

Kawanees Gardens Irrigation Company

Operating Policy and Procedures

*Revised 2015
(major additions and changes from 2004 are italicized)*

Policies and Operating Procedures

Introduction

This purpose of this document is to serve as a guide for the daily operations and procedures for the Kawanee Gardens Irrigation Company. It is designed to reflect or expand, but not conflict with, the Articles of Incorporation and By-laws of the company. The policies and procedures in this document may be altered, added to, or deleted at any time by the majority of the company's Board of Directors. All changes will be reviewed at the next annual shareholder meeting. This initial document and subsequent changes will be reviewed and adopted into the minutes during annual shareholder meetings. Failure to follow the adopted policy and procedures would be cause for termination of an officer, director or supervisor.

This document is divided into sections that describe the various policies and procedures for the operation of the ditch company.

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Section 1. Duties of Company Personnel

A. General.

All company personnel should be familiar with the company's articles of incorporation and by-laws. Company personnel are responsible for all company documents and materials entrusted to them, and will be responsible to return these materials to the company in good condition. All documents and information created for the company by a director, officer, superintendent or supervisor become the property of the company under "work for hire" guidelines.

Directors and Officers have a fiduciary responsibility to the company and must reveal any possible or potential conflicts of interest between the company and any outside or self-interests. Misuse of any company information could result in removal from office of the individual by the other Directors or the majority of the Shareholders.

Salaries.

Personnel salaries and assessment fee waivers will be set by the Board of Directors and appear on the annual financial statement.

B. Directors.

The Board of Directors will be elected by the shareholders at the annual meeting and are responsible for the overall operation of the company as outlined in the by-laws.

C. President.

The president is appointed by the Board of Directors and responsible for the daily operation of the company. This officer should be familiar with the company's Articles of Incorporation, By-laws and Colorado law pertaining to non-profit corporations and irrigation companies. The president will follow the instructions of the Board.

The president will preside over the annual shareholder meeting, as well as any special meetings. He/she will assist the secretary in preparing the notices for shareholder meetings.

The president will monitor the head gate flow and have a key to the head gate. He/she will serve as the liaison to the Ag. Ditch regarding the flow at the K.G.I.C. head gate. The president will mediate or resolve water usage within the company and with the Ag. Ditch company. The President may delegate specific tasks to other officers or directors.

The address of the individual serving as president may be used as the address of record for the company.

D. Vice-President.

The Vice-President will perform any duties of the president, in the event that the president is not available. The Vice-President will be familiar with the company's Articles of Incorporation, By-laws and Colorado law pertaining to non-profit

corporations and irrigation companies. The Vice-President should also have a key to the head gate.

E. Secretary

This position may be combined with the duties of the Treasurer (below). The company secretary is responsible for keeping the records of shareholders of the company. He/she is responsible for mailing notifications of meetings and place public notices. The secretary will mail, collect and record the annual assessments of the shareholders. The secretary is empowered to assess penalties and interest to delinquent assessments. He/she will begin forfeiture proceedings when appropriate, as outlined in the section pertaining to forfeiture of shares.

The secretary will record all transfers of shares and keep accurate books of assessments and transactions.

The secretary will record the minutes of annual meetings, special shareholders' meetings and Directors' meetings.

F. Treasurer.

The company treasurer will be responsible for the company bank account, collection of funds and the disbursement of all funds. All checks will require both the signature of the treasurer and the president (or vice-president if the president is unavailable). The treasurer will keep the financial records and prepare the financial report for the annual shareholder meeting.

G. Superintendent.

The superintendent will monitor the ditch flow on a 'day-to-day' basis, remove any blockages and supervise the activities of the lateral supervisors. The superintendent will regularly report the status of the ditch to the President, Vice-President and/or the Directors.

H. Lateral Supervisors.

Each of the company's four laterals will have a lateral supervisor to monitor the use of each lateral. The four supervisors will alternate throughout the irrigation season monitoring the head gate and main ditch to the divider boxes.

Each lateral supervisor will be responsible for making a schedule for the use of water of the shareholders located on that lateral. The schedule should reflect a pro rata usage for amount of shares each individual holds.

Updated lateral irrigation schedules should be delivered to the users on or around mid-April. A new copy should be issued regardless of changes made to the schedule. A copy of the schedule will also be delivered to the President and Secretary.

