

# WOODRIDGE POA AND MUTUAL WATER COMPANY BOARD OF DIRECTORS COMMITTEE ROSTER AND JOB DESCRIPTIONS

(Committee Chairs to submit monthly reports to Board-Due by the 10<sup>th</sup> of each month)

**Design Sub-Committee**—Ron Schmidt/Co Chair, Carl Gamma/Co Chair, Denny Diestler

**Tag Line—“Always balance between the letter of the law and the Spirit”**

- Have a good understanding of all of our CC&Rs
- Follow our “Due Process” procedure
- Act on all submitted complaints towards resolution
- Render decision on Design approval requests
- All Woodridge Assoc. street signage (including our entrance signs)
- Should any violation reach the \$50.00 per day non-compliant fee level, please submit to Legal Oversight Committee

**Water Co. Administration**—Nick Gorshen –Water Master/Chair, Scott Robertson, Assistant Water Master, Dean Davis, Assistant Water Master

**Tag Line- “Use your best experience and knowledge”**

- Read water meters and submit information to bookkeeper on quarterly basis
- Operate within approved budget and request approval from board when emergency or needed expenses will go over budget
- Submit requested new budget to board for new year each January. Recommend maintenance/infrastructure priorities and associated expenses
- Preside over all approved repairs of water system

**Lake Oversight**—Dean Davis—Chair, Ron Gray, Nick Gorshen, Tom Schlobohm, Tony Villamore

**Tag Line—“Everything Lake”**

- Weed control
- Security
- Signage
- Submit all CC&R violations to CC&R Violation and Design Committee

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-Levy and Dam maintenance

- Compliant with all county and state regulations and testing

**Legal Oversight**-Denny Diestler-Chair Dean Davis

**Tag Line-“Legal but reasonable”**

-Secure competent legal council

-Record all bylaw and CC&R changes with appropriate county and state agencies

-Act as first responder to all WPOA legal issues

**Web site**-Martha Wilkerson-Chair, Graham Posner

**Tag Line-“All Woodridge-All Help”**

-Secure web master on either an annual or monthly basis

-Post all current WPOA documents approved by board

-Responsible for all web site information to be current and accurate

-Utilize web site by directing all Woodridge residents, perspective residents, and realtors to acquire needed information and documents from <http://www.woodridgepoa.org/>

-Website inquiries

-Customer relations

**Accounting-Bookkeeping-Billing-Asset interest management-** Marianne Ferro -  
Bookkeeper,Denny Diestler-Chair, Martha Wilkerson

**Tag Line-“Treat it like it’s your own money”**

-Quarterly Financial Reports (to include income statements and balance sheets)

-Secure and maintain approved budgets from board

-Coordinate with Legal Oversight and Water Co. Administration committees