

Redwood Estates Services Association
Monthly Board Meeting
January 15, 2025

Meeting called to order at 7:01 p.m. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**
 - Quorum was met with the attendance of: Treasurer and Acting President Pete Heller, Secretary Brian Krupp, Director Matt Nelson, Director Joseph (Joe) Bruna
 - Also in attendance: Operations Manager Jeff Bates, Sue Hunter, Karen Schembs, J.J. Martin
 - On Zoom: Office Manager Cheryl Hargrove
 - Not in attendance: President Jennifer Throssell

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

- **Approval of Minutes**
 - Motion to approve December 18, 2024 minutes was made by Pete Heller, seconded by Joe Bruna.
 - Minutes approved with an adjustment to Executive Session Topics

- **President's Report – Pete Heller on behalf of Jennifer Throssell**
 - **SBA Loan & Road Repairs**
 - RESA has hired a consultant to manage the road repair projects
 - On board for approximately 1 month – gathering documents in preparation to resubmit package to county to move ahead with Alma Court repair
 - Queueing up resources to prepare Santa Ana Road and Lindbergh Drive permit packages
 - Assisting with the SBA Loan communication
 - RESA has been dealing with the SBA for well over 1.5 years, commitment has always been active but issues with collateral and confusion within the SBA organization have caused delays
 - **Santa Ana Road Incident**
 - Anticipating legal action against the corporation
 - Unfortunate reality, no details to report
 - **Events Survey**
 - Event input requests will be distributed this month
 - Paper mailers will go out with Bills/Statements
 - The survey will go out the following month
 - Would like to give members time to respond – 1 billing period

- **Treasurer's Report – Pete Heller**
 - **Monthly Financial Report**

- Income 65% of YTD Budget
 - Assessments 110%
 - SBA loan still not funded with \$621k budgeted
 - Lot lease income \$73k – 232% of budget
 - \$73.8k recouped from delinquent members – 12% of total assessment income!
- Expenses at 52% of Plan (YTD Budget)
 - Road Repairs \$73k of \$721k budgeted
 - Wildfire protection \$35k of \$60k budgeted
 - Culvert repairs \$54k of \$10k budgeted
 - Debt written off \$83k of \$0 budgeted
 - o No ability to collect, no communication with property owners, or lots were merged
- o **Delinquency Report**
 - 31-60 day delinquencies – 0 accounts
 - Number of days in the previous billing cycle contributed to November delinquencies, corrected with December billing cycle
 - 91+ day – 22 accounts
 - 4 of 5 payment plans on track
- o **Lien Status**
 - 3 liens paid off for \$35k
 - 2 member property transfers underway for \$6.6k
- o **Banking Status**
 - Operating account cash balance @ \$125k due to lien collections
 - \$50k will be shifted to interest bearing reserve account this week
- **Office & Operations Manager's Report – Jeff Bates**
 - o **Firewise Activities**
 - 2025 Brush Chipping Programs are scheduled for April 19, and May 17, 2025, at the Redwood Estates Pavilion, sponsored by the Santa Clara County FireSafe Council.
 - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
 - o **Roads**
 - Alma Ct. – Design Evolution is assisting with obtaining the required repair permit
 - Santa Clara County may have a grading moratorium until April 1st, 2025
 - Researching Civil Engineers to work on the Santa Ana Rd. and Lindbergh Dr. slide repairs
 - Santa Ana Rd. missing Detailed Cover Letter
 - Lindbergh Dr. unreadable plan document
 - o Civil Engineer normally provides this information, no CE was involved in the original work done
 - o No additional insight into these comments
 - o **Drainage**
 - Continuing to fabricate drainage inlet covers for debris flow and safety concerns

- RESA Board requested formal quote or invoice be provided from Corey and Sons
 - 2 remaining covers in progress – no full-time work
 - RESA Board desires estimate on completion of current work
- **Pavilion**
 - LLA: Cheryl Hargrove needs to contact the Assessor's office to clarify fee and process, then add the amount to Residents LLA Contract with RESA
 - RESA can write up Bill of Sale – would be good to have for RESA records
 - Fee – amount to submit LLA
 - Submit document that Jeff Bates has to get the LLA recorded with the County
- **Playgrounds**
 - Friendship Park: Scheduled seesaw/teeter-totter repair for week of January 20, 2025
- **Pool**
 - Still have not finalized an advertisement for Pool Staff
 - Will prepare Job Description for distribution in the Mountain News Network
 - Needs to be submitted to MNN by February 10, 2025
 - Draft for Job Description commitment date of January 21, 2025
- **SJWC**
 - Please sign up with RESA for daily project updates on Constant Contact at:
 - resaservice@comcast.net
 - West Valley Construction Update
 - Phase 2 (Upper Section) – Summit Road to Santa Ana Rd. @ Naomie Ct.
 - Grinding, repaving trenches, and chip sealing will resume as weather permits
 - WVC convinced SJWC to commit and include chip sealing in scope of work
 - Continuing to lease upper lot
- **New Business and Public Comment**
 - **Public Comment:**
 - **J.J. Martin**
 - Zoom meeting issues – microphone is insufficient for online participants, can hear speaker nearest the microphone, but everyone else is muffled/not understandable
 - Suggestion: investigate new microphone system that may solve the problems faced
 - RESA Board will research new device(s)
 - **New Business:**
 - **Pavilion Rental Cancellation Policy**
 - Currently there is no public rental cancellation policy
 - Cheryl Hargrove suggested a 50% cancellation fee if notice is sent within 2 weeks prior to the scheduled event

- Member inquiries do come through regularly, but 2 weeks is not sufficient for public rentals
 - Cheryl Hargrove proposed a cancellation cutoff of 1 month for public and 2 weeks for member events
 - One non-member cancellation has happened, nothing prior
 - Pete Heller motions for a 50% fee to be charged if a rental is cancelled within 1 month for non-members and within 2 weeks for members. Motion seconded by Brian Krupp. Motion passes.
 - **Review proposal regarding survey feedback for Employees & publishing Job Descriptions for the Office Manager and Operation Manager positions**
 - Request to post responsibilities on RESA website and collecting annual feedback from community for the two positions
 - Matt Nelson – Reasonable proposal, provides a way to talk about performance of employees, get community feedback
 - Sue Hunter: Is the feedback anonymous?
 - RESA response: Depending on the mode of communication, anonymity may be possible
 - J.J. Martin: Would like to know what is expected of RESA Employees and who to contact under certain circumstances.
 - RESA Board mentioned that members can always submit feedback to the Board of Directors about the Board or Employees via website contact (linked email), in-person, and/or by mail/letter
 - Pete Heller indicated that RESA is already working on this
 - Will provide update in February 2025 BoD Meeting
- **Old Business**
 - **CHP Report on the Santa Ana Road Incident**
 - Jeff Bates – no CHP report in our possession
 - Victim and RESA representative not on scene when CHP arrived
 - Joe Bruna may have CHP incident report number
 - Will resend via email
 - RESA will coordinate the acquisition of report
- **Adjournment**
 - Motion to adjourn by Matt Nelson, seconded by Pete Heller.
 - Meeting Adjourned at 7:57 p.m.
- **Executive Board Meeting**
 - Executive Session called to order at 8:07 p.m.
 - The following topics were presented and discussed:
 - Community member letter distributed to Board
 - Employee Reviews
 - Executive Session adjourned at 9:05 p.m.

Respectfully submitted by Secretary Brian Krupp