

**Redwood Estates Services Association**  
**Monthly Board Meeting**  
**February 18, 2026**

Meeting called to order at 7:05 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, Probationary Operations Manager Conner Lewis

- **Approval of Agenda**

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

- **Approval of Minutes**

- Motion to approve January 21, 2026 minutes was made by Jennifer Throssell, seconded by Pete Heller.
  - Minutes approved

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

- **Welcome Conner Lewis** - new Operations Manager
  - RESA requests Conner Lewis to be present, in-person at the March 15, 2026 Annual Meeting
- **March 15, 2026 Annual Meeting**
  - Inspector of Election volunteer needed. Can be someone from inside or outside of RESA. Not paid for service.
  - Two Board seats open this election cycle.
  - Office Manager Cheryl Hargrove to correspond with the Inspector and oversee the voting sheet. Board members should not handle the voting sheet.
- **SBA Loan**
  - Pending IRS document. Expected end of the month. Cheryl Hargrove added that it should be in mid March (6-8 weeks).
- **Roads**
  - **Alma Court** - Waiting for the final soil inspection report. Everything else is done.
  - **Santa Ana Road** - County has returned comments, more info needed from Engineering and Geotechnic firms for another submission
  - Need a barrier on the open side of the road edge.
  - Option 1 - Build up the retaining wall.
  - Option 2 - K-rail barriers along the side of the road.

- Brian Krupp - Is there an opportunity to use the existing K-rails?
- Jennifer Throssell - This would be cost effective, but would take up 2' of the road.
- **Lindberg Drive** - Getting ready for submission in March, Engineering firm will deliver design this month.
- **Storm Damage** - RESA to submit damage reimbursement costs to FEMA for Pavilion related items along with managing appeals
  - Already received some reimbursement commitment from initial request
- **Bingo Afternoon Event**
  - Free to play from 1:00-2:30 p.m. with gift cards as prizes. 2:30-4:00 p.m. pay to play with the winner taking a money pool for that round.
  - Pizzeria Victoria selling food & RESA providing water and snacks.
- **Treasurer's Report – Pete Heller**
  - **Monthly Financial Report**
    - Income at 105% of YTD Budget
      - Assessments: 71% of YTD Budget
    - SBA loan committed, not funded
      - Some initial FEMA reimbursement money has been received
    - Expenses at 16% of Plan (YTD Budget)
      - Alma Court Road Repair complete
      - Utilities at 53% of YTD Budget
      - Legal fees again at budgeted run rate
      - Office Supplies over budget due to equipment purchase for new Operations Manager
      - Question around Budgeted YTD Road Repair amount
        - Should be more detailed with monthly entries, rather than dividing totally equally for all 12 months
  - **Delinquency Report**
    - 31-60 day delinquencies – 5 accounts
    - 91+ day – 14 accounts
      - 6 on payment plan
    - Assessments Recouped: \$3,000 YTD
  - **Liens Status**
    - Residents: 2 liens released
    - Lots: 8 liens submitted to Santa Clara County
  - **Banking and Cash Status**
    - Operating account cash balance: \$100k
    - Reserve account balance: \$425k
  - **Budget**
    - Google Workspace - New Entry
      - \$0 to \$516.00
    - Employee Expenses
      - Increased

- Wages and Workmen's Comp Insurance
  - Left as-is
- New Budget Delta: \$8,033 compared to last month's Budget approval
- Pete Heller moves to approve updated 2026 Proposed Budget, Jennifer Throssell seconds.
  - Motion approved
- **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>
  - **Operations Manager Transition**
    - Jeff Bates working closely with Conner Lewis (Probation Period)
    - Looking at maps and driving the roads
    - Carrying out Pool and other facility activities
  - **Roads / Projects**
    - Alma Court Landslide: Work has been completed
    - Santa Ana Landslide: Permits under review
    - Road Striping: Some areas yet to be finished
      - Community loves the Fog Striping
      - Brian Krupp - Could we continue the striping throughout Redwood Estates, at least along the main thoroughfare?
      - Matt Nelson - It does make a difference.
      - Jeff Bates - Will measure remaining linear feet of roadway and get a quote
        - Will work with Conner Lewis on this
    - Paving: Quote for paving Madrone Drive up to The Pavilion
      - Include a way to capture and divert the runoff water, maintaining the integrity of the road
      - Informal estimate \$86k, quoting in progress
  - **Drainage**
    - Maintaining drainages and culverts as required
      - Working with Conner Lewis to familiarize the locations
    - Will be getting quotes to install a drain along the side of The Pavilion
      - ~2 inches of water was under the Pavilion from the lawn runoff
  - **Playgrounds**
    - Member was concerned about a broken swing
      - Jeff Bates and Conner Lewis inspected the swing and it appeared to be working fine and no broken parts

- o **Loose Gravel**
  - Loose gravel is still present
    - Jeff Bates and Conner Lewis will shovel up and relocate gravel as needed
- o **Pool**
  - Closed for the season
- o **San Jose Water Company**
  - No Project Updates
    - SJWC investigating a Phase 4 and may present a schedule in the future
- o **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 debris
    - Remove leaves and other tree debris from your roof and gutters and ensure tree branches are trimmed away from chimney pipes.
    - 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**
  - o **Public Comment:**
    - No Public Comment
  - o **New Business:**
    - **Conner Lewis - Probationary Operations Manager**
      - Conner Lewis stated that everything is going well
      - Jeff Bates is handing over work and responsibilities
- **Old Business**
  - o No Business Presented
- **Adjournment**
  - o Motion to adjourn by Jennifer Throssell, seconded by Pete Heller.
  - o Meeting Adjourned at 8:15 p.m.
- **Executive Board Meeting**
  - o Executive Session called to order at 8:15 p.m.
    - The following topics were presented and discussed:
      - Personnel planning
      - SBA Contract Discussion
      - Property Sale Contract Discussion
      - Board Responsibilities
    - Executive Session adjourned at 9:20 p.m.

Respectfully submitted by Judy Quigley