

Redwood Estates Services Association
Monthly Board Meeting
July 16, 2025

Meeting called to order at 7:06 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
- On Zoom: Operations Manager Jeff Bates, Eric Zarakov
- Not in attendance: 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 June 18, 2025 minutes was made by Pete Heller, seconded by Jennifer Throssell.
 - Minutes approved with minor adjustments to the Registrar of Voters section.

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

- **Swim Instructions**

- RESA is now offering swimming lessons, both private and group
 - Lessons taught by Shaw Cichowski
 - Wednesday and Saturday morning classes
 - Private instruction available depending on Instructor availability
 - Mornings – contact Instructor or Pool Manager
 - Constant Contact message sent out to community
 - Judy Quigley comment – advertisement at the pool, Jennifer Throssell to discuss some form of marketing material with Pool Manager

- **Roads (Alma Court, Santa Ana Road, Lindbergh Drive)**

- **Alma Court – Plan package updated per County comments**

- Revisions have been made, but still a few more items to address, resubmission in the next 2 weeks
- Alerted contractor for mid-August start on construction
- Residents on Alma Court given notice, need approval for affected residents notarized – part of resubmission package
- San Jose Water coordinating with construction company for full water main replacement in that area

- **Santa Ana Road – Also moving along in planning stages**

- Still with Engineering Firm – once some clarifications are sorted, will move forward to final approval phase
- RESA President informed Road Repair Consultant to prioritize this

- **Lindbergh – On hold**
- Eric Zarakov: Santa Ana – requested elaboration on the specifics on where it is in planning/phases.
 - RESA President: With Engineering Firm to design structural solution.
- Eric Z.: Next phase?
 - RESA President: Apply for County permit.
- Eric Z.: How long? 6-12 months?
 - RESA President: From permit stage being done, yes, pressing for permit submission this summer. Construction will go on hold in winter months, and would like to start construction prior to the rainy season, otherwise the contractor cannot start until spring. Anything we have learned from county responses to Alma Court; we are applying to Santa Ana.
- Eric Z.: Funding for Santa Ana available?
 - RESA President: This is what the SBA loan is for.
- **SBA Loan**
 - Good communication with Loan Officer
 - Special assessment still not removed
 - RESA BoD to discuss in executive session what we can do and push forward
 - Pete Heller – should we proceed with a letter to Sam Liccardo?
 - Jennifer Throssell – Follow the path of original SBA documentation; but try everything in parallel to get movement.
- **Treasurer's Report – Pete Heller**
 - **Monthly Financial Report**
 - Income at 82% of YTD Budget
 - Assessments: 106% of YTD budget
 - SBA loan is still not funded
 - \$24.1k recouped from delinquent members (\$3k collected in June with 3 suspensions lifted)
 - Expenses at 45% of Plan (YTD Budget)
 - Road repairs remain significantly under budget
 - Legal Fees: \$30k of \$17.5k budgeted YTD
 - Exceeding budget by 175%
 - **Delinquency Report**
 - 31-60 day delinquencies – 2 accounts
 - 91+ day – 19 accounts
 - Office Manager Cheryl Hargrove in conversation with several members about payment
 - **Lien Status**
 - No change since April 2025
 - **Banking and Cash Status**
 - Operating account cash balance: \$85k
 - Reserve account balance: \$520k

- **Operations Manager's Report – Jeff Bates**

- **Firewise Activities**

- Community Drive Up Chipping Program
 - September 13 and October 18, 2025
 - 7:30 a.m. to noon, 1:00 p.m. to 3:30 p.m.
 - 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>

- **Roads**

- Road edge hazardous fuel reduction and drive through chipping completed
 - Contracted crew had available time to clean up RESA properties – water tank and around pool/playgrounds

- **Drainage**

- Road edge and drainage repairs
 - Scheduled to begin July 21, 2025

- **Pavilion**

- No dogs are allowed on the Pavilion lawn.

- **Playgrounds**

- Trimmed trees after receiving member safety concerns.

- **Pool**

- The Community Pool Party was a huge success. Special thanks to all Pool Staff for a great party and a great pool season.
 - Roughly 115 members attended
 - Pool open daily
 - Monday - Friday: Noon - 7 p.m.
 - Saturday & Sunday: Noon - 6 p.m.
 - Holidays: Noon - 4 p.m.

