment**
  - Motion to adjourn by Jennifer Throssell, seconded by Pete Heller.
  - Meeting Adjourned at 9:49 p.m.
- **Executive Board Meeting**
  - Executive Session called to order at 10:00 p.m.
    - The following topics were presented and discussed:
      - RESA Internal Employee Communications Enhancement
      - Alma Court Engineering Vendor Contract
      - Road Repair Management Review/Proposal.
    - Executive Session adjourned at 10:25 p.m.

Respectfully submitted by Secretary Brian Krupp