

**Redwood Estates Services Association**  
**Monthly Board Meeting**  
**January 21, 2026**

Meeting called to order at 7:04 p.m. Location: The Pavilion at Redwood Estates

- **Determination of Quorum**

- Quorum was met with the attendance of: Treasurer Pete Heller, Secretary Brian Krupp, Director Matt Nelson, Director Judy Quigley
- Executive Session Only: President Jennifer Throssell
- On Zoom: Office Manager Cheryl Hargrove
- Not in attendance: Operations Manager Jeff Bates

- **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 December 17, 2025 minutes was made by Pete Heller, seconded by Matt Nelson.
  - Minutes approved

- **President's Report – Pete Heller on behalf of Jennifer Throssell**

- **SBA Loan**

- Pending IRS confirmation
- Unsuccessful securing the IRS transcript as the final piece for loan disbursement
- Found out the IRS has the incorrect mailing address on file
- Correcting and re-submitting request to close on the loan
- FEMA Reimbursement – submitted for appeal decline in November
  - Received response from CAL OES the appeal was rejected
  - Next step for FEMA to review CAL OES recommendation
    - Can take 90 days
    - Unlikely for a different outcome
  - Will not fund roadways for HOAs, appeal letter included citations on how we comply with requirements to get funded
  - RESA can appeal or litigate
  - No action until we receive formal response from FEMA
  - Decline means we will not receive any reimbursement for storm damages

- **Roads**

- Alma Court – Asphalt paving complete and all planned physical work is done, pending final inspection by the County
- Santa Ana Road – Received comments on January 2, 2026
  - Engineers are currently revising the plans
  - Target to resubmit for permit by end of February for issuance in late March
- Lindbergh Drive – Plans in final stages

- Team is looking at final placement of the wall and “value-engineering” discussion with Geotechnical Engineer and Contractor
  - Targeting early February 2026 submittal
- **Events**
  - Bingo Night at The Pavilion, Sunday March 1, 2026, 1-4 p.m.
  - Free to play with prize, followed by pay to play with cash prize
  - Free to mingle and snack for all!
- **New Operations Manager**
  - Final stages with selected candidate
  - Targeted onboarding next week (January 26)
  - There will be a transition period with current Operations Manager for continuous coverage
  - Welcome message to be sent to the community once finalized
- **Annual Meeting**
  - Sunday March 15, 2026
  - Still accepting applications for candidacy to the Board of Directors and seeking an Inspector of Election volunteer
  - Please reach out to RESA Office if interested
- **Treasurer’s Report – Pete Heller**
  - **Monthly Financial Report**
    - Income at 61% of YTD Budget
      - Assessments: 110% of YTD Budget
    - SBA loan committed, not funded
    - \$42.3k recouped from delinquent members
    - Pavilion income exceeded budget (\$26.5k vs. \$25k)
    - Expenses at 88% of Plan (YTD Budget)
    - Road repair expenses jumped but remain under budget (\$466k of \$639k)
    - Legal fees are high but have plateaued, no changes for the last 3 months
  - **Delinquency Report**
    - 31-60 day delinquencies – 0 accounts
      - No accounts in the 31-90 day category
    - 91+ day – 16 accounts
  - **Liens Status**
    - 1 lien for a resident is in progress for payment
    - Updated close of escrow date for one lot and one single dwelling residence
      - Total will be ~\$20k between the 3 accounts
    - Additional liens will be voted on in Executive Session
  - **Banking and Cash Status**
    - Operating account cash balance: \$120k
    - Reserve account balance: \$245k
  - **2026 Budget Updates**
    - Identified some items that were incorrect
    - Refer to the updated spreadsheet for information

- Numbers updated since last meeting (yellow), based on latest information and correct budget values
- Some items (red) still need final information/values
- Pete Heller moves to approve updated 2026 Proposed Budget, Judy Quigley seconds.
  - Motion approved with a note that Wages and other Employee related items need another review after information available
- **Office & Operations Manager's Report**
  - **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
    - Brush Chipping Depot Program (Drive Up), May 2, 2026 at The Pavilion
      - Sponsored by the 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 / Projects**
    - Alma Court – Done pending final inspection
    - Santa Ana Road – Permits undergoing changes
    - RESA has 11 miles of roads and 53 drainages
  - **Drainage**
    - Maintaining drainages and culverts as required
    - Using contractors as needed
  - **Pavilion**
    - Request to Supreme Comfort to troubleshoot the HVAC system in the Pavilions Zone
    - No dogs are allowed on the Pavilion lawn
  - **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:**
    - No New Business
- **Old Business**
  - No Business Presented
  
- **Adjournment**
  - Motion to adjourn by Pete Heller, seconded by Matt Nelson.
  - Meeting Adjourned at 7:39 p.m.
  
- **Executive Board Meeting**
  - Executive Session called to order at 7:40 p.m.
    - The following topics were presented and discussed:
      - Personnel Planning
      - Litigation Follow Up
      - Safety & Security
      - Vote on Lien
    - Executive Session adjourned at 8:50 p.m.

Respectfully submitted by Secretary Brian Krupp