

**Redwood Estates Services Association**  
**Monthly Board Meeting**  
**February 19, 2025**

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, Karen Schembs, Sue Hunter
- On Zoom: Office Manager Cheryl Hargrove, Agustin (Gus) Gonzalez

- **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 January 15, 2025 minutes was made by Pete Heller, seconded by Joe Bruna.
  - Minutes approved with adjustment to Quorum attendance

- **President's Report – Jennifer Throssell**

- **Annual Election**

- Coming up next month, all Members in Good Standing should have received a ballot, if you would like to hold it, Tuesday, February 25<sup>th</sup> at 7 p.m., Meet the Candidates available on Zoom, opportunity to meet all Four candidates and ask questions.
- Sunday, March 2<sup>nd</sup> – 2025 Annual Meeting

- **SBA Loan & Road Repairs**

- Consultant who was hired previously has worked with SBA in the past
  - Using prior contacts within SBA to move things forward for RESA account
    - Another current project the consultant is managing interfaces directly with the manager of individual assigned to the RESA loan
- Technical challenges still happening with the SBA system
- Received closing documents to review and sign during Executive Session
  - Asked for other documentation, assessment – increased to cover loan cost, when it was implemented
  - Next step is official BoD resolution and some other documents, if all accepted – last action for RESA will be complete
- SBA working through technical challenges to correct errors
  - Believe it is an IT issue
- Management oversight mentioned above may be beneficial to work around errors
- 1.5 years – August 2023 submitted initial application – RESA President is hopeful

- We have a road project underway (Alma Ct.) and will hit a point in a few months that we will require disbursement to avoid stalling the project
- Consultant Grace Gurreri Updates:
  - Report sent to RESA Board
  - Alma Court – Minor corrections/suggestions from County for the permit, needs survey, waiting on quote, tentatively scheduled for the first week of March, once complete, resubmit to county for comments or approval, all goes well – will be approved and moving forward towards the construction phase
  - Next regular meeting – April BoD Meeting – will have update on Alma Court project
  - Civil Engineer on board for Santa Ana and Lindbergh slides, preliminary review on-site with the contractors, downslope wall was proposed, new addition is upslope wall needed, working on design now, once design package is complete, will resubmit
- **Live Music and Food Truck Festival**
  - May 4th, 2025 – First annual event of its kind, one item in last years survey (2024), postponed, difficult to find a date and organized a large event, have a Band (RESA members family member), several food trucks – hot dogs, hamburgers, taco truck, Thai food, sandwich, shaved ice
  - Starts at 5 p.m. – 9 p.m.
    - Band starts ~6:30 p.m.
  - Event on May 3<sup>rd</sup> – Jeff Bates would like to convey urgency to clean up previous event, request to be fully vacated by next day (5/4)
- **2025 Events Survey**
  - Went out with paper mailers, electronically with most recent email
  - Did not add food truck event – already happening (2024 rescheduled event, see above)
  - RESA will review the results when they come in, rank them, and determine what RESA can support budget wise and what calendar allows – update in April meeting, unless RESA must make emergency decision on Easter event
- **Treasurer's Report – Pete Heller**
  - **Monthly Financial Report**
    - Income 140% of YTD Budget
      - Assessments: 140%
        - \$46k in annual payments
      - \$7.4k recouped from delinquent members
    - Expenses at 26% of Plan (YTD Budget)
      - Road Repairs \$10k of \$103k budgeted
      - Culvert Repairs \$0k of \$12.5k budgeted
  - **Delinquency Report**
    - 31-60 day delinquencies – 13 accounts
      - Billing cycle cutoff may be causing numbers to shift
      - Any repeat customers in this category?