Section 2. Company Offices and Records

- A. *In order to save the cost of maintaining a leased office space, the company offices shall be listed as the home addresses of the Secretary/Treasurer, President or both. The Directors will designate the official location and mailing address(es) for the company. Office hours for the company shall be “by appointment” or designated by the Directors.*
- B. *Company Records or copies shall be primarily kept by Secretary (Secretary/Treasurer). Company records may also be kept by another Officer or Director to protect against catastrophic loss, or in the course of doing business. The Directors should institute a process of storing a digital archive of company records in a safe, secure location, or multiple locations. Digital archives should only be used for replacement of damaged or lost records and not be made accessible to the public or shareholders. Certain company records, such as the Articles of Incorporation, By-laws, Operating Procedures, Lateral Schedules and meeting notices may also be posted on the company website: www.kgic.org. –observing shareholder privacy.*
- C. *Record Requests by Shareholders*
- a. *Shareholders in good standing with all assessments paid may make written requests to inspect, view and copy company records, pursuant to C.R.S. §7-136-102 with the stated ‘particular purpose’ for each request. Company records may include, but are not limited to: bank statements, check registers, paid invoices, published meeting minutes of shareholders’ and Directors’ official meetings, completed share transfers, current shareholder lists (including names, addresses and shares held), published lateral schedules, official correspondence with shareholders and proxy ballots. Once created, the Secretary will be provided a reasonable amount of time to catalog, file and incorporate any new documents before calling them “company records.”*
 - b. *Items not considered records are emails, privileged communication with attorneys, or other outside agencies, or information that may compromise shareholder privacy.*
 - c. *If there is a dispute over whether a particular document is considered an official “company record” the shareholder and the company will share, evenly, in the cost of advice from the KGIC attorney. Opinions from outside attorney would be the responsibility of the requestor.*
 - d. *Pursuant to C.R.S. §7-136-103 (3) the company may charge a reasonable fee associated with access to the company records. This shall include: \$12/hour for document research, collating, preparation, and meeting time for each Officer and/or Director required to present the company records. The company will also charge \$.25 per record or page for copies. The Directors may waive fees at their discretion.*
 - e. *No records in a digital and/or editable form shall be provided directly to a shareholder, unless authorized by the Directors.*

- f. A Requestor must ask permission of the Directors to share any company information outside of the shareholders. The Requestor may terminate his/her inspection privileges by doing so.*

Section 3. Financial Statements

The Secretary/Treasurer will prepare a financial statement for the annual shareholder meeting, reflecting the revenues and expenses for the company to date. Once adopted by the shareholders at the annual meeting, this will be considered the “most recent financial statement” until one is prepared and voted on at a subsequent annual meeting.

Section 4. Assessments

A. Amount and Due Date.

The amount of yearly assessments is recommended by the Board of Directors, based up the Ag. Ditch Assessment and the operating costs of the K.G.I.C, and voted on by the shareholders at the annual shareholder meeting one year prior to its enactment.

The Annual shareholder assessments for water usage are due by March 1st of the current year. A \$10 processing fee will be added to any assessment submitted after the March 1st deadline. Shareholders that have not paid their assessment and late fees by April 15th of the current year will not be entitled to water use for that year. The shareholder may appeal to the secretary or board of directors for a late fee waiver or entitlement to water use.

B. Interest on Late Assessments.

In addition to late fees, unpaid assessments will accrue interest of 8% per year after July 1st of the current year. The entire balance including the assessment, late fee and interest must be paid in full for the shareholder to be entitled to water use.

C. Forfeiture.

Delinquent assessments not paid in full by two years from the initial due date will be considered forfeit and offered for auction to shareholders in good standing on that lateral.

Section 5. Auctioning of Forfeited Shares

A. Time and Place.

Auctions will be held at the annual meeting closest to the two year anniversary due date of the assessment.

B. Notice.

The auction for forfeited shares will be announced along with the notice for the annual meeting.

C. Bids.

The company will make a public bid in the amount of the share, the associated late fees and interest accrued to the date of the auction. Any shareholder on the same lateral has an opportunity to bid for the share. Non-shareholders that have property contiguous to the lateral may also bid for the forfeited share. All bids, other than the company bid, will be sealed and due prior to official start of the annual meeting. Bids not received by that time will not be considered. Bids must be equal to or greater than the company bid to be considered. The original shareholder may bid on the forfeited share. The share will go to highest bidder. In case of a tie, the highest bids will have the opportunity to submit a new bid during the auction until the highest bid has been reached. The winning bid is due in full at the conclusion of the auction.

