

Redwood Estates Services Association
Monthly Board Meeting
September 17, 2025

Meeting called to order at 7:03 p.m. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**

- Quorum was met with the attendance of: President Jennifer Throssell, Secretary Brian Krupp, Director Judy Quigley
- Also in attendance: Operations Manager Jeff Bates, Gregory (Greg) J. Bryan, Esq., Rick Swayne, Jan Swayne, Lisa Sgarlato, Sue Hunter, Paul Morin, Laura Quenneville-Brown, Cody Brown
- On Zoom: Office Manager Cheryl Hargrove
- Not in attendance: Treasurer Pete Heller, Director Matt Nelson

- **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 August 13, 2025 minutes was made by Jennifer Throssell, seconded by Judy Quigley.
 - Minutes approved

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

- **SBA Loan**
 - RESA's loan is 'In Closing'
 - Elected to have it close through SBA – appointed closing officer, wait for officer to contact RESA President, send documents, and collect signed documents to move forward
 - Rick Swayne – When do we expect to get the money?
 - RESA President – it is a reimbursement – we are already spending
 - 30 days if over \$50k, Less time if under
 - SBA money is a loan
 - FEMA associated?
 - Need to exhaust SBA loan before FEMA kicks in
 - Reimbursement is post spend
- **Santa Ana Accident**
 - Liability insurance provider agreed to defend RESA on the case
 - Official as of 9/17
 - Rick Swayne – Have any parties made a movement to settle out of court?
 - RESA President – Yes, advised to not provide more details after initiation of litigation

o Road Repairs

- 3 Roads: Alma Court, Santa Ana Road, Lindbergh Drive
- Alma Court – Ready to start construction – mobilizing crews
 - Starting week of 9/22
 - Full construction in effect week of 9/29
 - Affected residents notified and Road closures communicated (See email sent by RESA for detailed schedule)
 - Estimated to complete in 3 months
- Focusing on preparation for Santa Ana Road
 - Engineering currently in progress – iterations ongoing
 - End of September 2025 – timeline to submit package to county
- County construction mandate: Construction must begin before October 15th
 - After this date, nothing new can start until April 15th
- RESA doesn't expect to have permit fully cycled and approved by 10/15
- Will get permit in place for April 15th mobilization on Santa Ana Road project
- Construction crew will be able to support simultaneous construction projects if we are able to get Lindbergh Drive Engineering package and permit approved before Santa Ana Road is done
- Permitting process is first step on each of these
- Rick Swayne – If work does not start in 2025, ensure water flow/drainage is addressed this year; lots of tree work on both sides of slide – dirt moved, logs, etc.; protect against worse slide
 - Addressed in Operations Manager's Report

o Events

- Swap Meet – 3rd even of season – Judy ran point
- Went well – feedback received, 24 vendors participated
- Budgeted \$200 – spent \$150 on advertisement and marketing – brought in money for people paying for spots – net positive
- Next event – final for year – Halloween Trunk or Treat – October 31st, Upper RE
 - Communication around details and events taking place will be sent early part of October

• Treasurer's Report – Pete Heller – Presented by Jennifer Throssell

o Monthly Financial Report

- Income at 65% of YTD Budget
 - Assessments: 108% of YTD Budget
 - SBA loan has not yet been dispersed
 - Will be back on track once we receive disbursements
 - \$34.4k recouped from delinquent members
 - o ~\$2k increase from August 2025
- Expenses at 54% of Plan (YTD Budget)
 - Road repairs remain under budget
 - o Alma Court repair scheduled to begin earlier than actual start
 - Legal expenses covering litigation before insurance kicks in
 - o \$65k / \$23k – reimbursement from insurance is possible

