

WOODLANDS MUTUAL WATER COMPANY

PO BOX 19
ARROYO GRANDE, CA 93421
www.woodlandsmwc.com

TELEPHONE 805-540-5208
FAX 805-544-4294

BOARD MEMBERS

Chris Sorensen, President
Tom Ryan, Vice President
Jan Tabarez, Secretary/Treasurer
Lonnie Ellisor, Director
Preston Holdner, Director

GENERAL MANAGER

Robert Miller, P.E.

DIRECTOR'S MEETING

DATE: September 6, 2023
2:00pm

This meeting is open to all customers and members of the Woodlands Mutual Water Company. This meeting will be held at The Monarch Club Avila Room – 1645 Trilogy Parkway, Nipomo, CA, as well as via zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/86527224119?pwd=SE42dE85R0ErVjYxeU8xVWdZdE05QT09>

Meeting ID: 865 2722 4119

Passcode: 492950

AGENDA

1. Call to Order, Establishment of Quorum
2. Approve Minutes from the May 30, 2023 Board Meeting
3. General Managers Report
 - a. Significant Maintenance Performed
 - i. Dawn Well Pump Replacement
 - ii. Leak Repair
 - b. Pressure Reduction Zone Project Status
 - c. Supplemental Water Connection
 - i. Connection Design & Construction
 - ii. Dechloramination Design and Construction
 - d. Shallow Well Water Billing Status
 - e. Third Tank Construction Status
 - f. PFAS Testing Results
 - g. Key Well Index Report
 - h. Reserve Study
 - i. Proposed HOA Disaster Response Center at Booster Station
 - j. Recent Resident Advisory Committee Meeting and Advisors inputs.
4. Cash Management Policy and Regular Financial Reports
5. Automated Meter Reading Update
6. Portable Generator Purchase
7. Water Plan Development Update
8. Financial Projections Development Update
9. Board Nomination of Director Candidates
10. Annual Meeting and Election Date
11. Next Board of Directors Meeting Date
12. Other

This notice is being given in accordance with AB240. Any questions or special requests, please contact Lonnie at (805) 540-5208.

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WOODLANDS MUTUAL WATER COMPANY DIRECTORS MEETING MINUTES

May 30, 2023

1. Present:

Chris Sorensen, President
Tom Ryan, Vice President – via zoom
Jan Tabarez, Secretary/Treasurer
Lonnie Ellisor, Director – via zoom

Resident advisors present: Sam Saltoun, Eric Krause, Jeanne Marlow, Jack Moyer

A quorum of the shareholders was present.

Others in Attendance:

Community Members: via zoom (26) in person (12)
Rob Miller, Wallace Group
Lonnie Richardson, Wallace Group

At 2:01p.m. the meeting was called to order by Chris Sorensen.

2. APPROVE MEETING MINTUES FROM THE 1/31/2023 BOARD MEETING
A motion was made by J. Tabarez to approve the meeting minutes from the 1/31/2023 Directors meeting as presented. The motion was seconded by T. Ryan and passed unanimously.

3. GENERAL MANAGERS REPORT

a. Current Financial Status

Presented by R. Miller, current water company assets approx. \$2.2M.

b. Status of Cash Deposits SWEEP Alternatives Investigation

Presented by R. Miller, proposal for financial advisor pending with Dave Morrison.

c. Pressure reduction zone update

Formation of an ad hoc committee has been led by President Sorensen. Currently 86 psi fire sprinkler pressure for 2 story homes.

d. Status of Supplement Water Connection Work and Dechloramination Facility

Staff discussed that we are still waiting for NCSD final construction plans, followed by Board item for final siting and budget for dechloramination facility.