- o Varies, some are new to category, some are people who pay once or twice a year, decline auto pay setup
  - 91+ day – 20 accounts
  - 91+ delinquency amount owed dramatically reduced (from >\$100k to \$34k)
- o **Liens 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 Santa Clara County FireSafe Council.
    - Fire prevention meeting through Santa Clara County Fire Department to be held in May, must RSVP.
    - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
  - o **Roads**
    - Alma Court: Covered in President's Report
    - Santa Ana Road and Lindbergh Drive: Covered in President's Report
      - When quotes for the original FEMA submission were submitted, downslope wall was included, upslope wall was not – Grace Gurreri will need to request that MaxiCon, Inc. requote once package is complete
      - FEMA will adjust as project moves along – RESA to resubmit documentation as quotes are received
      - FEMA – Update reimbursement amount based on new expenses, higher likelihood of acceptance and amount correction if adjustments are submitted sooner
        - o RESA will continue to do so when revised quotes are received
      - Alternative was to wait for the final, most accurate amount but less likely to be accepted and approved by FEMA
  - o **Drainage**
    - All 2024 drainage inlet covers have been completed
      - 5 covers fabricated
    - Additional "As Needed Staff" has been hired to assist in drainage maintenance
      - Jeff Bates to build a contract description for beginning of Winter season – started this week – formal procedure for culvert maintenance – estimated completion Friday 2/21 or Monday 2/24
      - Jennifer Throssell – Revisit the checklist and reference this in the procedure
      - Joe Bruna – Make sure once the process is completed RESA ends up with one document

- Quote for roadside edge cleanup to reduce erosion requested
  - Brush trimming after road edge cleanup and community cleanup planned
- o **Pavilion**
  - Lot Line Adjustment: Awaiting contracts, title recordings, and escrow account
    - RESA has a document that needs to be notarized
      - o Contract needs to be signed
        - Resident was not aware – sent and will be signed – Cheryl Hargrove to verify if the LLA agreement needs to be notarized – Jennifer Throssell indicated yes – final page
        - ETA – week of February 24
      - o Grant Title – RESA actions complete
        - Resident will be done soon – next few weeks
      - o PCOR – resident filled out
        - Sharon Pratt returned a new copy – will be signed and returned with the contract
      - o The resident is responsive, and the remaining items should be completed in the next few weeks
    - Working on a quote to aerate and reseed the grass in front of The Pavilion
      - Initial Quote - \$2-4k – too wet to do any work
      - Asked for official bid documentation
      - Hardscape – would this be something to investigate?
      - Ideally, RESA identifies a landscape design firm to get a quote for alternatives
      - Grass quote – short-term is the right way to go
      - Leach field limitation – septic system under the grass
- o **Playgrounds**
  - Friendship Park: Seesaw/teeter-totter spring repair will be scheduled once bid is signed
    - New studs will need to be repaired, welded on base
    - Park will need to be closed
    - Pete Heller signed quote during meeting – will schedule once provided to contractor
- o **Pool:**
  - RESA is currently seeking Pool staff for the 2025 Pool Season
    - Please contact the RESA office if interested
    - Met with a former resident – interested in manager position
      - o ~40 years of experience in Lifeguard and safety training
    - We have interested applicants
    - Ad in the Mountain Network News will be included in March 2025 Issue
    - Some returning lifeguards, would be optimal to have 12 staff members
    - RESA does have a certification reimbursement program
- o **San Jose Water Company**
  - Water Main Installation Updates: Contact the RESA Office to sign up for daily updates via Constant Contact

- West Valley Construction Updates: Phase 2 (Upper Section) Summit Road to Santa Ana Road @ Naomie Court
  - Grinding, repaving trenches, and chip sealing will resume as weather permits
- West Valley Construction Lease – Management has communicated WVC no longer needs the lot
  - Phase 3 approved by SJW – WVC contract hasn't been signed
    - o WVC is not sure if they will use the lot
  - Jeff Bates communicated that we need response around the lease and walkthrough once completed
  - Jennifer Throssell – need a notification clause in the lease contracts – Pete Heller agrees
- Renting the lot on Summit Road – what are the options – single renter, multiple rentals – MNN ad to rent space – RV parking – insurance issue, future discussions to determine options
- o **Misc.**
  - Please maintain your properties, road edges, and drainages free of grass and tree debris.
    - Take advantage of Green Teams' multiple yard waste bins
- **New Business and Public Comment**
  - o **Public Comment:**
    - **Sue Hunter:** Worried about new US Administration and its possible effect on Road Repair funding
      - How to continue road repairs without an SBA loan?
      - What if the money never comes through?
        - o Jennifer Throssell – Confirmation RESA loan is already committed
          - Anything following original commitment is new request, not at risk of losing original
          - Have not considered recourse
          - No official answer
            - RESA would have to raise funds – discussed this previously – brainstorm ways to generate income
            - 501(c)12 status – 80-85% of income must be generated by members – limits fundraising other ways
          - Options If we desperately need them
            - Sell the cell tower – monthly income subsidizes budget
          - The best strategy is to continue with what RESA is doing now
          - Pete Heller – Enough 'in the bank' to pay for Alma Court
  - o **New Business:**
    - **Donation for Lexington HSC**
      - Historically RESA has donated a voucher for Pavilion rental to fundraising efforts