The company will be paid the amount owed, passing any excess money from the auction to the original owner of the forfeited share. If the original owner cannot be located within a reasonable time and with reasonable efforts the company will retain the excess funds. *The company is not required to spend funds in locating the original shareholder.*

Section 6. Water Schedules, Shareholder Responsibilities, Taking Too Much Water

A. Watering Schedules

The President and Lateral Supervisors will determine the Water Schedules for each Lateral. Shareholders will be scheduled for water on a pro rata basis. *The Lateral Schedules will be available to the shareholders prior to the head gate being officially open for the season. Lateral schedules will also be posted on the company website.* The President will review the Lateral Schedules to make sure they provide for the most efficient and practical use of water for the Shareholders. The Board of Directors will resolve any schedule conflicts. The Lateral Supervisors are responsible for copying and delivering schedules to the shareholders on their Lateral. Only shareholders in good standing will be placed on the annual schedule (see Section III).

Schedules should be devised to help keep ditches saturated and *avoid lengthy 'travel times.'*

B. Responsibilities of Shareholder

Each Shareholder (or their agent, e.g. tenant) is responsible for taking only the allotted water as indicated on the Lateral Schedule. At the designated time the

Shareholder will divert water from the Lateral to his/her property. At the end of the designated time, the Shareholder will CEASE diversion of the water and RETURN the entire flow to the Lateral. This procedure will be followed by all Kawanee Gardens Shareholders, unless there is a prior arrangement between Shareholders to share the responsibility of diverting water. This arrangement should not interfere with the receipt of water by other Shareholders on the Lateral. When Shareholders share or exchange the responsibility for diverting water from the Lateral, the Shareholder who would normally receive water at that time is ultimately responsible for only taking appropriate amount of water, as per the Schedule.

Shareholders may exchange scheduled watering times by prior arrangement, as long as the exchange does not interfere with any of the other Shareholders on the Lateral. If there are no prior arrangements and a Shareholder does not use his/her flow at the designated time, the flow will be shared pro rata by the other Lateral Shareholders.

C. Company Procedures for Receipt of Too Much Water by Shareholders

If a Shareholder does not return the flow to the Lateral at the end of time indicated by the Lateral Schedule, this Shareholder can be held in violation of Company Policy and Colorado law, regarding the "**Penalty for refusal to deliver water**" and "**Receipt of too much water**" (Colorado State Statutes: Title 37-84-121 through 37-84-125.)

The Colorado Statutes above outline the company's policy for addressing those Shareholders and non-shareholders that take inappropriate amounts of water or interfere with the proper delivery of water. These Statutes indicate that this situation is a misdemeanor crime and subject to damages to be collected by the company or individual shareholders.

It is the company's position that the shareholder, who is not adhering to the schedule, should be made aware of the situation immediately and given the opportunity to correct it. If the Shareholder refuses to correct the situation, or the shareholder is a chronic offender, then a Lateral Supervisor, Officer, or Director should be contacted to witness the next occurrence of the situation. Consequently, the President will notify the shareholder in writing that a continued practice of receiving too much water (more than allotted by the schedule) is subject to the criminal and civil action indicated by the State Statutes *and company bylaws*.

Should the practice continue the President will advise the company's attorney to contact the individual, informing them of the seriousness of their actions by citing the appropriate State Statutes. It may also be necessary at this time for the Officers and Directors to secure evidence that the individual is in violation of these statutes (multiple witnesses, or law enforcement officials, *affidavits, time-stamped photographs, etc.*). The offender may be liable for attorneys' fees in these situations at the discretion of the Directors.

The final action will be for the Officers or Directors to contact the appropriate law enforcement authorities and the company's attorneys to pursue both criminal and civil

actions against the individual. The company is obligated to seek damages that reimburse any legal and administrative costs incurred by the company or its officers.