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- e. Shallow Well Water Usage Projections for Vineyards and Vineyard Buffer areas
Staff confirmed that there is currently minimal buffer irrigation.
 - f. Third Tank Project Status and Schedule
Construction has begun and is expected to be complete by September 2023.
 - g. Recent Resident Advisory Committee Meeting and Advisors inputs
Staff reported that the RAC has recently reviewed the budgets, advised on cash management, PFAS testing and other items.
 - h. PFAS Testing
Staff reported that PFAS samples have been taken and results will be distributed to the Board in approx. 10 to 15 business days.
 - i. Mandatory Directors Ethics Training Update
Training in progress.
4. DIRECTOR RESIGNATION AND REPLACEMENT
Due to Director Carroll's job transition, he will no longer be available to participate on the Board of Directors. He has nominated Preston Holdner as his replacement.
- A motion was made by J. Tabarez to accept Preston Holdner as Director Carroll's replacement. The motion was seconded by L. Ellisor and passed unanimously.***
5. REVIEW AND APPROVAL OF THE FY 2023-24 and FY 2024-25 BUDGETS
Staff has worked closely with the Board and RAC to submit the final budgets for approval.
- A motion was made by T. Ryan to adopt the FY 2023-24 & FY 2024-25 budgets as presented. The motion was seconded by J. Tabarez and passed unanimously.***
6. REVIEW AND APPROVAL OF CLEATH HARRIS & ASSOCIATES PROPOSAL
A proposal was requested from Cleath & Associates for their ongoing work with the mutual. This proposal includes hourly consulting, mandated water level and groundwater monitoring, annual reports, and participation on the NMMA Technical Group.
- A motion was made by J. Tabarez to approve the contract with Cleath Harris & Associate as presented. The motion was seconded by T. and Ryan passed unanimously.***

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7. REVIEW AND APPROVAL OF SUPPLEMENT WATER FEES

Staff discussed the need to increase the bi-monthly supplemental water fee by 4% to match the increase imposed on WMWC by NCSD.

A motion was made by J. Tabarez to increase the supplemental water fee by 4% to all customers. The motion was seconded by T. Ryan and passed unanimously.

This rate increase will become effective with the Nov/Dec 2023 billing period and customers will be notified prior to the increase taking effect.

8. DISCUSSION OF RESERVE STUDY

The most recent reserve study was completed in 2014, and is in need of updating at this time. The Board directed Staff to move forward with this item at this time, with a budget range of \$3-\$5k, and report back at the next meeting.

9. Proposed Development of a Multi-Year Water Management Plan

A draft matrix was developed and presented to the Board regarding the current and future uses of available water sources. Additional discussion is needed and will be led by Manager Miller, President Sorensen and Director Ellisor.

10. Development of Multi-Year Financial Projections

Several items have come to light that would benefit from a multi-year financial projection, such as HOA Water Reduction Impacts, Governors EO regarding irrigation of non functional turf and a sensitivity analysis for revenue, as well as future supplemental water costs and phase 3 projected revenues. An ad hoc committee was formed, consisting of Director Tabaraz and President Sorensen.

11. SCHEDULE FOR QUARTLERY MEETINGS

Quarterly meetings will be tentatively set for April, July, October and December. Staff to coordinate details with the BOD and RAC.

There being no further business to come before the Board a motion was made by J. Tabarez to adjourn the meeting. The motion was seconded by L. Ellisor and passed unanimously. The meeting was adjourned at 2:52 p.m.

Approved By: _____

Date: _____

Woodlands Mutual Water Company Directors Meeting

September 6, 2023



Order of Meeting – Pg 1 of 2

- Approval of 5/30/23 Meeting Minutes
- General Managers Report
- Cash Management Policy and Regular Financial Reports
- Automated Meter Reading Update
- Portable Generator Purchase

Order of Meeting – Pg 2 of 2

- Water Plan Development Update
- Financial Projections Development Update
- Board Nomination of Director Candidates
- Annual Meeting and Election Date
- Next Board of Directors Meeting Date

General Manager Overview

Major Maintenance & Replacement – Dawn Well Pump and Motor

- \$88k in July 2023 – motor/pump lasted approx. 17 years
- Approximately 4 weeks from failure to repair



