

**Redwood Estates Services Association**  
**Monthly Board Meeting**  
**December 17, 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 Matt Nelson, Director Judy Quigley
- Also in attendance: Operations Manager Jeff Bates
- On Zoom: Office Manager Cheryl Hargrove

- **Approval of Agenda**

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

- **Approval of Minutes**

- Motion to approve November 19, 2025 minutes was made by Matt Nelson, seconded by Pete Heller.
  - Minutes approved with minor adjustment to Roads and Budget

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

- **Roads**

- Alma Court
    - Two items remaining – Railing and Asphalt – latter depends on dry weather, best case pushed to January, worst case will finish in Spring
    - No concern for work holding through the winter
  - Santa Ana Road
    - Permits still pending, but progressing
  - Lindbergh Drive
    - Goal to submit by middle of January
  - Waiting for IRS Tax documents, SBA has everything else needed to move forward
- **2026 RESA Events Survey Results**
    - Covered last month, no changes since; will be discussed in New Business, after 2026 Budget is reviewed

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

- **Monthly Financial Report**

- Income at 58% of YTD Budget
  - Assessments: 108% of YTD Budget
  - SBA loan committed, not funded
  - \$41.8k recouped from delinquent members (\$1.8k increase)
  - Pavilion income already exceeded full year budget (\$26.5k vs \$25k)

- Jennifer Throssell – How will the budget be adjusted for assessments – is the income amount assuming every member is paying, or only current members are paying?
      - o Pete Heller – 92% are paying
      - o Jennifer Throssell – Additional funds recouped on top of normal payments?
      - o Pete Heller – assuming slightly more from recouped funds, but not as much as past year amount
    - Expenses at 80% of Plan (YTD Budget)
      - Road repair expenses have jumped but remain under budget
      - Legal fees unchanged in the last 2 months
      - Foreclosure forced removal of \$10k in bad debt, nothing remaining to collect on the lien, junior claimant
    - o **Delinquency Report**
      - 31-60 day delinquencies – 5 accounts
      - 91+ day – 16 accounts
      - Office Manager already in contact with 5 members
      - Info for 61-90 days not shown, 4 accounts plus 2 additional special cases moved to 91+ day category
    - o **Liens Status**
      - No change from last month
    - o **Banking and Cash Status**
      - Operating account cash balance: \$105k
      - Reserve account balance: \$245k
    - o **2026 Budget**
      - Line-by-line review, questions asked, details discussed, adjustments made
      - Budget will be available on RESA website, also sent via Constant Contact
  - **Office & Operations Manager's Report**
    - o **Firewise Activities**
      - Redwood Estates has received its 2026 Firewise Community Designation Certificate.
        - Visit [www.redwoodestates.net/fire-safety/](http://www.redwoodestates.net/fire-safety/) for a copy
      - Please visit the RESA / Firewise website to update your Hazardous Fuels Reduction efforts, or visit <https://forms.gle/7DnsLzTKj6BtVKpY6>
    - o **Roads / Projects**
      - Initial reflective fog striping project complete, more to be done soon
      - Alma Court Landslide – Repair on schedule
      - Santa Ana Road Landslide – Permits under review
    - o **Drainage**
      - Maintaining drainages and culverts as required
    - o **Pavilion**
      - Repaired HVAC system in office
      - No dogs allowed on Pavilion lawn
      - Bathrooms were trashed, revisited security problem discussed last month

- Jennifer Throssell – proposed interim procedure – when renter vacates, leave keys inside (not in lockbox outside) in between renters
  - Jeff Bates – changed code last week
  - Once we get electric lock, we can leave key inside and change the codes regularly
  - For now, agreement is to leave key as-is (key in lockbox) and change codes more often
- **Playgrounds**
  - Parking lot re-stripping has been completed for both playgrounds
  - No dogs are allowed in our playgrounds or on grass lawn areas
- **Pool**
  - Closed for the season
- **San Jose Water Company**
  - No project updates
- **Miscellaneous**
  - RESA has renewed our RESA PUG (Propane Users Group) pricing agreement with Ferrellgas Inc.
    - For more information visit our website or contact Lora Brazil @ (831) 227-6567
  - Please maintain your properties road edges and drainages to be free of grass and tree debris
    - Remove leaves and other tree debris from your roof and gutters and ensure tree
    - Please do not blow your leaves into the roadways and drainages.
    - Take advantage of Green Teams' multiple yard waste bins
- **New Business and Public Comment**
  - **Public Comment:**
    - No Public Comment
  - **New Business:**
    - **Events Survey**
      - Top Events per Quarter: Bingo Night, Easter Egg Hunt, Summer Pool Party, Halloween Trunk or Treat
      - Jennifer Throssell – Motion to approve all events with indicated budgets: Bingo \$500, Easter \$500, Pool Party \$1000, Trunk or Treat \$500
      - Pete seconded motion to approve
      - Motion approved
    - Bingo Night – Volunteer coordinator needed, call for volunteers, info can be communicated out now
- **Old Business**
  - No Business Presented
- **Adjournment**
  - Motion to adjourn by Jennifer Throssell, seconded by Pete Heller.
  - Meeting Adjourned at 10:10 p.m.

- **Executive Board Meeting**

- Executive Session called to order at 10:16 p.m.
  - The following topics were presented and discussed:
    - Personnel Planning
    - Litigation Follow Up
  - Executive Session adjourned at 11:00 p.m.

Respectfully submitted by Secretary Brian Krupp