D. Theft of Water or Interfering with Flow by Non-Shareholders

All Shareholders are asked to observe the flow of the ditch and report any individuals that interfere with the flow of water or non-shareholders that take water from the ditch. *The company bylaws state that only shareholders are entitled to take water, regardless of perceived excess or 'unused' water.* These actions should be reported to the Lateral Supervisors, Officers, or Directors immediately. Because this situation is a criminal offense, law enforcement officers may be contacted if conditions are such that damage may occur from interference of the ditch flow, or a non-shareholder refuses to discontinue the theft of water. Questions of shareholder status should be assessed only by the company's officers.

Armed with the appropriate State Statutes, it will be the duty of the Officers to follow the procedures outlined in Section IV-C (above) to have criminal charges or civil damages assessed to those non-shareholders that steal water or interfere with the ditch flow. The company will be obligated to seek damages that reimburse all incurred legal and administrative costs.

E. Complaint Process

Shareholders should be respectful of all shareholders on individual Laterals. Water shall be diverted at the appropriate time, according to the Lateral Schedule, and returned to Lateral at the end of the user's scheduled time.

All complaints should be directed to the Lateral Supervisor and, or a Director, in order monitor chronic misuse of a user's allotted time(s).

Continued documented complaints will result with a letter of reprimand from the Directors, indicating the user's violation of Company By-laws and/or Colorado law, regarding water rights. Additional violations will result in legal action, initiated by the Board of Directors.

F. Mediation and Arbitration

Unresolved disputes between the Company and individual shareholders may be subject to formal mediation and/or arbitration. The two parties will share equally in any associated costs related to mediation or arbitration. Disputes that are considered "frivolous" or "without merit" may require the party at fault to reimburse the entire amount of associated costs to the other party.

Section 7. Transfer of Shares

A. Transfers

Being personal property and not real property, shares may be transferred at any time to property in the Kawanee Gardens Irrigation area and contiguous with the company's four laterals. Shares may not be transferred outside the area serviced by the company's head gate, as stated in the Articles of Incorporation. *It is recommended that all access to the lateral and associated easements be in place for a transfer.*

The company only acts to monitor and record share transfers. Transfers occur between two interested parties, all sales are between these two parties. The company will insure that delivery of water will suit company guidelines and by-laws. *The board of directors may prevent a transfer if the new owner does not meet requirements of company bylaws or Colorado law. Any new, non-historical, easements must be recorded with the property record on file with the Jefferson County Clerk. All costs associated with acquiring access to one of the company's four lateral is at the owners expense.*

Share across laterals are contingent to approval by the The Board of Directors, These type of transfers must be approve prior to completion of the transfer. Transfers from one lateral to another, i.e. across laterals, is discouraged due to the affect upon the flow and scheduling of existing shareholders on the laterals in question. Adding shares to another lateral may not accommodate the scheduling needs of existing shareholders and may affect flow characteristics to unduly burden existing shareholders. The Board may find it necessary to engage engineering studies to measure flow at the divider box flow and lateral routes. Any cost for these studies will be the obligation the buyer and/or seller, and not th company's shareholders. Final approval will be at the discretion of the Board of Directors. All costs are assumed by the buyer and/or seller.

B. Certificates

Transfers require the original K.G.I.C certificate or an affidavit, demonstrating ownership of the share. In the case when a certificate cannot be produced, the secretary will check the assessment record of the share to assure the authenticity of ownership. *The company encourages all shareholders to safely store their stock certificate in case supporting information about ownership cannot be located. Ultimate proof of ownership lies with a company stock certificate.*

The company will issue a new certificate with the transfer. *The Secretary may charge a fee for issuing a replacement certificate.*

C. Transfer Fee.

The company secretary will charge a \$10 transfer fee with the issue of the new certificate. The new owner is responsible for any current assessments, late fees and interest. *All of these fees must be paid to receive water.*

D. Leasing Water

Shares may be leased by shareholders on the same Lateral. **Non-shareholders are not permitted to lease water**. Leases are between existing KGIC shareholders and are considered temporary. The minimum length of a lease is for the single irrigation season (April – November), unless approved by the Secretary. Copies of lease agreements must be forwarded to the Secretary. Water may not be leased to other Laterals. All schedules should have the lessee's name in parenthesis next to the share owner. Shareholders participating in a lease arrangement may be charged for the printing of new schedules, if leases are not presented to the Board or Lateral Supervisor prior to the printing of the annual schedule.

