

**‘Meeting of the Board of Directors  
Redwood Estates Services Association  
June 17, 2020 Minutes**

- **Quorum** – Was met with the attendance of President Rick Swayne, Vice President Chris Goldsbury, Treasurer David Hubbard, Secretary Phillip Warnecke, and Director Philip Schuyler. Also in attendance were Operations Manager Jeff Bates, and Office Manager Mona Raby. The board meeting was held at the pavilion with proper PPE, and open doors for fresh air (and mosquitos).
- **Motion to approve the agenda** made with no objections.
- **Approval May 2020 Minutes** made with no objections. The Board and Company agrees to improve access and democratization of all future minutes using Google Docs and Google Drive. Phil has agreed to set this up to allow all to at least comment and view track changes.
- **President’s Report –President Rick Swayne**
- **Fire Dept Lease and Fire House Construction**
  - Jeff is encouraging the project to begin work so the project doesn’t carry-over into next year. Construction carrying too far into next year may pose undesirable impacts to pavilion rentals
  - Our attorney has recently offered a proposal to County Fire to get fully reimbursed from our associated costs with this project, which includes direct monetary compensation in addition to capital improvements on community property.
- **Treasurer’s Report**
  - Our monthly income from May was lower and for unknown reasons.
  - The back page of the A/R Aging Summary contains the most delinquent residents with regard to monthly payments.
  - The desire to use the pool is driving increased revenue for June.
  - 2 Sprinklers were repaired in the parking lot
    - One broke from tree roots and one potentially broke from the Fire Department. The board believes we should bill the Fire Department on a monthly basis for this and future damages.
  - **Questions regarding the balance on Accounts Receivable, Fixed Assets, and Bill Pay**
    - Accounts Receivable-The negative dollar amount in accounts receivable is thought to be from prepaid member dues.
    - Fixed Assets- Mona will work with the software accounting specialist to determine how to remove items from the balance sheet which have no impact on our finances (this, of course, would not include removing depreciable items which offer a tax deduction)

- Bill Pay- We are still collecting late fees due to a slow turn around on the USPS service leading to a strong interest in some form of electronic bill pay to speed up our bill payments.
  - Auto-pay makes it difficult to eliminate corruption if we don't have 2 board members verify the checks
  - However, we've decided to attempt online bill pay
    - Mona will upload bills to a soon-to-be Google Drive or scan to email for board member review. This continues our efforts to maintain transparency between the office and the board of directors while also eliminating all future late fees.
    - At least 2 Board members are still required to grant permission for Mona to pay the bill online
- We will continue with David H and Phil W signing the checks as quickly as possible for any that may arrive in the interim.
- Mona is still making attempts to pay the US Bank bill in full
  - US Bank has informed Mona this bill may take up to 30 days to generate

- **Operations Manager's Report – Jeff Bates**

- Prime Tree Care had their chipper break down. They should finish their road edge trimming by the end of next week.
- We are putting in a concrete swale from Chatman's driveway to Rose Ct.
- There is some concern regarding an overhead branch on Verdelle next to the speed bump and playground
- We are making plans to improve drainage at Woolaroc and Bayview.
- There are about three young males that have been loitering around the pavilion around 1 am.
- There are two recent incidents of large trucks getting stuck on our roads.
  - One on Betty Ann Ct. and one on Oak and Redwood
  - The semi truck on Betty Ann Ct was in violation of multiple regulations which includes but is not limited to transporting excessive amounts of flammable gasoline on our small private roads.

- **Pool**

- We are considering a swim lane for the pool.
- Amy suggested that cabinets above the counters would be useful
  - Mona suggests shelving would make more sense for displaying sellable goods
  - We still need bathroom access from the park

- A lock (which has a memory of unique codes provided per family and is only accessible during our programmed hours) can be ordered to complete this access project
  - Shower handles removed from accessible shower in off season
    - We are also considering a security camera for the pool but want to be sure it will be effective at identification at all hours and all angles.
- Do we want to leave the water heater on when we close the pool later this year?
  - Showers are not needed by residents outside of the pool season and we therefore see no need for the community to pay for a hot water bill at the pool house during this time
  - It may also be worth installing an automatic water shut-off for the showers
    - Jeff will look for one of these

- **Office Manager's Report – Mona Raby**

- Home sales are up
- Still searching for pavilion cleaning person
- All pavilion rentals have been pushed to 2021 and 2022
- Signs still remain that the parks are closed but residents keep tearing down the yellow tape. We will stop putting up yellow tape but keep the signs posted.
- Pool ID tags are working well
- Online sign-ups for swimming slots are also working well.
- Mona will remind people to cancel their pool reservations if the reservations regularly go unused.
- We are averaging about 40 people per day at the pool
- We will store the boxes of unassembled pool furniture in Jeff's shop until they are needed at the pool (likely when Covid-19 restrictions come to an end)

- **Motion to Adjourn** was made by Rick Swayne at 9:00pm with no objections