

Redwood Estates Services Association
Monthly Board Meeting
October 15, 2025

Meeting called to order at 7:09 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: J.J. Martin, Mona Raby, Patty Rossetti, David Valencia
- On Zoom: Operations Manager Jeff Bates, Office Manager Cheryl Hargrove, Sandra (Sandy) Olin

- **Approval of Agenda**

- Motion to approve the agenda was made by Pete Heller, seconded by Judy Quigley.
 - Agenda approved

- **Approval of Minutes**

- Motion to approve September 17, 2025 minutes was made by Jennifer Throssell, seconded by Judy Quigley.
 - Minutes approved with minor adjustment to Santa Ana Accident

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

- **SBA Loan Update**

- Last month RESA shared loan was in closing
 - Loan officer assigned and closing package completed, signed, and notarized
 - RESA presented Deed to The Pavilion as collateral, SBA acknowledged receipt, estimated 3-5 weeks remaining until disbursements
 - Currently, SBA is going through an additional review, asking for documentation which has been provided, this is all part of the process
 - Communication has been as recent as October 15th
 - Contact has been almost every day for the past few weeks

- **Roads**

- Last month, RESA reported construction began on Alma Court
- Work has been initiated, 3rd week of construction this week, 8 weeks total duration, 5 more weeks to go, going smoothly/to plan, no issues
- Santa Ana Road – Permits have been submitted for approval, a major milestone, much larger project
- Construction initiation on hold per Santa Clara County until April 15th, will get everything set up to start construction as soon as it opens up
- Will be starting on submission of Lindbergh Drive construction package
- Pete Heller – Any discussion on expanding loan with SBA?
 - RESA President – Must exhaust current loan and have an estimate that shows we need more, then submit for more

- o **Community Letter**

- Went out last month to bring awareness of accident litigation; all information is available on public Santa Clara County website, can't provide any more detail than what is public
- J.J. Martin – Difference in dates drafted vs. arrival, ~3 weeks
 - RESA President – Shortage of official RESA marked envelopes, drafted on September 17th, had to solicit input from our attorney to confirm information RESA communicates
- Mona Raby – Is this the first notification, did lot owners receive this too?
 - RESA President – Yes, first official notification, went to lot owners and property owners

- o **Roads**

- Regarding loose gravel, RESA immediately set up signs, and sent reminders in the newsletter and with Constant Contact email system

- o **Events**

- In previous years, RESA sent out an events survey at the start of the year
- This year RESA is trying to get ahead, in November 2025, survey for Calendar Year 2026 will be sent out
 - This will include planning for the full year
 - Quarterly breakdown, vote on an event every quarter
 - Intent is to spread out the volunteer load and give residents something to look forward to year-round
- Pete Heller – Trunk or Treat – October 31st, Irma Lyle Drive
 - Neighbors are active with plenty of decorations and activity
 - Starts at 5:30 p.m. – Anyone who wants to bring their car and hand out candy let RESA know
 - 6:30 p.m. dog costume contest

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

- o **Monthly Financial Report**

- Income at 65% of YTD Budget
 - Assessments: 105% of YTD Budget
 - SBA loan committed, not funded
 - \$35.8k recouped from delinquent members (\$1.5k increase from last month)
 - Pavilion income already exceeded full year budget (\$27.5k vs. \$25k)
- Expenses at 58% of Plan (YTD Budget)
 - Road repairs have begun but remain significantly under budget
 - o Spent: \$100k; Budgeted: \$480k
 - Legal fees exceeding budget by factor of 3
 - o Spent: \$81k; Budgeted: \$26k

- o **Delinquency Report**

- 31-60 day delinquencies – 3 accounts
- 91+ day – 11 accounts
 - 4 of these accounts are on payment plans

- No change in status vs. last month
- Delinquency management process is working effectively
 - Office Manager Cheryl Hargrove doing a super job trying to get members up to date
- o **Liens Status**
 - 45 liens now in place
 - 1 new lien to be voted on in Executive Session
- o **Banking and Cash Status**
 - Operating account cash balance: \$50k
 - Reserve account balance: \$476.5k
 - \$50k transferred to BofA since last board meeting
 - Expect further reductions as Alma Court work now underway
- o **Budget**
 - Jennifer Throssell – Professional Services above budget – curious if this was a one-time thing, or categorially things have gotten more expensive
 - Pete Heller – haven’t checked this month, will check on this
 - Supplies also over budget last month and an overage on Utilities, is there something going on with these?
 - Cheryl Hargrove – Water bill uncharacteristically high, \$3-400 more than normal, not sure where this is coming from, possibly from running toilet?
 - Professional Services: CPA, Tax Preparation, and Bookkeeper – spent a lot of time working on issues reconciling since we started using QuickBooks – large bill – everything else at or under budget
 - Getting books straight from 2007 till now, where RESA payroll taxes were being recording, did not match records, discrepancies from last 18 years
 - Jennifer Throssell – one-time thing; look into water bill so we don’t have this again, must talk with Jeff Bates about maintenance
 - o Jeff Bates – Water Bill – SJWC – averaged water bill, soaked grass for ~1 month – but this was May-June; trying to think about why – RESA had credit, but Cheryl Hargrove did not see mention of credit, unsure if this was still in effect; does not think running toilet would cause that large of an overage
 - o Pete Heller – do we have the date for the San Jose Water charge?
 - o Cheryl Hargrove – only last billing cycle – September – month only, no usage per day
 - Mona Raby – Legal Fees – at what point is there a cap for the community to stop spending in this category
 - Pete Heller – we have now gotten insurance involved with an accepted claim
 - o Insurance may reimburse a portion of this
 - Worried about extra expenses
 - o RESA President – this is what our reserve account is for
 - o Pete Heller – spending on legal fees has plateaued

