

Redwood Estates Services Association
Monthly Board Meeting
April 16, 2025

Meeting called to order at 7:07 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 Matt Nelson, Director Judy Quigley
- Also in attendance / On Zoom: None
- Not In Attendance: Operations Manager Jeff Bates, Office Manager Cheryl Hargrove

- **Approval of Agenda**

- Motion to approve the agenda was made by Jennifer Throssell, seconded by Brian Krupp.
 - Agenda approved

- **Approval of Minutes**

- Motion to approve February 19, 2025 minutes was made by Pete Heller, seconded by Jennifer Throssell.
 - With adjustments: Monthly Financial Report, LLA - PCOR
 - Minutes approved

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

- **Pool**

- Hired new pool manager, new to RESA, preschool teacher, off work during summer, lots of management experience, hit ground running, starting own email address, reviewing documentation, full lifeguard staff hired, going above and beyond for staff and training
 - Saturday May 10th, 1st onsite gathering and training
 - AED – Required by type of pool, training
 - Lifeguards already have AED training, which will be validated, but most likely will not need the on-site training course
 - One staff hired – Red Cross certified for AED training – can provide training themselves – lower cost than on-site, third-party service – still option for future hires
 - RESA is in good shape for pool season
 - The new Pool Manager found the job opening in the MNN ad

- **Roads**

- SBA – Continuously submitted all required documents
 - Missing application, resent, again said it was missing, 4/16 sent another signed copy with certified mail
 - Loan still in closing
 - Exception – special assessment, in budget, voted on in Board Meeting, sent documentation, this has come back into play, RESA asked removal of

special assessment requirement – property covers enough for the loan, per SBA procedure, they are not accepting this

- In loan review, if special assessment is waived, it should go through
- RESA to give 1 week for SBA to act on escalation, if SBA does not make the adjustment, recommendation will be to go forward with Special Assessment requirement again
- Disbursement extension message, unsure around this communication
- Grace Gurreri (Design Evolution – Road Repair Consultant) initiated contact with RESA Loan Officers Manager, so far, no response

▪ **Repairs**

- Alma Court – continues to be RESA's focus
 - Close to submission of the permit
 - Target submittal May 5th
 - Once RESA has a permit, we can start on construction
 - Maxi-Con proposal: 2nd round of revisions, finalizing week of April 14th
 - Contract terms to review in Exec Session

▪ **Events**

- Easter Egg hunt, on for Sunday
 - Survey results first available at the end of March, beginning of April
 - With a short runway, no time between meeting and Easter
 - RESA Board voted on it and it was in the top rankings
 - Sunday 11 AM at The Pavilion
- Advertising Food & Music Festival
 - Timing has moved forward – 2-6 p.m. May 4th
 - Challenges with County to get permit for timing of the event
 - Music / Noise ordinance 5 p.m. Sunday
 - Permit required for after 5 p.m.
 - 3 weeks of delays, decided to pull in time
 - 3 of the 4 vendors pulled timing in
 - RSVP out
 - First day, 50 people responded
 - Really positive and hoping for a good turnout

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

○ **Monthly Financial Report**

- Income 163% of YTD Budget
 - Assessments: 118%
 - Budget may be increased during the first part of the year to account for early payments
 - \$50k income from Lot Line Adjustment
 - \$14.4k recouped from delinquent members
- Expenses at 37% of Plan (YTD Budget)
 - Road repairs \$18k of \$155k budgeted

- Legal fees being consumed faster than anticipated due to Santa Ana Incident and Lot Line Adjustment
 - o \$15k of \$8k budgeted YTD
 - o **Delinquency Report**
 - 31-60 day delinquencies – 7 accounts
 - 91+ day – 12 accounts
 - Amount owed by 91+ delinquent members has been dramatically reduced, from >\$100k to \$28k
 - o **Lien Status**
 - 32 Liens in place
 - 3 Liens paid off for \$35k
 - 2 member property transfers underway for \$6.6k
 - o **Banking and Cash Status**
 - \$89k in operating account
 - Moved money into interest bearing account
- **Operations Manager's Report**
 - o **Firewise Activities**
 - Santa Clara County Wildfire Preparedness Community Meeting to be held April 22nd, 2025, 6 p.m. at The Pavilion. RSVP to attend.
 - 2025 Brush Chipping Programs scheduled for April 19th, and May 17th, 2025 at The Pavilion, sponsored by 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**
 - Road edge debris and drainage inlet clearing
 - Awaiting quotes
 - Road edge erosion repair
 - Awaiting quotes
 - Drive-Thru Road Edge Trimming & Chipping
 - September 8th through 19th, 2025.
 - o **Pavilion**
 - RESA received the quote from Golden State Landscape to re-seed the Pavilion lawn.
 - Scheduled to begin on May 17th, 2025 and complete by June 6th, 2025
 - No Pavilion lawn access during this time
 - Discussed getting a ballpark cost on a landscape designer for RESA property across from The Pavilion including an updated fence
 - o **San Jose Water Company & West Valley Construction update**
 - Phase 2 (Upper section): Summit Road to Santa Ana Road
 - Grinding, repaving, and chip sealing tentatively scheduled to begin May 5th, 2025 (weather permitting)
- **New Business and Public Comment**
 - o **New Business:**

