

# WOODRIDGE MUTUAL WATER & PROPERTY OWNER'S ASSOCIATION

## BOARD OF DIRECTORS MEETING AUGUST 23, 2021

Minutes of the Interim Board of Directors Meeting of the Woodridge Mutual Water & Property Owner's Association, Shingletown, California, held in the Van Stellman Hall – Alward Station, Shingletown, California at 4:00 p.m. on the 23<sup>rd</sup> day of August 2021.

1. Call To Order
  - a. President Neill Murchison called the meeting to order at 4:03 p.m.
  - b. President Neill Murchison asked Member-at-Large, Nanette Emmen to take a roll call of Directors and Members-At-Large for quorum. Nick Gorshen, the Water Master was present, and Secretary, Heather Stokes was not present.
2. Opening Remarks – President Neill Murchison welcomed member attendees and opened the meeting as the duly elected board of directors.
3. Treasurer, Allison moved to approve meeting minutes of June 28, 2021, with a second from Vice President Sherri Dodson. So approved.
4. Election Results – Member-at-Large Kristyn Koppman provided the overview of the election results (attached notice). In summary, the election inspectors, Cathy and Ryan Laughy, and Eric Fischer, received 52 envelopes. 48 lots were eligible to be counted resulting in quorum or 59% of the membership. The board received 40 yes votes as a board, and six no votes. Kristyn Koppman moved to approve the certified election results, with a second from Vice President, Jenny Cooper. So approved.

The Board thanked the three election inspectors for their time, hard work, and commitment to ensure the integrity and results of the election process.

5. Treasury update by Allison Elliott (Treasurer):
  - a. The accounting firm, Simmons & Associates that was engaged in early 2021 was still reviewing the Association's chart of accounts in QuickBooks and transactions per their engagement.
  - b. 2020 tax preparation – they applied on our behalf and was granted an extension to file taxes by October 2021. They will be working to finalize the tax returns.
  - c. Treasury sent a letter of statement to a longstanding delinquent member (non-developed lot) as they were able to obtain a new mailing address for them. The letter indicated that the Association was willing to develop a payment plan for their delinquent account and had specific milestone dates. Will provide an update on the member's response.
6. Woodridge Lake dam (Truett dam) – Emergency Plan and California OES letter
  - a. President, Neill Murchison reported that the California Office of Emergency Services sent a letter to the Association stating that the Dam Safety Planning Division was provided with the Association's Emergency Action Plan (EAP) and

subsequently, CAL OES had sent a letter to the Association on August 23, 2019 requesting for changes. The letter further states that the Association did not provide such amendments.

- b. Neill Murchison will work on coordinating with CAL OES and develop an appropriate EAP with the assistance of member volunteers. So moved.

## 7. Committee Updates:

- a. Advocacy – Neill Murchison thanked member volunteers for their recent assistance related to the Dixie Fire and other fire related emergencies that impacted the community.
  - Bob Foote – assisting the Stokes family with their temporary resettlement to the Shingletown area from Greenville as they were impacted by the Dixie Fire and had to evacuate
  - Don Moor – providing updates and communications to the committee relating to the Miller Incident
  - Nick Groshen – providing updates and communications related to the buffalo property incident
  - Sherri Dodson, Tony Villamore, Dave Szody, and Bob Foote on the Manton incident in providing updates.
- b. Design Committee – Vice President Sherri Dodson reported: Lot 77 has installed their septic, and lot 59 has yet to submit their architectural plans. She will continue to monitor.
- c. Lake – Vice President Jenny Cooper reported: the State (Dept. of Water Resources and the Dept. of Fish and Wildlife) have both approved our permit. With the approval, Jenny will now initiate the best course of application – pellets (90 days to fully activate on application) or liquid (30 days to fully activate on application).
- d. Water System – Water Master Nick Gorshen reported: thanked the entire membership for conserving water. Prior to the 2<sup>nd</sup> quarter 2021 billing went out, the output of gallons on a day reached a high of 49,000 gallons. Prior to this meeting, he has recorded a significant reduction of output to around 22,000 to 28,000 gallons per day.

As part of regular testing by FGL Environmental, five homes were tested, with two above normal, which was not deemed problematic. This test occurs once every three years as mandated by Shasta County.

FGL indicated that we will need to rotate the homes every few years for testing.

Propane tank: Nick provided an update on the second 500-gallon tank request. Based on pricing and relationship, he is inclined to have the second tank to be provided by Suburban Propane, the current vendor. This will allow for seamless delivery and pricing. Suburban was to re-inspect the site and provide further details on their next delivery which was scheduled for August 25.

8. Discuss and approve definitions / recommendations related to “Woodridge Lake Estates”, “Common area”, and “Fire exits”. After much discussion, Kristyn Koppman motioned to table the discussion until the resolution of legal counsel was completed, with a second from Nick Gorshen. So moved.
9. Discuss and approve water meter and billing issue: Treasurer Allison Elliott that the member who had the benefit of averaging their water bill utilizing two meters. Over a period of several years, this member only used one of their two water meters, and had been billed on an average of the two meters (high consumption member with regular usage of 100,000 gallons a quarter), which resulted in lower collection of water usage fees. Treasury pointed out that this was not a fair assessment and that their second water meter as it was on an undeveloped lot be shut off. Member has agreed. Allison Elliott motioned to shut the meter off, seconded by Sherri Dodson. Motion approved.
10. Discuss and approve legal counsel issue: President, Neill Murchison reported that this is an ongoing and open item.
11. Next Meeting Date
  - a. The next meeting is scheduled for Monday, October 4, 2021 at 4:00 p.m.
12. Open forum for Property Owners Attending the Meeting – Question & Answer period
  - a. Membership Attendance:
    - Kathy and Tom Schlombohm
    - Tony and Sylvia Villamore
    - David Szody
    - Bob Foote
    - Catherine Matthieu (as roving consultant)

The Interim Board adjourned at 5:57p.m.

On distribution and acceptance without comment, these minutes are deemed to be approved by the Board of Directors.

Heather Stokes, Secretary  
*(on behalf of, prepared by Neill Murchison, President)*  
September 2, 2021