Scheduled water times **will not** be changed from the shareowner's original time (lessor) to accommodate the lessee. The lessee will accept the owner's time, regardless of location on the Lateral. The Board has the right to prevent leases that may adversely affect shareholders on the Lateral.

The lease agreement that is filed with the Secretary must have the full names and addresses of both parties (properties associated with the use of the water), the date of the agreement, end date of the agreement and signatures of both parties.

Section 8. Annual Shareholders' Meetings

The annual meeting will be held the last full business week of February, as stated in the by-laws. Notice to the shareholders is required 30 days prior. Public Notices should be posted 30 days prior.

The notice should contain the date, place and time of the meeting. It should contain the proxy vote, should a shareholder be unable to attend, the agenda and the yearly assessment.

Election of the board of directors will take place at the annual meeting.

Section 9. Lateral Maintenance and Construction

A. Annual Cleaning, Daily Maintenance and Construction.

The Annual Cleaning for the Main Ditch and Laterals will take place on the first Saturday of April, weather permitting. ALL the Main Laterals must be cleaned prior to Water Flow (opening the head gate). In case of bad weather or poor conditions, the Annual Cleaning will take place on subsequent Saturdays until the ditch has been made ready for water. The president will organize additional dates for volunteers to help clean the main ditch and laterals.

B. Shareholders that participate in the annual cleaning, or other **supervised** maintenance activities during the irrigation season, will receive a credit towards the following year's assessment. **The rate for all pre-authorized and "annual" ditch**

maintenance, repair work or construction is \$10 per hour. The maximum credit should not exceed the shareholder's assessment. If the amount of credited work exceeds the shareholder's assessment, the Board is empowered to negotiate a contractor fee with the shareholder. All individuals that perform maintenance or repair work for K.G.I.C., whether shareholders or non-shareholders, are considered independent contractors.

1. Good Samaritan Policy

Credited labor shall be available to any individual performing authorized work on the ditch system, whether shareholder or not. The Secretary will apply all credited labor to the share held by the individual performing the labor, unless otherwise indicated by that individual. An individual performing labor in exchange for an assessment credit may request that specific credited-labor be applied to different shareholder's assessment. This should be indicated in writing to the Secretary by the end of the calendar year. Requests made after that date shall be void.

2. Shareholders are strongly encouraged to maintain ditches on their property, throughout the irrigation season, **and this typically does not count toward an assessment credit without authorization from the Directors or Officers.**

C. Construction

All construction that occurs within the Right-of-Way or affects the flow of the main ditch, the four laterals or any tributaries must be approved by the Board of Directors and monitored by the President or Vice-President. The Board will use its authority under the By-laws and Colorado State law to insure the integrity of the ditch system and the company's prescriptive easements.

D. Reimbursement for Lateral Improvements

1. KGIC will reimbursement property owners for lateral ditch improvements according to the following guidelines. Each request will be reviewed on a 'case by case' basis and voted on by the Board of Directors. The purpose of this program is to encourage individual property owners to make improvements to the ditch section on their property that provide better water flow, while improving the property.
2. Guidelines
 - a. Total reimbursement will be 30 % of current market price for 12" 50 psi PVC pipe.
 - b. All materials used to carry water must be approved by the B.O.D.
 - c. Improvements must conform to the existing Right-of-Way.
 - d. Cleanout access minimum every 40 feet, unless waived by B.O.D.
 - e. No diversion-gate access will be changed without prior B.O.D. approval.
 - f. Min. standard will be 12" diameter smooth rigid PVC pipe for Laterals.
 - g. Receipts for all materials are required for reimbursement.

- h. Other materials may be considered by the B.O.D.
- i. Prior approval is required for reimbursement.
- j. *As managers of the ditch system, the Directors may find it necessary to move a diversion point. The Directors will attempt to do this with the cooperation of the shareholder, but will not be restricted if the re-location is justified, a proven improvement to the ditch system and still provides necessary access for the shareholder.*

Section 10. Ditch, Lateral and Junction Box Design Specifications

A. General

All construction involving laterals, junction boxes or tributaries must be approved by the Directors. All Laterals should not be less than twelve inches in diameter and adhere to elevations that provide unimpeded flow, generally between 0.5% and 2.0% grade. Recommended piping should be 12-inch diameter 50 psi PVC pipe, belled and gasketed. The Directors may approve other pipe options based on needs of the lateral section. The material surrounding the pipe should be appropriate to prevent shape deflection, cracking or total failure. Appropriate clean-outs and elevations are stipulated by the Board.