Joseph Court water service repairs

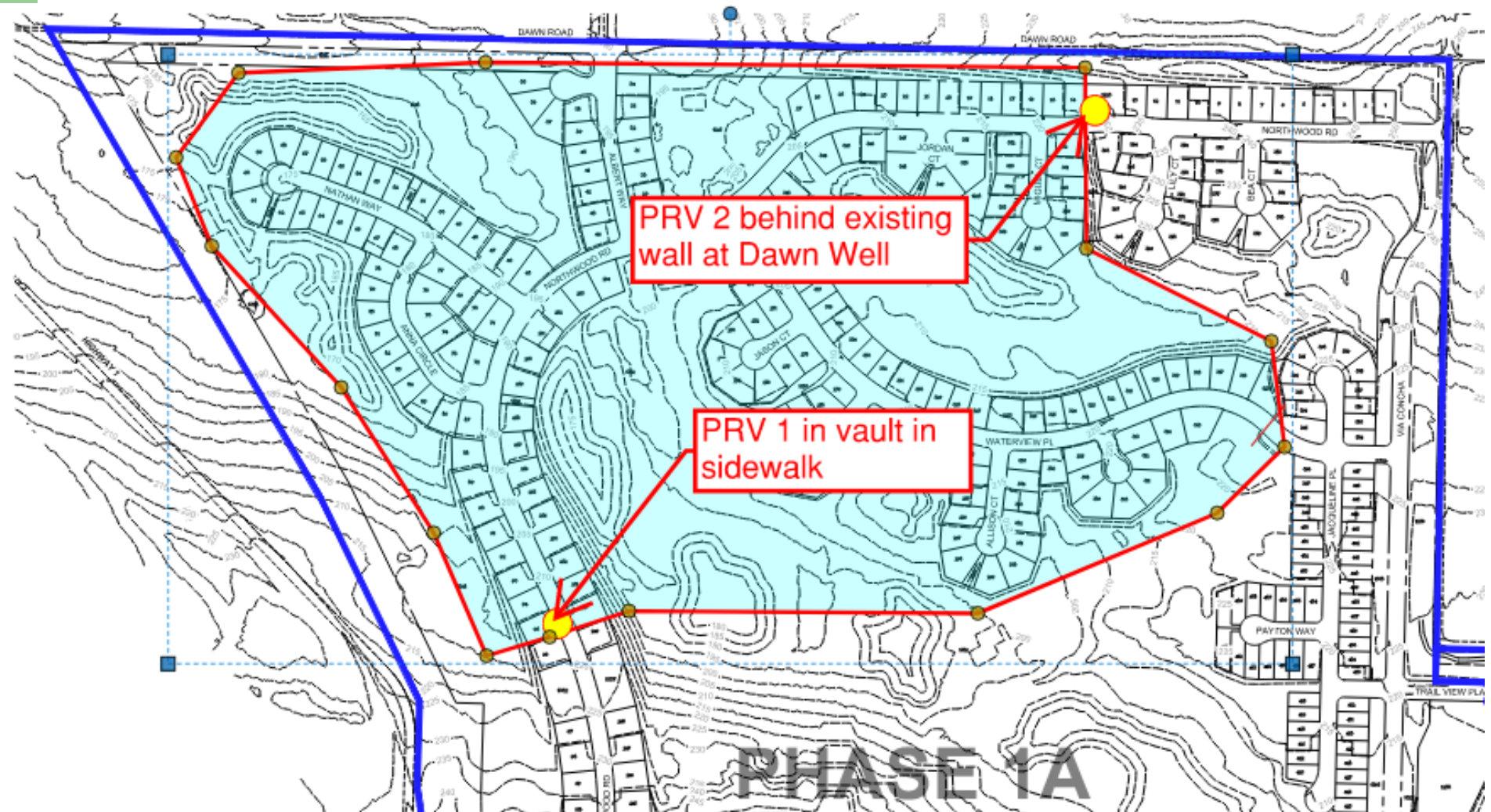
- WMWCo side of meter
- No water main links in system to date
- Sch 80 PVC
- Cost varies - \$10k to \$15k by FRM (invoice pending)
- Consider cost economy of preventative service replacement project.



Pressure zone reduction project

- Constraint with residential fire sprinklers have impacted pressure zone project
- SLO County data indicates that 2 story homes in Phase 1 were designed for 86 psi incoming pressure
- Still viable, but with reduced limits

Pressure zone reduction project



Pressure zone reduction project

- Reduced limits still can dampen short term pressures that vary by 15 to 20 psi
- Note that existing home gauges may not be accurate – average pressures of 100 to 110 psi, peaking at 120 to 130 psi
- \$20 to \$25k for materials per site
- Total approx. \$100k to \$120k
- Reduces average pressure by 15 psi, peak pressure by 35 psi

Supplemental Water Connection

- Nipomo CSD lead on design & construction
- Finished plans expected by early September
- Includes supplemental water and emergency connections
- Implementation in 2024 (NCSD lead)
- Dechloramination design and costing following NCSD plans, including easement and location discussion