- **Delinquency Report**
 - 31-60 day delinquencies – 3 accounts
 - 91+ day – 11 accounts
 - Office Manager Cheryl Hargrove has continued outreach efforts to bring members current
- **Liens Status**
 - 12 new liens were filed with Santa Clara County in August 2025
- **Banking and Cash Status**
 - Operating account cash balance: \$98.4k
 - Reserve account balance: \$524.5k
 - \$2.5k increase since August board meeting
- **Office & Operations Manager's Report**
 - **Firewise Activities**
 - Community Drive Up Chipping Program held on September 13, 2025
 - Yielded 47 truck / trailer loads
 - FireSafe Council funded the event
 - Additional Community Drive Up Chipping Program scheduled for October 18, 2025
 - 7:30 a.m. – 12 p.m. (noon), 1:00 p.m. – 3:30 p.m.
 - Jan Swayne – Community would like drive through chipping
 - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
 - **Roads**
 - Speed bump painting to be completed September 17, 2025
 - Operations Manager Jeff Bates will check to ensure that all Virdelle Drive speed bumps were painted
 - **Drainage**
 - Road edge drainage erosion repairs have been completed
 - **Pavilion**
 - No dogs are allowed on the Pavilion lawn
 - Awaiting quote to replace door sills
 - Currently doors are being held in a closed position, unable to open easily
 - **Playgrounds**
 - No dogs are allowed in playgrounds or on grass lawn areas
 - **Pool**
 - Pool Hours: Saturday & Sunday only: Noon to 6:00 p.m. through September 28, 2025 (Staff availability dependent) then closed for the season
 - **SJWC**
 - West Valley Construction (WVC) Update
 - WVC painted the two speed bumps at Virdelle Drive and Woolaroc Drive
 - WVC has replaced the Blue Fire Hydrant Reflectors for Phase 2
 - Rick Swayne – Some blue reflectors may be missing
 - Santa Clara County Fire Department – Redwood Fire Station personnel will check and replace any WVC may have missed

- o **Miscellaneous**

- RESA has renewed our RESA PUG (Propane Users Group) pricing agreement with Ferrellgas
 - For more information visit RESA website or contact Lora Brazil at (831) 227-6567 or lorabrazil@ferrellgas.com
 - RESA President – It would be useful to put this information into next months mailer/newsletter
- Please maintain your properties road edges and ensure drainage systems are free of grass and tree debris
 - Take advantage of Green Teams' multiple yard waste bins

- **New Business and Public Comment**

- o **Public Comment:**

- **Lisa Sgarlato – Operations Manager Position**

- Spoke to Jeff Bates – rumor of retirement, BoD starting search, discussions with other members, past Presidents (Rick Swayne and herself) – 40 years in community – propose subcommittee assisting with search, a lot and overwhelming, want to help
- Rick Swayne – was on RESA BoD in 2005, when RESA turned over water system to SJWC – Redwood Mutual Water Company – Water Manager Dennis McCoy, at time we made change, question around how RESA would maintain property left after turning over the water system – Dennis McCoy went to work for SJWC – Board discussed – keep Jeff or hire someone to do the maintenance work, explored going to outside company or a contractor, Board decided it was a bad idea, most of all, storm situations, nights, weekends, floods, Jeff Bates goes out and fixes things, probably impossible to do this with a contractor, like the idea of keeping Jeff Bates on, feedback is positive, most people in the community don't know what Jeff Bates does, recognize all the things that he does, need someone who can take over what Jeff has been doing
- Jan Swayne – after being here for ~4 decades, had a chance to watch Jeff Bates when he is working, and not working, some see a person who 'just talks to people' but that is what connects the community; aware of so many things that he has done over the decades that are muscle oriented, the person that does this job needs strength, handle chainsaw, manage cutting trees for vehicle clearance, egress is unbelievably important, get out in wildfire, safety, ingress for emergency vehicles, encourage to look super carefully at what Jeff Bates brings to this community
 - o RESA President – BoD has spent many months to put together a job description, legal requirements, hours, etc. taken into consideration
 - o Once we have a finalized Job Description available, it will be publicized
- Jan Swayne – another thing Jeff Bates brings, he thinks about hard things to do, notices the community changes over the years, he brings this which

a lot of people will not bring, thoughtful ability to see how everything fits together

