

WOODRIDGE MUTUAL WATER & PROPERTY OWNERS CORPORATION
COMMITTEE ROSTER & DESCRIPTIONS

Advocacy & Community Safety

Chair	Neill Murchison		
Members	Susan Bantz	Kathy Schlobohm	Bob Foote

Assist, Support, and Respond – Outreach within and for our Community

- A resource to solve and find ways to reduce hardships for those property owners in our Community in their time of need
- Research cost saving services/vendors and grants for landscaping, tree trimming, general property maintenance, etc., to assist property owners to better help in the upkeep of their properties and mitigation
- Work with the County of Shasta and other local and state government agencies to provide – road maintenance, general maintenance, snow plowing, and other related infrastructure works
- Assist property owners with general maintenance – woodsheds, clearing, others as needed
- Conduct town halls and/or provide regular literature
- Community get togethers
- Support and promote best practices to ensure CC&Rs are followed

Design & Architectural

Chair	Dave Szody
Members	Frank Rawlins

Always Balance Between the Letter of the Law and the Spirit

- Have a thorough understanding of our CC&Rs
- Follow our “Due Process” procedure
- Act on all submitted complaints towards an amicable and fair resolution
- Ensure that all building design submissions are in accordance with our CC&Rs, and render decisions in a timely manner with all supporting documents
- Oversee all Woodridge Lake Estates street signage (including entrance signs on Wilson Hill)

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Lake Management & Oversight

Chair **Christopher Jump**
Members Mark Bantz Dave Szody
 Tony Villamore John Holder

Caring for Woodridge Lake as a Vital Member of our Community

- Aquatic growth control and eradication
- Care, maintenance and upgrading of common areas
- Security
- Signage
- Creating an environment for our community to gather, converse and enjoy the breathtaking beauty of our own private paradise

Legal Oversight

Chair **Neill Murchison**
Members

Mitigate Liabilities and Ensure Compliance

- Engage legal counsel that mirrors the WMPOC's core mission
- Ensure the By-Laws and CC&R are up to date and compliant with State regulations, specifically the Davis-Stirling Act
- Record changes with appropriate county and state agencies
- Act as first responder and resolve amicably all WMPOC legal issues

Treasury & Accounting (Bookkeeping / Billing /Asset Management)

Chair **Allison Elliott**
Members Catherine Matthieu

Treat It Like It's Your Own Money

- Quarterly Financial Reports (to include income statements and balance sheets)
- Coordinate with Water Master on water meter readings for Quarterly Billing
- Quarterly Billing – WPOA dues and water consumption
- Secure and maintain approved budgets
- Effective expense and cost management
- Optimize revenue by reducing delinquencies
- Financial transparency

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Water System Administration

Water System Administrator **Mark Bantz**
Assistant Water Administrator Tony Villamore

Provide Reliable and High-Quality Water to Our Community – Safely, Cost-Effectively, and Professionally

- Read water meters and submit information to Treasurer on a quarterly basis
- Maintain the upkeep and good working condition of all water system equipment and the pump house
- Operate within approved budget and request approvals from the Board when emergency or needed expenses exceed the budget
- Recommend maintenance/infrastructure priorities and associated expenses
- Preside over all approved repairs of water system

Website & Communication

Chair **Cyndi McDonald**
Members

Woodridge Lake's Information Portal - Informative, Helpful, and Bibliographic

- Post all current WPOA documents that have been approved by the board
- Post notices, events, and other pertinent information affecting our Woodridge community
- Responsible for all website information to be current and accurate, and update as necessary
- Promote the website (www.woodridgepoa.org) to Woodridge residents, prospective residents, realtors, and the Shingletown community as their information portal
- Manage website inquiries
- Provide customer relations to website users