"Dawn"
Domestic Well

NCSD
Intertie
Location

"Mesa"
Domestic
Well

Water Storage
and Booster
Pumps

Wastewater
Recycling
Facility

"Homestead"
Domestic Well

Monarch Dunes Golf Club

Supplemental Water Connection

Proposed dechlorination facility schedule

- Retain design consultant by December 2023
- Design complete by April 2024
- Construction complete by February 2025
- Begin receiving water to test facility, with full scale delivery in July 2025

Shallow Well Water Billing

- No charge for recycled water, consistent with past practice
- Developer previously reimbursed WMWCo for shallow water through April 2019
- Draft invoice amount provided for commercial vineyard operation – 399.7 ac-ft through end of 2022, average cost of \$140/ac-ft
- During same period, 61 acre-ft for HOA vineyard (approx. \$8,500)

Shallow Well Water Billing

- Net of recycled water delivery to vineyard pond, buffer irrigation through 2019 total 101 acre-ft, to be allocated to developer and HOA based on turn over date in 2022
- WMWCo also paid \$5,185 in direct PG&E expenses for buffer pump and pond aerator in 2022
- Calendar year 2023 will be reconciled and reported to board in Q1 2024
- Total reimbursement anticipated: \$75k

Third Tank Construction Status

- Tank erected and coated
- Completion in
Approx 30 days
- Old tanks can be
cleaned to freshen
color