- o RESA President – part of that structure put in place:
 - Forward looking, checklists, strategy
- Paul Morin – neighborhood individual, how will pay be affected, Jeff Bates has been a major positive since the water company transfer
 - o RESA Board – Agrees with members (Lisa, Rick, Jan, Paul) on the history Jeff Bates has and the community knowledge he contains
 - o Intention is to include Jeff Bates in any succession planning, including overlapping with a potential new resource, already working with Office Manager on handing off responsibilities
 - o RESA President – looked around at comps for salary – fair compensation, revise as needed, RESA BoD doing their due diligence for this community
- **Paul Morin**
 - Wanted documents requested via email prior to meeting
 - RESA President provided as many as possible at meeting, many were previously provided in multiple formats / delivery methods
 - RESA President – Code of Conduct, on RESA website, shared with everyone including Paul Morin
 - Paul Morin – How does a member get informed regarding Code of Conduct hearing and Suspension of Member Rights?
 - o RESA President will send letter and/or email
 - Members must still pay, only rights are suspended as per the RESA Bylaws Section 5.6
 - RESA Board – We do not discuss individual member business in open meetings, this is the policy per the Bylaws
- **Laura Quenneville-Brown**
 - Presentation on Redwood Estates Beautification Projects
 - Family has lived in RE for over 18 years, 5 children, multigenerational roots
 - Pavilion location for gatherings, Easter Egg hunts, center of RESA
 - Many other improvements: Rebuilding of Fire Station, Roads, Parks, Pizzeria Vittoria
 - Goal would be to enhance Pavilion and surrounding areas, add safety, community, value, legacy, rental opportunities
 - Proposed Enhancements:
 - o Friendship Park – shade sails and seating
 - o Landscaping pool entrance, exit, parking strips
 - o Signage – Welcome to Redwood Estates
 - o Pavilion Safety Fence and Landscaping – fence in pavilion lawn
 - o Double Entrance Gates for Pavilion – walk in through two redwood trees
 - o Community Garden
 - o Gazebo and Path on Grassy Knoll

- o Additional Seating and Gathering Areas – various RESA properties
- o Freeway Underpass Mural – Caltrans as a partner
- o Volunteers and other resources can come from within Redwood Estates
- o Further discussions need to include number of projects, preliminary budgeting, and other details.
- o Will send presentation to RESA BoD
- o RESA President – Budget is not complete for next year
- o Lisa Sgarlato backs Laura Q Brown skills
- o RESA President – Sourcing policy: would have to get quotes from multiple vendors
- o Laura Q Brown - Multiple bids valuable, willing to volunteer time and plans to see projects move forward
- o Some costs are not familiar
- o Other members have proposed similar projects – JJ Martin volunteered to put together proposal for Grassy Hill fencing and beautification
- o RESA President – RESA rents the pavilion, if rentals increase, it will help pay for new items
- o Power outages – Pavilion as a hub
- o Jeff Bates – heating/cooling center for PG&E, but requires first rights, not acceptable to RESA, can't move priority from wedding
 - In the future, we should budget for an emergency power generator
- o Cody Brown – how many weddings per year?
 - RESA President – roughly 2 events per month – mix of members and non-members
 - 2025 YTD – 11 members and 6 non-members thus far, October completely booked, nothing in November or December
- o Would be ideal to provide shade for kids
- o Further discussion to be held, no commitments at this time
- **Sue Hunter** – Lien Status Schedule – why discrepancy on liens 'in process'?
 - RESA President – RESA just filed the additional 12 last month (August)
 - It takes a member/account 12 months to become delinquent, and we have our own RESA Office actions to get into the Lien Process
 - Sue Hunter – Lien process timeline appears useful and fair for members
- **Rick Swayne** – Santa Ana Road – how do we protect against further damage, RESA should act before we enter storm season
 - RESA President – Operations Manager Jeff Bates to assess situation and take appropriate actions to mitigate this risk
 - This is covered in the budget under Reactive Repairs (Culvert and Road)
- o **New Business:**
 - **Road Repairs**
 - WVC refinished the roads in Upper RE (Phase 2) and Lower RE (Phase 1)

