

**WOODRIDGE MUTUAL WATER & PROPERTY OWNERS CORPORATION**  
**BOARD OF DIRECTORS COMMITTEE ROSTER & JOB DESCRIPTIONS**

---

**Advocacy & Community Safety**

<b>Chair</b>	<b>Neill Murchison</b>		
Members	Valerie Szody	Nanette Emmen	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 related to:
  - Telecommunications – telephone / internet / satellite
  - PG&E & Other utilities (excluding water)
  - Law enforcement – Shasta County and CHP
  - Fire mitigation
  - Community outreach – getting to know our neighbors
- Support and promote best practices to ensure CC&Rs are followed

**Design & Architectural**

<b>Chair</b>	<b>Sherri Dodson</b>		
Members	Joyce Moor Valerie Szody	Kathy Schlobohm	Ron Schmidt

*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)

**WOODRIDGE MUTUAL WATER & PROPERTY OWNERS CORPORATION**  
**BOARD OF DIRECTORS COMMITTEE ROSTER & JOB DESCRIPTIONS**

---

**Lake Management & Oversight**

<b>Chair</b>	<b>Jenny Cooper</b>	
Members	Karyn Lamb	Tony Villamore
	Dave Szody	Kadi Montler

*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**

<b>Chair</b>	<b>Neill Murchison</b>
Members	Nanette Emmen

*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)**

<b>Chair</b>	<b>Allison Elliott</b>	
Members	Sherri Dodson	
	Nanette Emmen	Catherine Matthieu (roving consultant)

*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

**WOODRIDGE MUTUAL WATER & PROPERTY OWNERS CORPORATION**  
**BOARD OF DIRECTORS COMMITTEE ROSTER & JOB DESCRIPTIONS**

---

**Water System Administration**

<b>Water Master &amp; Chair</b>	<b>Nick Gorshen</b>	
Assistant Water Master(s)	Butch Worden	Carl Gamma
Director Support	Neill Murchison	

*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**

<b>Chair</b>	<b>Heather Stokes</b>
Members	Graham Posner (Webmaster) Catherine Matthieu (roving consultant)

*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](http://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

<p>Committee Chairs are to submit monthly reports to the Board Due by the 10th of each month</p>
--