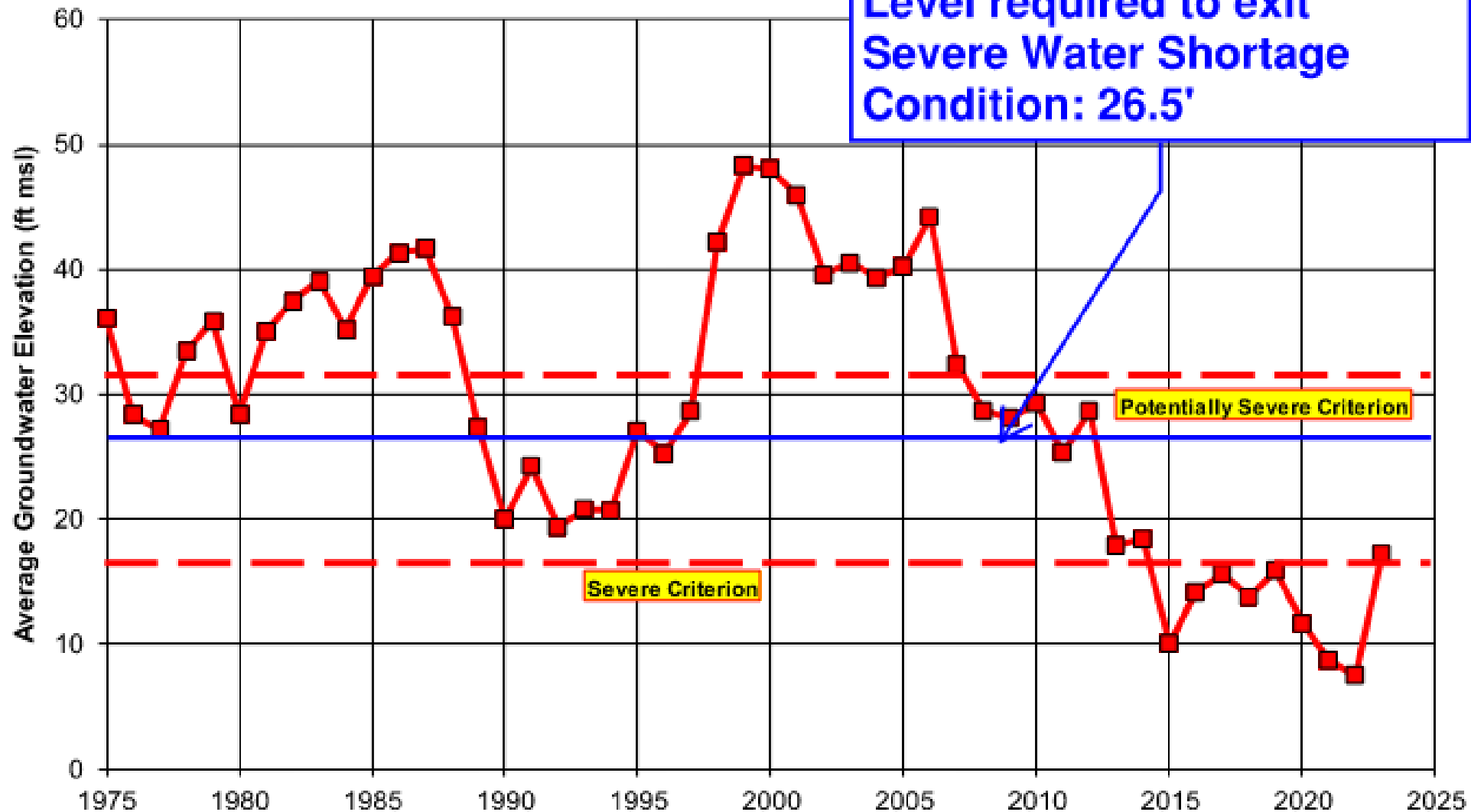


PFAS Testing Results

- What Are PFAS? Per- and polyfluoroalkyl substances (PFAS) are chemicals that resist grease, oil, water, and heat.
- Often called “Forever Chemicals” due to slow rate of decay in environment
- Developed in 1940’s, used in hundreds of products
- Potentially harmful based on EPA research
- Tested down to parts per trillion at WMWCo wells and **not found**

Key Wells Index 1975 - 2023

Level required to exit
Severe Water Shortage
Condition: 26.5'



Reserve Study Update

- Previous reserve study performed in 2014
- New proposal received from Association Reserves for not to exceed \$4,000
- Staff to engage consultant and bring back draft report to Board

Trilogy Security & Preparedness Committee Update

- Access is flexible - Mesa, Via Concha to Willow, Highway 1
- Fire flow meets applicable standards – 1.3 million gallons stored, >2,500 gallon/minute delivered.
- Underground utility systems to minimize electrical fires in high winds
- Monarch radio, active TSPC

Trilogy Security & Preparedness Committee Update

- TSPC looking to partner with WMWCo for emergency center at tank site
- In pursuit of funding for budget conscious facilities including container with equipment, radio communications, and emergency water supply capabilities with dedicated/separate access gate
- Next step – funding search for approx. \$30k, followed by update to governing boards
- Plan distributed to Board and Resident Advisors – Rob Couture Q&A as needed



Item 4. Cash Management

- Draft policy guidelines distributed for review
- Sample QuickBooks Reports
- Long term debt currently limited to supplemental water loan from NCSD, with \$322k per year loan payment

Item 5. Potential Automated Meter Reading Project

- Approximately 50% of residential meters compatible with remote meter reading (Iperl)
- \$68k capital project will allow for remote reading, along with customer tools for leak detection and conservation
- Potential savings of \$15k/year in field time
- 4 to 5 year payback

6. Portable Generator Purchase

- Permanent generators exist at wastewater treatment plant, water booster/tank site, and sewer lift station
- Existing wells have provisions for hooking up a mobile generator
- Largest Well Requires 300 KW unit
- Capital costs for purchase in the range of \$200k to \$250k for diesel tow behind unit, depending on the features selected

Pending Capital Project List to be Prioritized with Cash Projections

Project	Budget Cost	Earliest Time Frame If Approved/Funded
Chloramine Removal System	\$250k (lease may be available)	Q4 - 2024
Pressure Zone Project	\$120k	Q2 - 2024
Automated Meter Reading	\$70k	Q2 - 2024
Mobile Emergency Generator	\$230k	Q2- 2024

Item 7. Water Plan Development Update

- Matrix/framework developed by President
- Extracting data from billing software for historical analysis since 2020 for residential and commercial uses, including CCMA/WMA
- Historical uses of non potable water
- 5 year projections for potable and non-potable supplies, including recycled water and shallow water

Current and Future Uses of Available Sources

	Potable	Recycled	Shallow
CURRENT USES			
Phase 1 and 2 Homes	C		
Monarch Club Facilities	C		
Monarch Club Landscape	C	?	?
Golf Course Facilities	C		
Golf Course Landscape	C	C	?
WMA Existing Common Area Landscape	C	?	?
Business Park Comercial & Landscape	C		
Commercial Vineyard			C
Vineyard Buffer			C
HOA Vineyard			C
Phase 2 Construction			C