- o Chip seal had loose gravel
- o Loose Gravel signs were left up by the subcontractor
- o Signs were removed after a few weeks
- o Loose gravel remained on the roads
- o Members have expressed concern and even slipped on gravel
 - No injuries have been reported
- o Liability – Loose gravel could cause injury or accident
- o What can RESA do to help make it safer?
 - Put up signage - wherever we have loose gravel, put up signage
 - Currently no signs
 - Operations Manager Jeff Bates will buy reflective signs on 9/18, enough for every affected intersection
 - Jeff Bates – Email sent to WVC Project Manager regarding sub-contractor situation with loose gravel
 - Options may include:
 - Vacuuming road edges
 - Blowing gravel – may not be ideal for private property
 - Jeff Bates – Personal opinion would be to vacuum up gravel with service truck
 - RESA President – no official letters received yet
 - Enough action has been taken by contacting the contractor in addition to signage
- Concern about sharp curve on Bayview Drive with steep drop-off
 - o A member expressed concern that driver could miss the curve and go over road edge into the lot below
 - o Jeff Bates – Do we want to install a guard rail or delineator?
 - True guard rail would not be conducive to lot owners
 - o RESA President – Can RESA add signage
 - o Sue Hunter – Can we post speed limit
 - Yes, speed limit sign is already near curve
 - o Lisa Sgarlato – Paint the road edge as a warning
 - o RESA President – Add reflectors
 - o Greg Bryan – Would need to see area to recommend anything to mitigate potential injury or litigation
 - Would want something that would warn people about the risk
 - Delineators with reflective aspect would be good
 - o Jeff Bates to work on options for this location
 - o RESA President – Assess other risk areas
 - o Greg Bryan – Start with the location of current risk / contact
- **Contracts / Event Rental for RESA Parks**
 - Pre-COVID – Rental Agreements for parks were in place, abandoned for First Come, First Served basis
 - When renting park – renters will need their own insurance

- Exposure with liability – big groups unannounced, no agreement, or insurance in place
 - Safeguard community for liability exposure
- Two parks – lower park, most widely used; and upper park
- Office Manager Cheryl Hargrove drafted an agreement using the existing Pavilion Rental Agreement as a template and input from Jeff Bates on park specifics
- RESA President – when RESA has insurance requirements for park rentals, there are many 3rd party services for 1-day insurance at reasonable rates
 - RESA can share this info with members
- Lisa Sgarlato – would there be a fee associated with renting the park?
 - Yes – along with added process of application and insurance
- If liquor is on site – additional liability concerns
- Proposal is \$50 for Good Neighbor Park (Upper), \$75 for Friendship Park (Lower)
- Fees to cover/offset RESA cost – cleaning fees and office costs
- Recommendation: Entire fee due at time of contract
- Open Questions:
 - Refund for cancellation?
 - Security Deposit – required for pavilion
- Building logistics – County use permit for Pavilion, park, and pool:
 - Max capacity of 125 people for public events
 - Important for RESA to know if Pavilion and park are rented on same day – total capacity applies – double booking OK only if total capacity does not exceed 125 people
- Rental hours – Sunrise to sunset with same rules for outdoor music we have for the Pavilion
- Monday - Friday, Saturday/Sunday have different hours
- Right now, first come, first served – nothing provided
- Rental Agreement – have opportunity to provide outdoor equipment from Pavilion
- Judy Quigley – nothing to highlight in the Agreement
- Jeff Bates – when we did this in the past, reservation individuals thought they ‘own’ the parks – important to know who is there
- Lisa Sgarlato – public park – can we prohibit people from using it if others have reserved – can anyone reserve playground?
- RESA President – individuals don’t have full reservation of the area – still public
- Lisa Sgarlato – So this means the park is not off limits to others
- RESA President – set expectations – noise and other conflicts can occur – awareness of public area
- Cody Brown – put a phone number on the entrance to park – add signage
 - Judy Quigley agrees
- RESA President – RESA office number – text about rental of park

