

Redwood Estates Services Association
Monthly Board Meeting
November 20, 2024

Meeting called to order at 7:04 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, Janell Wilcox
 - 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 October 16, 2024 minutes was made by Pete Heller, seconded by Jennifer Throssell.
 - Minutes approved

- **President's Report – Jennifer Throssell**
 - **SBA Loan**
 - Still not moving along, RESA President finally received phone call to set up meeting
 - Daily emails requesting meeting
 - No response in ten attempts
 - Office Manager on meeting communications
 - Anna Eshoo email suggested actions will be taken and escalated
 - Cheryl Hargrove will send reply with all information requested
 - Loan office indicates RESA loan is challenging
 - RESA trying to push and act on any open items needed
 - Request to submit form for taxes
 - Already done, asked for a different one
 - Filling out and submitting not working well
 - Contact not helpful when asking what to do, no response
 - Submitting everything as required, but no acceptance yet
 - **Trunk or Treat**
 - Large turnout
 - **Food Truck & Music Festival**
 - Moved into 2025 Calendar Year due to logistical reasons (weather, planning)
 - May 4th targeted date
 - Volunteer representative requested to attend January 2025 RESA Board meeting to update on the status of this event

- RESA learned from Movie Night on how to create and manage budget
 - Food Truck event is larger, so RESA President wants to make sure items are in place for event
 - **Event Survey**
 - Finalize and planning to send out in January
 - Request/call for suggestions on events in December newsletter/mailler/update
 - Add items to official survey if interest is shown
 - **Previous Agenda Item to Update Policies & Procedures**
 - Adding to Agenda for December 2024 meeting
- **Treasurer's Report – Pete Heller**
 - **Monthly Financial Report**
 - Income 67% of YTD Budget
 - Assessments 109%
 - SBA Loan not funded - \$466k
 - Lot lease income - \$50k YTD
 - Delinquencies recouped - \$54.6k YTD
 - Expenses at 51% of Plan (YTD Budget)
 - Road repairs - \$63k of \$541k budgeted
 - Wildfire protection - \$35k of \$60k budgeted
 - Culvert repairs - \$52k
 - Above \$7.5k budget
 - Will reevaluate 2025 budget to incorporate ongoing culvert repair projects
 - **Delinquency Report**
 - 31-60 day delinquencies – 0 accounts
 - 91+ day – 12 accounts
 - Assessments Recouped: \$2k received from 3 members, suspensions lifted
 - 5 payment plans in place, with 3 on track
 - **Lien Status**
 - 1 Lien to be lifted after receiving payoff amount
 - 2 other members would like their liens removed
 - Will lift lien when money is collected
 - 2 property transfers
 - Will recoup money when transfer is complete
 - 2 new liens being submitted to county week of 11/18
 - **Banking**
 - Reserve account fully funded
 - Interest was earned in October
 - Maintained Operating Account without any transfers needed
 - **Budget**
 - Will begin 2025 budget planning in December 2024
 - **Credit Card Fees**
 - Continuing to collect information and discussing with RESA Attorney to avoid incurring any fines

- RESA Board does not anticipate any issue based on California Civil Code and State of California Department of Justice documentation
- **Office & Operations Manager's Report**
 - **Firewise Activities**
 - 2024-2025 Firewise Renewal Application process underway
 - Application submitted
 - New signs ordered to replace old signs once approved
 - Firewise Insurance Benefit
 - Map of community goes into database, plan providers are supposed to use this database, one members street address could not be confirmed, possibly missing street address spreadsheet that was previously used, will continue to check and ensure members can be confirmed
 - Moody Gulch Forest Health Grant Project has been completed
 - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
 - **Roads**
 - Zella Ct.: Asphalt repair overlay is complete
 - Alma Ct.: Working with Engineering Firms and Contractor to obtain the required repair permit
 - Calculations need to be completed by a new firm on retaining wall structural aspects
 - Civil Engineer will take information and complete topographical details, erosion control plan, and other plan layouts
 - Then submit drawing package to County
 - The Board agrees to move forward with the Operations Manager's proposed actions regarding Sung Engineering, Inc., Robert W. Steuer and Maxicon, Inc.
 - Board requests weekly email update on all aspects of the project and from each firm
 - **Drainage**
 - Casey Creek @ Santa Ana Road culvert replacement and erosion repair completed
 - Fabricating drain inlet covers for debris flow issues and safety concerns
 - All drain inlets have been cleaned out
 - Manage future cleanouts by regular site visits
 - **Playgrounds**
 - Friendship Park: Seesaw/Teeter-toter repair part shipped November 19, 2024, Fiber-Fill wood chips have been topped off
 - Good Neighbor Park: Fiber-Fill wood chips have been topped off
 - **Pool**
 - Closed for the season
 - Operations Manager writing job description for all pool staff positions
 - Planning on extending job search to neighboring communities and an ad in the Mountain News Network

- o **SJWC**
 - Phase 2 (Upper Section) – Summit Road to Santa Ana @ Naomie Ct. completion date has been rescheduled to mid-December
 - Chip seal for “Phase 2 Upper Redwood Estates” still under consideration
 - Phase 3 in planning stages, RESA requested a delay on start of project
 - Lee Dr. past Rose Ct.
 - Please sign up with RESA for daily project updates on Constant Contact at: resaservice@comcast.net

- **New Business and Public Comment**
 - o **Public Comment:**
 - **Resident – Janell Wilcox**
 - Inquiring about Bylaw changes discussed in September and October 2024 RESA Board Meeting
 - o Clarified to resident that scope of changes is to address roads that do not exist
 - Perspective buyers have asked about RESA putting in roads
 - o Not feasible for RESA to do so
 - o Changes make it clear that we only maintain existing roads
 - o No Bylaw changes have been finalized to date
 - Bubble Mirror on attached to members fence near hairpin turn
 - o Large mirror broke and fell off
 - o Not a Redwood Estates Services Association sign/items or property
 - o New mirror cost ~\$70 would need to be cleared by resident, possibly funded by a member
 - o **New Business:**
 - No Business Presented

- **Old Business**
 - o **Lot Line Adjustment**
 - Moving along, close to finalization, RESA will need to locate historical documentation around the agreement

- **Adjournment**
 - o Motion to adjourn by Jennifer Throssell, seconded by Pete Heller.
 - o Meeting Adjourned at 8:38 p.m.

- **Executive Board Meeting**
 - o No Executive Session held

Respectfully submitted by Secretary Brian Krupp