- **Office & Operations Manager's Report**

- **Firewise Activities**

- Community Drive Up Chipping Program will be on October 18th, 2025 at The Pavilion
 - 7:30 a.m. – noon, 1:00 p.m. to 3:30 p.m.
- Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>

- **Roads / Project**

- Alma Court landslide repair is underway
- PG&E sub-contractors are removing dangerous tree debris left along our roadways and easements

- **Drainage**

- Road edge drainage erosion repairs are working very well
- Cleaning drain inlets and culverts as required

- **Pavilion**

- The Emergency Exit doors were malfunctioning and have been repaired and adjusted
- No dogs are allowed on The Pavilion lawn

- **Playgrounds**

- No dogs are allowed in our playground or on grass lawn areas

- **Pool**

- Closed for the season

- **San Jose Water Company**

- Call into West Valley Construction – Discussing loose gravel options, will report back to Operations Manager Jeff Bates once a decision is made
 - RESA may need to get backpack blowers and blow gravel off road edge
 - WVC is not interested in bringing a vacuum truck and trailer

- **Miscellaneous**

- Matt Nelson – Comment on oak tree in the upper lot off Summit Road, leaning precariously – on our lot – not comfortable dismantling rest of tree without professional help
 - Jeff Bates – large lot used for project leasing/staging – Santa Clara County Vasona Fire Crew did 3 days of training last week – removed treetops for safety training – should be no leaning oak – may have been taken care of
 - 25 new Santa Clara firemen and trainees practiced safety techniques
- J.J. Martin – Lower Madrone Drive – erosion near road – straight down to old Santa Cruz Highway – a few months ago someone may have gone over – axle got hung up – is RESA aware?
 - Jeff Bates to look at area and see what RESA needs to do for this issue
- RESA President – did we get paint for road edge previously discussed?
 - Got reflective fiberglass stakes
 - RESA President – start painting and placing stakes where issues are reported – 2 now we need to address
 - Jeff Bates – Paint companies' automated driving paint striper getting fixed

- o Post hole digger needed to install stakes
 - o Will put stakes in 2 areas as soon as possible
- Patty Rossetti – chipping signs, why nothing is posted for these dates?
 - RESA President – we used the A-frame boards for Halloween events
 - Concern is getting the message out to community
 - Cheryl Hargrove – for notices to community regarding chipping – 3 months worth of monthly mailers, 3 months of constant contact; recent request to place on signs
 - o Ordering more permanent signs – rather than reordering signs; more permanent plastic signs for each chipping event – switch out dates
 - o Feedback that people wanted signs
 - o In process of being ordered
 - o Jeff Bates – we have had overabundance of chipping programs (drive-up and drive-through)
 - Many residents are spending money on professional yard maintenance, concerned FireSafe will stop, but they have budgeted money for these programs
 - Cheryl Hargrove – 87 truckloads previously, ~45 in September – FireSafe was OK with the amount of truckloads
 - J.J. Martin – People have debris but no truck; can RESA provide a truck or other equipment?
 - o Pete Heller – RESA pays for drive around chipping
 - o Would like to offer 2 drive-through chipping programs if budget is available
 - o RESA Board – Use neighbors or rental equipment
 - o Liability for RESA to have ‘rental’ equipment for community to use
 - o Special request to have assistance on property – FireSafe Council – they will come onto property if agreement is in place, public can request this, must apply
 - o Recommend putting this into community message
 - RESA President – follow up from last month – crack on Lindbergh Drive – looking to get repaired
 - o Jeff Bates – 2 cracks checked – contractor has gone up and temporarily repaired, will be completed tomorrow 10/16
- **New Business and Public Comment**
 - o **Public Comment:**
 - **David Valencia**
 - Does RESA field complaints about animals in community?
 - o Wanting to see if RESA had heard complaint about his dog barking, neighbor had complained to city, and he received a letter
 - o RESA has not heard of this complaint
 - J.J. Martin – Warned of pets being outside at night – mountain lions and other predators

- RESA President – Sometimes we get complaints that we can't offer action on, this would be an example
- o **New Business:**
 - **Firewise Application**
 - Requirement to report on chipping and cleanup, this is used on the application for renewal
 - o Information/data reported is extremely helpful
 - 2026 Application submitted
 - FAIR plan – 10% discount; other insurance companies offer discounts
 - o Contact Office Manager to get a copy of certificate once available
 - May take a few more weeks for approval
- **Old Business**
 - o No Business Presented
- **Adjournment**
 - o Motion to adjourn by Jennifer Throssell, seconded by Brian Krupp.
 - o Meeting Adjourned at 8:17 p.m.
- **Executive Board Meeting**
 - o Executive Session called to order at 8:28 p.m.
 - The following topics were presented and discussed:
 - Vote on member lien
 - Member discipline
 - Personnel planning
 - Litigation follow-up
 - Executive Session adjourned at 9:03 p.m.

Respectfully submitted by Secretary Brian Krupp