

**WOODRIDGE MUTUAL WATER & PROPERTY OWNER'S ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
May 15, 2023

Minutes of the Board of Directors Meeting of the Woodridge Mutual Water & Property Owner's Association, Shingletown, California, held in Shingletown, California at 4:00 p.m. on the 15<sup>th</sup> day of May 2023.

Attendees: Neill Murchison, Allison Elliott (via telephone), Jenny Cooper, Heather Stokes, Mark Bantz, and Eric Fischer.

Absent: Sherri Dodson

1. Call meeting to order at 4:05 p.m. All board members present with Heather Stokes participating by telephone. Quorum is present
2. Opening remarks by Neill Murchison, President:  
Thank you everyone for being here today. It has been five months since our last Board meeting in December. Since then, the Board has met numerous times in executive session to prepare and update our governing documents. Our focus today is to set the timetable of events leading up to the vote to adopt our CC&Rs and By-laws.

As a reminder, this is a Board Meeting and not a general meeting of the membership. We do have members of our community present, and their presence is for them to ask the Board questions at the end of this meeting on topics they would like to discuss or raise awareness to the Board, which may not be covered in the agenda.

I respectfully ask those members who are in attendance today, to please refrain from asking questions as we work through our agenda. You may ask your question at the end of the meeting when we open it to the membership as part of the question and answer period. Please provide your first and last name, and your street name.

3. Approve Meeting Minutes of the Meeting of the Board of December 5, 2023: Motion to approve by Jenny Cooper, seconded by Allison Elliot, and the motion carries with the meeting minutes are approved with an edit related a Board meeting that was to be scheduled for January 23, 2023. This meeting was conducted as an Executive Session Meeting. Edit and minutes approved.
4. Motion by Heather Stokes to set the 2023 Election & Annual General Meeting for Saturday, June 3, 2023, 10:30 a.m., at the Black Butte Middle School seconded by Allison Elliott. Motion carries.

Neill Murchison thanked Valerie Szody in assisting to secure the Black Butte Middle School as the venue.

On May 25, 2023, all AGM materials will be emailed and/or mailed to the membership. This will include: committee updates – include plan for 2023 and 2024, and updated budget.

Neill Murchison updated the Board, that the Undersheriff of Shasta County, Brian Jackson will be this year's special guest. He further stated that once the main business of the AGM concludes and adjourns, we will then convert to becoming a "town hall" to answer questions regarding the governing documents.

Eric Fischer provided a quick update on the status of the election. The ballot includes Neill Murchison, Allison Elliott, Sherri Dodson, and Heather Stokes as incumbents. Only one member asked to be a candidate, Cynthia McDonald. As of today, four ballots have been returned.

5. Neill Murchison provided an update regarding Governing Documents and subsequent submission to the Membership. On April 13, 2023 the Board met in Executive Session to accept / reject edits from the March draft of the governing documents. The final draft will be sent to the membership on May 19, 2023 by email and/or by mail. The comment period will open from May 19 to July 5, 2023. Once all comments are received, the Board will convene an Executive Session meeting on July 17, 2023 to discuss in order to present those comments to the attorney.
6. Treasury Update given by Allison Elliott
  - a. \$70,000 cash in hand (Tri Counties)
  - b. \$15,768 will be debited automatically by the USDA in June
  - c. \$17,880 cash in hand (1<sup>st</sup> Internet Bank)
  - d. 1<sup>st</sup> Internet Bank recently changed their format and we are now in a money market account. This required updated authorized signatures which was completed.
  - e. We were offered business credit card. The credit card will be in the name of "Woodridge Mutual Water & Property Owners Corporation". With the card, it will eliminate the need for reimbursements to Board members, and re-occurring charges can be placed on the card for easier process. Jenny Cooper motioned to approve, with Allison Elliot seconding. Motion passed.
7. Committee Updates
  - a. Lake update by Jenny Cooper: used mid release sonar and enzymes to be released week of May 22. The new lake sign is to be installed week of May 15 which includes "Do's and Don'ts" such as all dogs on leashes, and no cars on the dam. Jenny updated on lake pass protocols and stated that current lake pass procedures to be followed – all non-resident guests are to have a lake pass.
  - b. Water System update by Mark Bantz:
    - EAR complete
    - CCR (consumer confidence report) to be completed by FGL, hopefully prior to the AGM to include in the meeting package
    - Well 2: some water, however there is a blockage at 165 feet below surface which needs to be removed
    - Plan to replace the pump with a smaller powered pump
    - Well 1: water detected at 145 feet below the surface which is better than prior recording at 160 feet below the surface. Will continue to monitor.
    - Received two bids for generator service. Our generator is 19 years old however only has 900 hours of usage.

8. Other Business

Neill Murchison informed the Board that Nanette Emmen, submitted her resignation on May 9, 2023. He requested a roll call vote from the Board to accept or reject her resignation as Member-At-Large. Unanimous vote to accept her resignation by the Board.

Neill Murchison asked Heather Stokes to collect from Nanette Emmen, her copy of the Davis Stirling Act book that was provided to her. Must be returned by June 3, 2023.

9. Next Board meeting will be replaced the AGM

10. Open forum for Property Owners attending the meeting – Q&A period

- a. Jeff Figone, of Woodridge asked out the process for approval of the construction of an outbuilding on his property. He presented a preliminary design.

11. Adjourn Meeting

The meeting was adjourned at 5:00 p.m.

Neill Murchison, President