B. *Shareholder Diversion Box Specifications & Guidelines (all future construction)*

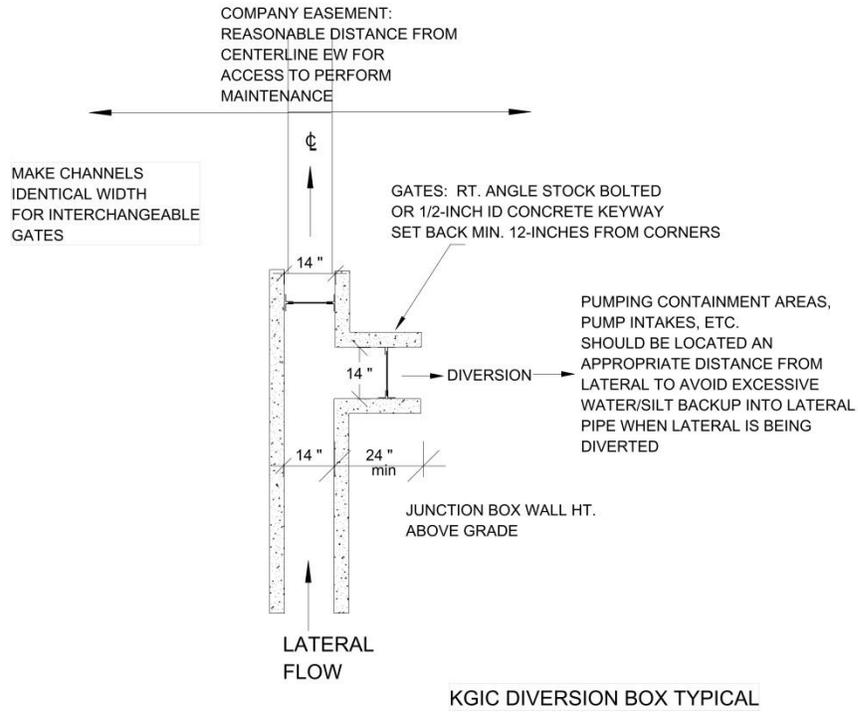


Figure. B-1

C. Lateral Junction Box Specification & Guidelines (future construction)

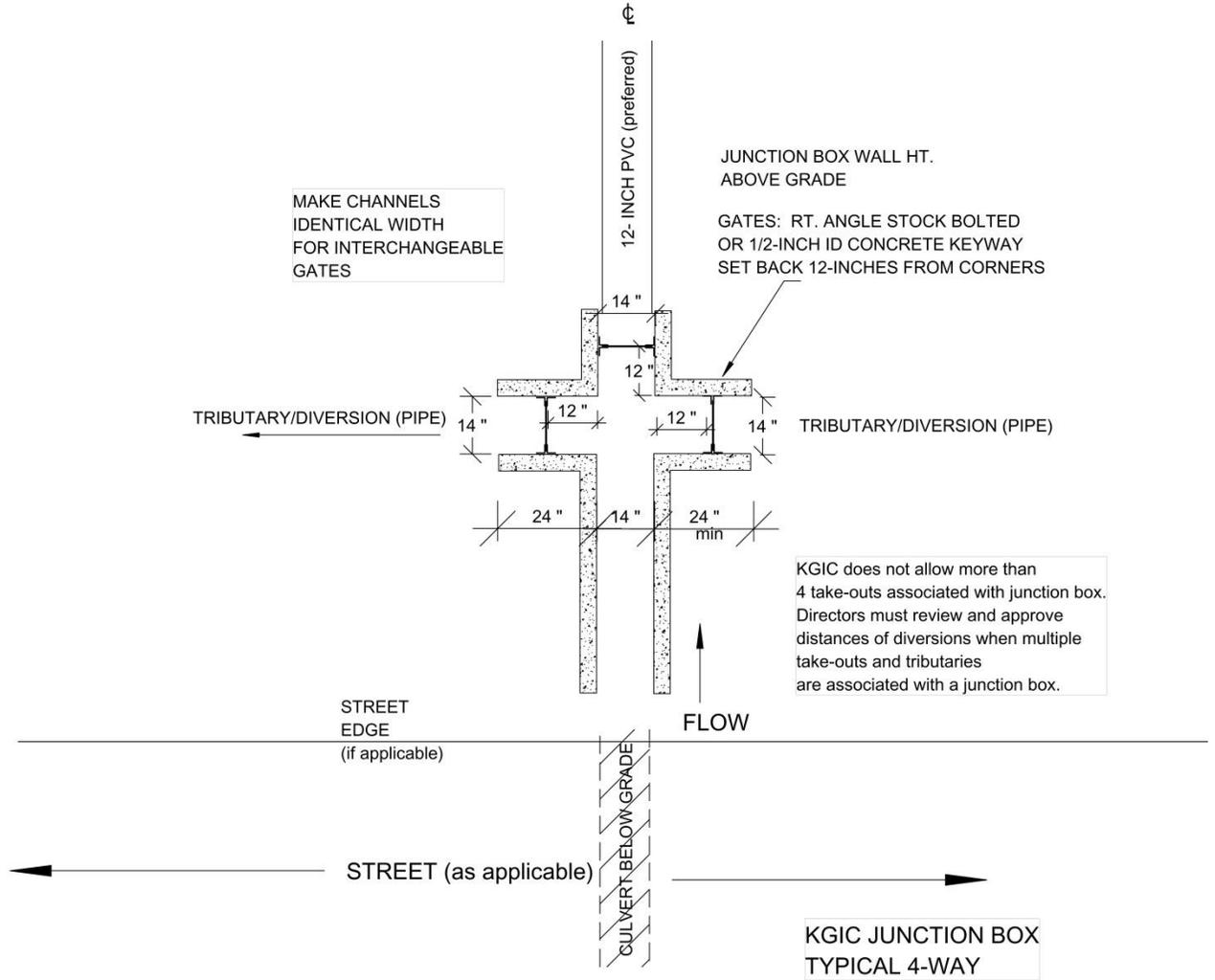


Figure. C-1

D. *Instream Ponds Not Permitted*

Refers to excessive widening of the lateral beyond 12-15 inches perpendicular to flow, or in depth, to the point of affecting flow or becomes a 'storage' area within the lateral.