- **RESA Events Planning**

- Food Truck & Music Festival
 - o Alcohol / Bar Service
 - o Nothing has been done to provide alcohol
 - o New Owners of Pizzeria Vittoria
 - Requested to be involved – possibly as a beverage vendor
 - Harder to manage BYOB
 - Drinking and Driving has the highest liability issues
 - Advantage of having service, someone monitoring consumption
 - RESA will engage new owners and if there is interest within the spirit of the event and community, will move forward
 - o Meet the Board booth
 - FAQ on what RESA does
 - Not HOA, what is our role
 - How you can get involved, community outreach
- Issues with Events the Board has tried to deal with in the last 2 years
 - o Completely volunteer driven – not enough oversight
 - o Reading bylaws and having a resolution of board with committees
 - o Board overseeing volunteers
 - o Not as much engagement from volunteers
 - o Hard to coordinate volunteers
 - o Every year an election of BoD, redo resolution with two new people
 - o Difficult to get structured format
 - o Will let individuals drive events planning, without having a separate committee, ~3 people engaged, no drivers or decision making, Cheryl Hargrove or Jennifer Throssell proposing and making decisions
 - o Community needs to be engaged
 - o Proposal to go back to more structured but Board driven parameters for events, will let volunteers carry out activities
 - o Future events: Structure can be different for each event, Board should have guidelines for events
 - o To make it easier to volunteer and succeed with events, structure in place by Board, plug volunteers in
 - o Need at least one Board member to be in the decision setting and making of each event
 - o Liability – members only
 - o Capacity – limits on the number of people in the RESA lots
 - o Judy Quigley – are we asking for sign ups for the other events
 - Asked for this and have responses from the survey results

- **RESA Survey Results**

- Lower response than 2024 – about half
- Theme is similar

- Timing – send survey out end of 2025 for 2026, longer response time
 - o Highest/largest interest: Swap Meet / Garage Sale
 - o 2nd: Pool Party
 - o 3rd: Easter Egg Hunt
 - o 4th: Halloween Trunk-or-Treat
- Swap Meet / Garage Sale – high effort, low budget, many things to think about
 - o Judy Quigley – RESA had it a while ago – rent parking spot for \$20, set up items
 - o Requirements, cleanup, other logistics to be determined
- Anything below the Top 4 presents a medium and high effort
- Budget, time, resources, liability to consider
- Swap Meet, Pool Party, Easter Egg Hunt (discussed during President's Report), Trunk-or-Treat
- Budget:
 - o Swap Meet – charge people for their spot, cleanup fees, cleanup deposit, sign-out – RESA to provide snacks/water – ~\$200
 - o Parameters – outside – avoid other events at The Pavilion
 - o Stagger based on other events, September or July
 - o Pool Party – 2024 ~\$900, hoping for bigger crowd, community brings items
 - o Easter Egg Hunt – same amount as last year - \$350
 - o Trunk-or-Treat - \$150, was low, up to \$300
- The Board agrees to move forward with these events
- **Budget Revisions**
 - Must review anything that has changed
 - Will discuss next month when available
 - 2025 budget not available, only summary
- **SCC Registrar of Voters Pavilion rental request**
 - Pavilion has been used for voting before
 - Request from County
 - o If they can rent the Pavilion for potential special election in November
 - Schedule: 2 timelines, 4-day rental or 11-day rental
 - 4-day – Oct 29th (as early as, setup), early voting Nov 1st, Election Day Nov 4st, breakdown Nov 8th
 - 11-day – setup Oct 22-24, early voting Nov 1st, Election Day Nov 4th, breakdown Nov 8th
 - o Would rent for \$90/day
 - Getting traffic is good for advertising
 - Calendar currently shows only October booking on 4th
 - o Propose member pricing \$350/day, 4-day timeline
- **Firewise**
 - Director Brian Krupp has engaged multiple community members, with a goal of getting more community involvement

- o Taking steps to subdivide RESA to better inspect high-risk fire areas and address these dangers
- Please reach out to RESA if you are interested in Firewise or other fire related information and to volunteer within the community
- **Old Business**
 - o No Business Presented
- **Adjournment**
 - o Motion to adjourn by Jennifer Throssell, seconded by Brian Krupp.
 - o Meeting Adjourned at 9:29 p.m.
- **Executive Board Meeting**
 - o Executive Session called to order at 9:29 p.m.
 - The following topics were presented and discussed:
 - Personnel Planning
 - o Board of Directors
 - o RESA Staff
 - Legal Contract Management
 - Executive Session adjourned at 10:18 p.m.

Respectfully submitted by Secretary Brian Krupp