- o Is this the right thing for us to do?
- o Jennifer Throssell – Lexington is the primary school for Redwood Estates community, within district, other schools are not (Loma, others)
- o Any funds raised by Lexington directly benefit resident children within Redwood Estates – can't say this about other schools
  - Fisher and Los Gatos High – all schools funnel into these – not as direct of a connection – these school don't have as many of the same kind of events (fundraisers)
- o Pete Heller – Discussion prior to meeting – limit voucher usage to certain timeframe to avoid interfering with peak season (weddings)
- o Jennifer Throssell – Previous renters or guests have come back and rented the Pavilion – having the traffic or advertising is helpful
- o If the school has an event, they book the Pavilion as a standard rental
- o Conditions of voucher: 1-year within the date of the event (fundraiser) – April, blackout dates included
- o Peak season: May through September
- o Currently – no overlapping event interest
- o Pete Heller – 1 year expiration, blackout period June-September (beginning of June, end of Sept.)
- o Proposal for blackout period: June 1<sup>st</sup> – August 31<sup>st</sup> – Jennifer Throssell agrees, Matt Nelson seconds
  - Ask Lexington HSC for feedback on effectiveness or interest with these new restrictions added
- **Ballot Tracking Reporting and Metrics**
  - o Past year some uncertainty about reported numbers
  - o All new forms and process changes are set up to align with Bylaws
  - o Easier to allow calculations to be automated
  - o Improved accuracy and efficiency
  - o P&P updated to match
- **Pavilion Rental Contracts**
  - Discussion around security deposit / rate standardization / collection / return, rental fee schedule, and structure of content within contract form (Rules, General Information)
    - o See copy of P&P for more details
  - Jennifer Throssell motions to approve all the changes discussed during the meeting, Pete Heller seconds.
 

Motion approved, Cheryl Hargrove to apply updates to all other rental contracts

- **Old Business**

- o **Employee Duties & Responsibilities**

- Employee job descriptions are being updated, many details have been finalized, will included on RESA website, and more updates to be presented in April

- Goal is to standardize review period for employees by calendar year – wrap up by annual meeting
- It would be ideal to still meet the goal this year of providing feedback before the Annual Meeting
- 2024 reviews based on existing JDs / Responsibilities
- 2025 and beyond will be conducted with new Duties & Responsibilities
- Earl (Patrick) O'Donnell – as-needed employee – Field Service & IT
- Check the payroll for other employees
- **RESA Pool\***
  - \*Not discussed during meeting, summary of previous email conversation
  - RESA Pool Status – Public Pool
    - Requires an AED
    - AED Training is an add-on to CPR training/certification
    - RESA will purchase an AED device and mount it within the Pool grounds
    - RESA will require all Lifeguards / Attendants to have CPR with AED Certification
  - Jennifer Throssell motioned for RESA to provide all pool staff on-site CPR with AED training.
    - Hires after the initial training will be required to obtain CPR with AED certification separately.
    - Joe Bruna seconded the motion.
      - Motion Approved
- **Adjournment**
  - Motion to adjourn by Jennifer Throssell, seconded by Pete Heller.
  - Meeting Adjourned at 9:19 p.m.
- **Executive Board Meeting**
  - Executive Session called to order at 9:19 p.m.
    - The following topics were presented and discussed:
      - Vote on new liens
      - Employee reviews
      - Review and sign Resolution of Board of Directors for SBA loan
      - Discuss updates to accident litigation
    - Executive Session adjourned at 10:27 p.m.

Respectfully submitted by Secretary Brian Krupp