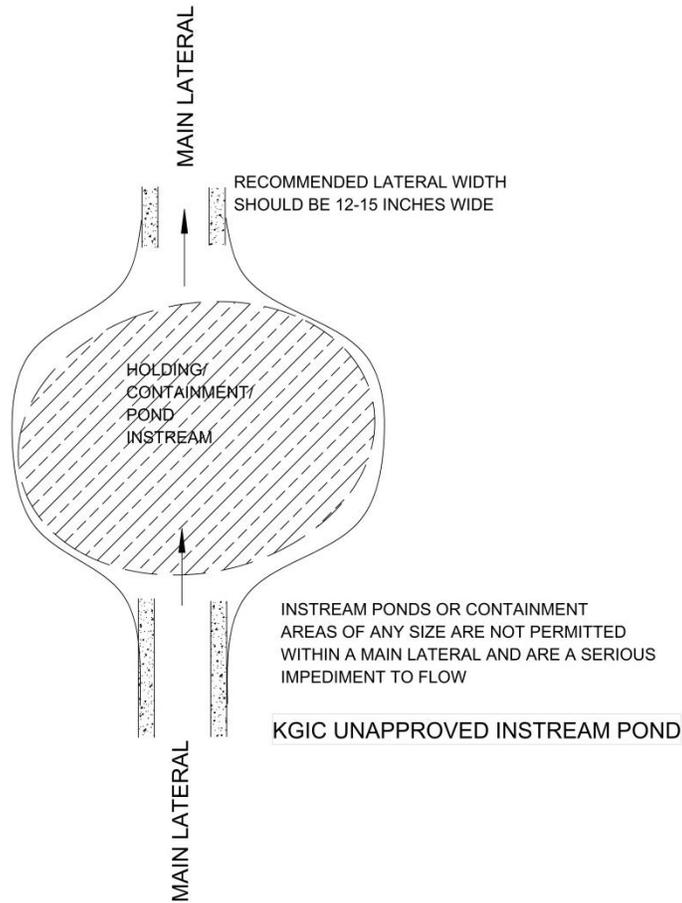


Figure. D-1

E. Continuous Flow Diversions (Not Permitted without Directors' Approval)

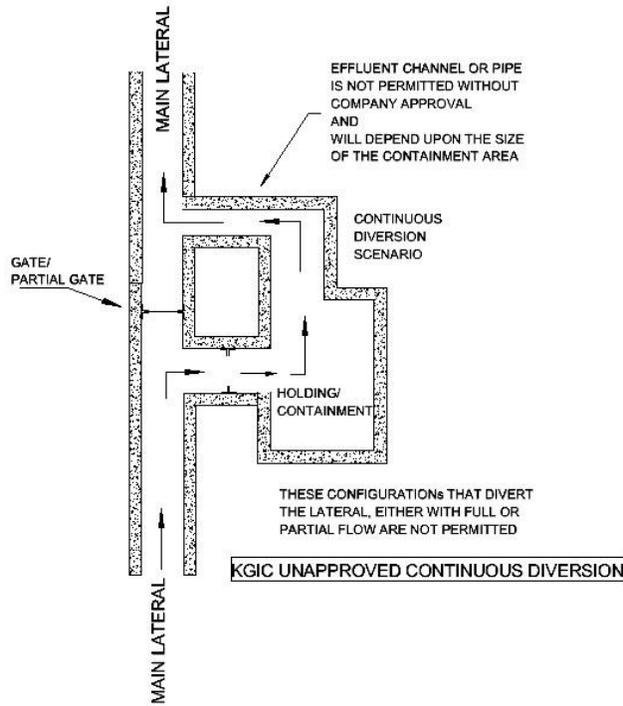


Figure. F-1

F. Driveway Crossing by Laterals and Tributaries

Driveway crossings over the ditch lateral or tributaries are for the benefit of the property user. Repair and maintenance is the responsibility of the property owner, not the ditch company. This has been advised by the company attorney. Company representatives should work with the property owner to insure the flow of the ditch is maintained. The ditch supervisors may also contact the City of Lakewood Public Works to remedy any blockages or replacement, as driveway culverts may lie in the city street right-of-way.

Section 11. Easements and Ditch Right-of-Way

Colorado irrigation companies have “prescriptive easements,” established by continuous historical use. These easements may, or may not, be recorded in the property record, but are valid none-the-less. The easement includes the ditch containing the water as well as a “reasonable distance” on each side of the ditch, above and below the ditch that is needed to perform maintenance and repairs of the ditch. As a rule of thumb, the company uses an estimate of 5-8 feet on each side, perpendicular to the flow of the ditch: what is necessary for personnel and minimal equipment to access the ditch.

Encroachments, or blockage, to the easement is contrary to Colorado law. Anything that prevents access to repair and maintain the ditch, such as: fences without gates for access, covering over a ditch, or other methods that restrict access to the ditch are all considered encroachments. Company personnel require unrestricted access to the ditch for the purposes of monitoring, repairing, or maintaining the ditch. Colorado law requires the company to maintain the ditches. The company may remove such encroachments to gain access and does so at the property owner’s expense.

Company personnel should work with property owners and alert them, when possible, if access to the ditch easement may be impaired. Any new easements should be recorded easements.

Section 12. Water Flow

A. Any adjustments to Division Boxes shall be done only after Flow and Volume measurements have been provided by a qualified engineer or hydrologist, retained by the Directors. Verifiable and documented data will be used as the basis for making pro rata adjustments to Lateral Distribution boxes. The Board will oversee the collection of data and subsequent adjustments. The cost of these reports that result from a request to transfer shares across Laterals, will be the responsibility of the individual shareholder making the request.

Section 13. Important Dates

January	Annual Meeting Notices to be posted 30 days prior to meeting.
Last Week in February	Shareholder Annual Meeting.
March 1st	All assessments are due.
April 15th	Late fees for unpaid assessments applied.
First Saturday in April	Annual Ditch Cleaning (weather permitting).
April	Watering Schedules completed prior to water delivery.
May (or when available)	Water delivery begins (ditches must be clean).
July 1st	Interest begins on unpaid assessments.
October-November	Ditch closes, or as debris becomes too unmanageable or Ag. Ditch closes.

Directors Meetings *40 days' notice to shareholders to take any official action*
Special Shareholders Meetings *Majority of stock required to hold meeting*