

**Meeting of the Board of Directors
Redwood Estates Services Association
July 20, 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 via google chat due to the statewide shelter in place order.

Motion to approve the agenda

Motion was made by David Hubbard, with a second made by Chris Goldsbury, and with no objections

Minutes: The June 2020 Minutes were approved with no objection

President's Report:

- **Paving**
 - Paving is being done from Moody Gulch to Summit on Hwy 17
 - Some residents are complaining about noise from the paving machines
- Motion was made to include Santa Clara's information on Covid 19 (in particular with regard to face coverings) in this document (see below), as well as in our monthly letters to our members. This will hopefully improve face covering compliance at the pool, as well as keep our residents informed of current requirements and best practices for Covid 19.

Treasurer's Report: Presented by David Hubbard

- **Balance Sheet**
 - Since we have the available money to pay off the pool loan - Should we pay off the loan (with our cash on hand)?
 - Rick wants to keep at least 150K on hand to cover our expenses in the event of an emergency
 - We could feasibly increase the size of our payments
 - Economic uncertainty may still be a challenge moving forward given the impacts due to Covid.
 - We may potentially see additional costs for the pool house and it may be good to keep extra cash on hand moving into fire season.
 - We've unanimously agreed to double our payments on the pool loan.
 - Because our loan payments are automatically deducted from the bank account -Mona has agreed to write a check in addition to and equal to the sum of the automatic withdrawal.
- **Accounts Receivable**
 - The money missing between May and June was most likely due to people catching up on payments in order that they may use the pool.
 - There is some lack of clarity regarding the differences between the Balance Sheet and Accounts Receivable.

- Mona says the discrepancy is due to the report being in the Cash format instead of Accrual format
 - Mona has suggested she send the Treasurer Report in accrual format to help clarify these discrepancies.

Operations Manager's Report:

Roads / Projects:

- Redwood Drive retaining wall will soon get paved

Drainage:

- No news

Pavilion:

- We are still looking for cleaner

Playgrounds:

- No news

Pool / Building Project:

- We've increased family usage to 8 hours total/week instead of setting daily limits.
- Jeff will be putting a new combination lock on the entry Gate this Friday with the locksmith
- Jeff suggests we do not immediately give out the gate code
 - Since we do not have a cleaning person for the pavilion and pool, it doesn't make sense to give out the gate codes at this time.
 - Mona will instruct the pool staff to allow only one park-user to use the restroom at a time during pool hours.
 - We are considering giving out the Gate Codes at a later time and only upon request. This should help reduce Jeff's time usage for programming new codes and help reduce misuse of the property by limiting the usage, while still giving access to those who desire it

SJWC:

- No news

Fire building

- County Fire has not rejected our request for direct financial reimbursement. The County's latest draft includes reimbursement of legal fees, subject to a cap to be negotiated.

“Ferrellgas Propane “RESA Propane Users Group” pricing discount. Contact Bryan Heath via phone (831-227-6567) or e-mail BryanHeath@ferrellgas.com

Office Manager's Report

- Mona will produce the Resident Dues Accounts Receivable Report on the 15th of every month to help the consistency and comparison between the monthly reports
- We received \$300 from the Fire Department for the broken sprinklers.
- We passed our Covid-19 inspection which required us to post additional information at the gate.

- **Important Note:** Mona is uncertain if this was our annual pool inspection or a Special Covid pool inspection
 - Mona should be receiving a followup email regarding this matter.
- Anyone with a fever of 100 degrees fahrenheit or higher will not be allowed at the pool.
- The pool reservation system is working well at the pool
- We received a bill from BioSphere for our Septic Project.
- There are currently no families causing problems at the pool or through the reservation system.
- Current Pool Hours are 12-7 M-F 12-6 Sat-Sun
 - Chris suggests we increase the weekend hours
 - Mona will check with the staff to see if we can accommodate additional hours.

New Business/Public Comment

- Jeff was informed that an organization has been hired to clear out blackberry bushes and replace them with native berry bushes. This organization said they will follow up with him regarding their proposed project.
- Governor Newsom's new Covid order does not apply to outdoor pool usage.

Motion to Adjourn was made by Rick Swayne and second was made by Chris Goldsbury at 9:00pm with no objections

Face Covering information from Santa Clara County:

Face Coverings: An Overview

You are required to wear a face covering whenever you are at a business (even if it's an outdoor business) as an employee or a customer, and whenever you are on public transit. Businesses must post signs reminding you to wear a face covering when you are at their facilities. At all other times when you are out in public, you are strongly encouraged to wear a face covering. The only exceptions are for people for whom a face covering may not be safe (for example, children 6 and under, or anyone who has trouble breathing or is unable to remove a face covering without assistance).

You can remove your mask to address basic biological necessities like eating and drinking, or if you are suddenly short of breath and feel a need for more air. You should replace your mask as soon as possible if you have to remove it. Wash your hands or use hand sanitizer both before and after handling your face covering.

You do not need to wear a face covering while you are exercising outdoors, but you should keep one with you to put on if needed.

The Role of Face Coverings

Wearing a face covering helps slow the spread of the novel coronavirus (COVID-19) in our community and reduce the number of people infected.

We know that people may be infected with the novel coronavirus but have no symptoms. Wearing a face covering can help to reduce the chance that those who may not know they are sick will spread the infection to others. If everyone wears face coverings in public, we can reduce the spread of infection.