- Lisa Sgarlato – rentals in other areas – no liability insurance required, only pay the Vasona Lake County Park fee
- RESA President – rental of space plus rental of equipment is separate
- Jeff Bates – Public vs. Private – public park, privately maintained, in a private community
- Lisa Sgarlato – important for liability insurance for Pavilion, important for the park as well
- Laura Q Brown – only incentive is to pay for the whole thing
 - o Judy Quigly – you aren't paying for full space
 - o RESA President – reserve the grassy area
 - o Enforcement – call Sheriff
- Greg Bryan – has some comments on the rental agreement, needs to look up some details before providing feedback
- Upper Park not part of the County use permit
- Laura Q Brown – if there are non-reserved park visitors, does it count against the occupancy number?
 - o RESA President – Yes, it counts
- Easy solution – 1 event per day between any RESA property
- Cody Brown – add tables – 'Reserved for Parties'
 - o RESA – yes, this is an option
- Cody Brown – take down shed, add additional parking around Pavilion
 - o RESA – this idea has been discussed in the past year
- Verbiage at the beginning of the Agreement – need to check on who can rent park – very similar to Pavilion – open – public park
- Need signage when this is in effect
 - o Office phone number or email would be helpful to contact for reservation
- Liability is an open question – recommendation from Greg Bryan – fine with agreement in general, in place prior to rental, if city would allow or with certain conditions, would need to check when public park was put in place
 - o Jeff Bates to look to see if he has any information around the agreements – FIRST 5 Santa Clara County
 - o FIRST 5 – representative stated private property and playground – Santa Clara County parks put it on the map/list as a public park
 - o Do we have a copy of the agreement – Jeff thinks somewhere – will check for this in records
- Insurance Liability – minimized by some of the features included in construction of park
- Judy Quigley – can't stop people from going in when it is reserved and public
 - o Can set up a reserved area
 - o If someone is reserving it – playground equipment is not reserved
- RESA President – security deposit or just a rental fee – one in the same for the park – one fee

- o Greg Bryan – would want a security deposit – clean up and damage
 - o Return if nothing happens
 - o Bathroom cleaning cost: \$250-350 for both facilities
 - o Concern is bathroom codes for rentals – rental specific code that expires
 - o RESA President – will have security deposit, \$100 for the cleaning, check or cc hold, returned if no damage or cleanup
- 30-day cancellation fee
- Capacity – same as Pavilion – maintain with the Pavilion
- Pool bathroom codes – available upon request – can create temporary code
- Pavilion area – tables and chairs – anything else outdoors – bbq pit, but permanent fixture
- BBQ is exclusion to consider – no open flames except for propane – listed under decorating (Page 3)
- No fundraising events
- Spaces – total spaces for each area/park – x2 for capacity
 - o Good Neighbor Park – 50 capacity, 8 spots – no permit for area
 - o Friendship Park – 125 capacity, 64 spots
- Rest looks good to RESA President
- Greg Bryan – public park legal items, documentation in original terms, may govern more of the rental agreement, may be limited by CA requirements
- County – can't limit a public park with a private party – need public park to have an agreement in place to reserve or take over park
- RESA President – all edits provided – if we do move forward, table decision until we know if it's applicable or not
- **Old Business**
 - o No Business Presented
- **Adjournment**
 - o Motion to adjourn by Jennifer Throssell, seconded by Brian Krupp.
 - o Meeting Adjourned at 9:14 p.m.
- **Executive Board Meeting**
 - o Executive Session called to order at 9:14 p.m.
 - The following topics were presented and discussed:
 - Road Repairs
 - Litigation Follow-up
 - Individual Member Follow-up
 - Executive Session adjourned at 10:46 p.m.

Respectfully submitted by Secretary Brian Krupp