- **San Jose Water Company**

- West Valley Construction (WVC)
 - Phase 2 remaining items
 - WVC to place/replace 'blue fire hydrant' location road reflectors
 - WVC to paint speed hump at Woolaroc Drive @ Virdelle Drive

- **Lot Leasing**

- Individual interested in lot leasing, unsure if feasible monetarily
 - RESA will approach to see what can be worked out
 - Sectioning of the lot or other options

- **New Business and Public Comment**

- **Public Comment:**

- **Eric Zarakov**

- Spoke with Jeff Bates previously, Gloria Court and Bayview Drive – curb issues, repeatedly people drive over and get stuck
 - Can RESA put reflectors on/up – can a resident do this?
 - Liability: how can we get this marked better?
 - Jeff Bates – Discussed this, no issues if resident wants to do this

- Eric Zarakov: Has happened 3-4 times since living in Redwood Estates
- Concrete screws to put marker up - \$75 or so to install
- RESA Board – Can Jeff Bates assist with installation of markers?
 - o Yes – 48” plastic delineators – could use a few throughout RESA community

o **New Business:**

▪ **Road Edge Clearing Follow-up**

- Previously RESA had Drive-up Chipping and Road Edge Clearing programs
- RESA has a responsibility and obligation to maintain road easement and culverts – stated in Articles of Incorporation
- Some residents plant items on edge of property
 - o Curb appeal, beautification items, etc.
- During parts of the road edge clearing, some items cleared that residents thought were not meant to be cleared
- RESA has responsibility, but can make this optional, members/residents opt-out
 - o This would require residents to maintain their own road edges
 - o Lots of areas that would not get cleaned up if RESA did not do it
 - o Come up with some way for people to opt-out
 - o Other difficult aspect is the easement – need this cleared or may be affected in other circumstances – 2 cars passing, large vehicles – it is there for a reason
- Jennifer Throssell sees both viewpoints
- How to manage people opting out?
- Pete Heller – middle ground – does not want people to simply opt out
- Put up ribbons or visible marker
- Matt Nelson agrees this could work
- Fire trucks will do what they need to do to get through
- Jennifer Throssell – does RESA pay for this or supply something?
- This is indicating fully opting out if they mark off their entire property
- Matt Nelson – up to Operations Manager to manage the path and areas to be cleared
- A few residents have marked things out – Operations Manager has shown tree service concerning, delineated areas to not chip/mow/weed whack
- Operations Manager has recommended putting up flags
- Jennifer Throssell – likes the creation of a map, needs more proactive approach
- Clear demarcation of what should not be trimmed – provide instructions to contractor
- Jennifer Throssell – option of a printed sign with consistent messaging
- Eric Zarakov – caution tape issued by RESA – standardized, can be reused – fire prevention first – notice period 1-2 weeks for making sure markers are up before crew comes through, can be contacted by RESA if it is not acceptable

- Jennifer Throssell – if marked area puts fire service at risk; recommend instructions prior to, use similar format for defining what is acceptable
- Matt Nelson – helpful to communicate the verbiage from the easement, reminds people that are concerned with their plants
- Pete Heller – send out messaging to community 1 month prior to chipping program; residents must get marked areas up 2 days prior at the latest (signage and tape RESA can provide), Operations Manager to assess the roads and areas, RESA can override the residents' request
- Jeff Bates – we have sent out Constant Contact, some individuals still do not know the schedule, hard to make sure everyone is able to be contacted
- Jennifer Throssell – must be sent as part of mail or bill, can put signage up within community
- Jeff Bates – there is an easement – county wants it maintained, RESA too, if we have so many places the opt-out, we may not get enough places to carry out the program
- Jennifer Throssell – if there is something they want to protect, we give them tools to do so
- Jeff Bates – at what point do we mow the stuff down to get road edges back
- Publish requirements
- Jeff Bates – do we really want to buy signs, hand out caution tape
- Jennifer Throssell – would like some official demarcation, if we supply, small cost
- Pete Heller – Road Edge Clearing has also received a lot of positive feedback
 - Walking is more pleasant/safe
 - Drivers have better visibility around turns
- The Board agrees to provide standardized instructions for a self-serve method of indicating areas not to clear/chip
 - Communication will be sent out with all required information 1 month in advance

- **Old Business**

- **Swap Meet & Garage Sale**

- Cheryl Hargrove created the flier, will send out on constant contact
- Karen Brodine and Heidi Lewis will volunteer
- Cheryl Hargrove will take care of assigning slots
- 50 slots, available 1 hour early to set up, no car parking
- Goodwill Truck will be parked along the pavilion parking stalls, 2 handicap spots available
- First come, first serve
- Starting Monday, July 20, 2025 (morning) members can sign up
- September 6, 2025, 9 a.m. – 1 p.m.
- Jennifer Throssell proposes a RESA booth at the event – community awareness

- Event planning experience is working out well – have volunteers contact a point person on RESA Board for instructions on what to do and where to show up
- **Adjournment**
 - Motion to adjourn by Jennifer Throssell, seconded by Pete Heller.
 - Meeting Adjourned at 8:13 p.m.
- **Executive Board Meeting**
 - Executive Session called to order at 8:14 p.m.
 - The following topics were presented and discussed:
 - Member property survey
 - RESA personnel planning
 - SBA Loan Contract Discussion
 - Members' Rules of Conduct violation
 - Executive Session adjourned at 10:30 p.m.

Respectfully submitted by Secretary Brian Krupp