

Redwood Estates Services Association
Monthly Board Meeting
May 21, 2025

Meeting called to order at 7:13 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 Judy Quigley, Director Matt Nelson
- Also in attendance: Operations Manager Jeff Bates
- 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 April 16, 2025 minutes was made by Pete Heller, seconded by Jennifer Throssell.
 - Minutes approved

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

- **Pool**

- Opening weekend: Memorial Day Weekend
- Guidelines for closing the pool on normal operating days – weather conditions, is the water temperature part of the reason to close?
 - New emergency action plan outlined in P&P – nothing concerning water temp

- **SBA**

- Not gotten a response
- Sent signed copy via Certified Mail, receipt it was delivered, no personal confirmation from the RESA loan officer
 - Email and voicemails left
 - From last month's BoD meeting, move forward with Special Assessment
 - The due date is the end of May 2025
 - No action to submit or do anything in the portal
 - Jennifer Throssell does not see anything where all members need to vote, just document the Special Meeting to discuss and BoD to vote
 - RESA already put an assessment in place, but not Special Assessment
 - BoD will check on how the assessment was communicated
 - If it was 'Special' get the document notarized
 - If not, RESA needs to specify what is being assessed to cover the loan and hold a Special Meeting
 - Pete Heller read the previous communication sent to the community

- RESA President will ask lawyer if the message is sufficient and move forward from there
- Ability to receive loan disbursement ends in July

o **Road Repairs**

- Last month discussed permit target for submittal, May 5th – was missed, still not submitted
- Civil Plans ready Friday May 16th
- New target submittal date – Final week of May
- The window for construction will move quickly and we may miss it this year
- RESA may need a way to encourage the work getting done

o **Events**

- Food Truck & Music Festival
 - Successful event with 138 attendees, thanks to all the volunteers who helped
 - Event budget (details discussed): \$1,278.27 of \$1,500 budgeted
 - Feedback – members looking forward to the next one, please vote on the next survey
- Swap Meet & Garage Sale
 - Still under discussion, planning ongoing
 - Space renting, sections for certain types of items
 - Funds, if collected, would go back into the future events, may help sponsor other events if funds are collected
 - May be able to investigate Goodwill Trailer for leftover items, fundraiser based on donations
 - Planning time around other events – Mid-September is one option; second weekend is available – September 6th & 7th or 13th & 14th
 - o Blocking off both and will open based on other events
 - Pool Party – Sunday July 13th

o **SCC Registrar of Voters**

- Special Election Pavilion rental request
 - ADA Compliance check conducted and passed
 - Did not offer 11-day option, Registrar's Office will engage RESA if a rental is desired

• **Treasurer's Report – Pete Heller**

o **Monthly Financial Report**

- Income 78% of YTD Budget
 - Assessments: 112% of planned YTD budget
 - SBA loan not funded (\$207k budgeted)
 - \$18.1k recouped from delinquent members
- Expenses at 40% of Plan (YTD Budget)
 - Road Repairs: \$18k of \$155k budgeted
 - Legal Fees: \$18.4k of \$11.6k budgeted

o **Delinquency Report**

- 31-60 day delinquencies – 5 accounts

- 91+ day – 15 accounts
 - Amount owed reduced from >\$100k to \$31k
 - 2 members on payment plans who did not follow through, payment plans will be cancelled after 2 warnings
 - 2 members in communication to make payments and become Member in Good Standing again
- **Lien Status**
 - No change from last month
 - No liens currently in process
 - RESA will start a new round in ~3 months
- **Banking and Cash Status**
 - Operating account cash balance: \$99k
 - Funds in interest bearing account: ~\$550
- **Operations Manager's Report – Jeff Bates**
 - **Firewise Activities**
 - Brush Chipping ended at 59 Truck Loads
 - Jeff Bates met with and thanked FireSafe Council for sponsoring the event
 - Thanks for volunteering: Shana Nelson and Judy Quigley
 - Residual downtime to utilize tree crew to maintain The Pavilion grounds and other RESA property
 - Asked FireSafe Council why it was not advertised throughout Mountain Community, wanted to keep it close to Redwood Estates
 - Suggested if one is scheduled in September to publish in Mountain Network News
 - One member concerned with their ability to log on and record their cleanup activity, recommended to follow the RESA website page for the correct link
 - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
 - **Roads**
 - Road edge scraping and inlet clearing
 - Quote received for \$2,200 / day
 - Approximately 5 days to complete all Redwood Estates roads
 - Not yet scheduled
 - Road edge erosion repairs
 - Received an estimate of \$38k
 - Not yet scheduled
 - 10 roads identified – Jeff Bates will provide RESA BoD a detailed list
 - Drive Thru Community Road Edge Trimming & Chipping
 - Originally scheduled for September 8th, attempting to reschedule earlier
 - Still can utilize a Brush Chipping Depot before the end of the year
 - **Pavilion**
 - Lawn reseeding started – reseeded and fertilized
 - Requires watering 3x per day for 2 weeks
 - Please stay off lawn area

- Deck is being refurbished and resealed – estimated to be completed Friday, May 23rd
- **Pool**
 - Preparing the pool for Memorial Day Weekend Opening
 - Saturday & Sunday – Noon to 6:00 p.m.
 - Monday – Noon to 4:00 p.m.
- **San Jose Water Company**
 - West Valley Construction Update
 - Phase 2 (Upper Section) – Summit Road to Santa Ana Drive
 - Grinding and repaving to begin Monday June 2nd, 2025
 - Chip sealing is scheduled for June 16th & 17th, 2025 (weather permitting)
 - Additional roads being requested to chip seal
 - New site identified as an issue (Woolaroc Drive @ Dorothy Way), resident requested to repair properly
 - No land lease needed
 - Phase 3 coming in the next year, will reopen leasing discussions
- **New Business and Public Comment**
 - **New Business:**
 - **Review Pool P&Ps**
 - Pool Manager will be on site regularly at the beginning of the season
 - Can run the Snack Shack if needed during the Attendants break
 - If a break falls within the window of another shifts lifeguard on duty, will not need to close the Snack Shack
 - Surveillance section removed and all other changes were relayed to the Pool Manager
 - **Annual Board checklist**
 - Tasks to do once per year or during Board of Director turnover
 - Office and Drive Access
 - Banking Authorization
 - Create a checklist and/or new P&P for how RESA is run
- **Old Business**
 - **Review Budget Changes**
 - 2025 Budget updates
 - SJWC Franchise Fee increased based on updated rate increases
 - Lot Lease lowered due to cancellation of WVC agreement
 - Maintenance increased by \$900
 - New software subscription
 - Community Morale increased to 2024 amount after a reduction
 - Road Repair Projects – should spend full amount RESA receives from SBA, was a lower amount

- New SBA Loan Repayment amount to prove RESA can make payments, action to add this from previous meeting
 - Net Income \$98,891 from previous version, new Net Income \$24,246
 - Still have positive income
- Jennifer Throssell motions to approve updated 2025 Budget, Pete Heller seconds.
 - Motion passes
- **Adjournment**
 - o Motion to adjourn by Jennifer Throssell, seconded by Brian Krupp.
 - o Meeting Adjourned at 10:18 p.m.
- **Executive Board Meeting**
 - o Executive Session called to order at 10:25 p.m.
 - The following topics were presented and discussed:
 - Review insurance contracts
 - Litigation discussion
 - Executive Session adjourned at 10:55 p.m.

Respectfully submitted by Secretary Brian Krupp