FUTURE USES			
Phase 3 Duplex Homes	C		
Golf Course Fringe	?	?	?
WMA Phase 3 Common Area Landscape	?	?	?
Town Center Commercial	C		
Town Center Residential	C		
Town Center Landscape	?	?	?
Phase 3 Construction			C

Item 8. Financial Projections Development Update

- Spreadsheet matrix framework with assumptions sheet developed by Treasurer
- Five year projections to be informed by water management plan
- Future increase in supplemental water cost based on increased deliveries in 2025

Item 9. Board Nomination of Director Candidates

- July 2018 adopted policy
- Recommends minimum of 2 years on Resident Advisory Committee
- Board to select slate of shareholders at noticed meeting
- Call for other nominations, with deadline for written notice of candidacy in order to appear on ballot
- Ballot form from 2022

Item 9. Board Nomination of Director Candidates

Recommended slate for approval:

- Chris Sorensen (resident)
- Tom Ryan (resident)
- Jan Tabarez (resident)
- Lonnie Ellisor (Shea)
- Preston Holdner (Shea)

Note: other candidates submitted in writing will also appear as indicated in policy

Item 9. Board Nomination of Director Candidates

Key recommended dates in reverse order:

- Week of December 4th – Annual meeting
- November 6th – ballots mailed
- Week of October 23rd – Deadline for written nomination of candidate
- September 18th – Staff to send out electronic notice to shareholders calling for any additional nominations

WOODLANDS MUTUAL WATER COMPANY
BALLOT and PROXY
ANNUAL MEETING OF SHAREHOLDERS
December 6, 2022

★ «Lot» ★

Name of Shareholder(s):

Please print name(s) as they appear on the deed for the real property to which the stock is appurtenant.

This election is being conducted as required in Article VI of the Bylaws of the Woodlands Mutual Water Company. You have two options to submit a valid ballot: Under either of these options, you are required to return this ballot by mail in advance of the meeting. If attending the Annual Meeting in person, you may also present your ballot at that time.

OPTION 1 (Vote by Proxy - RECOMMENDED): You are encouraged to designate a proxy to vote on your behalf at the meeting. **Your designated proxy is required to vote for the candidates you have selected, and only those candidates.** You may appoint either the General Manager, or any shareholder who you are confident will attend the annual meeting on your behalf by checking one of the two boxes below. By designating a Proxy, your votes will be counted even if you are unable to attend the Annual Meeting, or don't register your attendance.

I, the undersigned shareholder or legal representative of the shareholder, appoint the following person to act as my proxy for the election of directors at the 2022 Annual Shareholder Meeting of Woodlands Mutual Water Company and instruct such person to vote for the candidates I have selected below **(Check one Proxy box only)**:

- ☐ the General Manager of the Company, Rob Miller, will act as my Proxy; or
- ☐ I appoint _____ to act as my Proxy.

OPTION 2 (Vote in Person or via Zoom): Under Option 2, your mail-in ballot cannot be counted unless you are in attendance. **If attending in person, you must sign-in on entering the meeting room. If attending by Zoom, you must confirm your attendance to the election staff by using the Zoom Chat feature.** (Instructions for attending the Zoom meeting are enclosed with this ballot and proxy.)

ELECTION OF DIRECTORS: You may cast a vote for up to five (5) nominees (including write-in nominees), but no more than one (1) vote for each nominee. You may write-in the name of a Woodlands Mutual Water Company shareholder not named below. You may also choose to vote for less than five (5) nominees. **Place an "X" in the box provided for each nominee that you wish to select. Your ballot will be invalid if you vote for more than five (5) nominees.**

- ☐ PRESTON HOLDNER, Incumbent, Shea Homes
- ☐ JAN TABAREZ, Incumbent, Homeowner
- ☐ CHRIS SORENSEN, WMWC Resident Advisory Committee Member, Homeowner
- ☐ KOREY CARROLL, Incumbent, Shea Homes
- ☐ LONNIE ELLISOR, Incumbent, Shea Homes
- ☐ TOM RYAN, WMWC Resident Advisory Committee Member, Homeowner
- ☐ WRITE-IN: _____

ALL BALLOTS MUST BE SIGNED

Printed name(s) as on deed

Signature(s)

Items 10 & 11: Meeting dates

- Week of December 4th
- Annual meeting with adjournment to Director meeting

CONTACT US

(805) 540-5208

www.woodlandsmwc.com

- Information
- Water Supply & Water Quality
- Water Conservation Measures

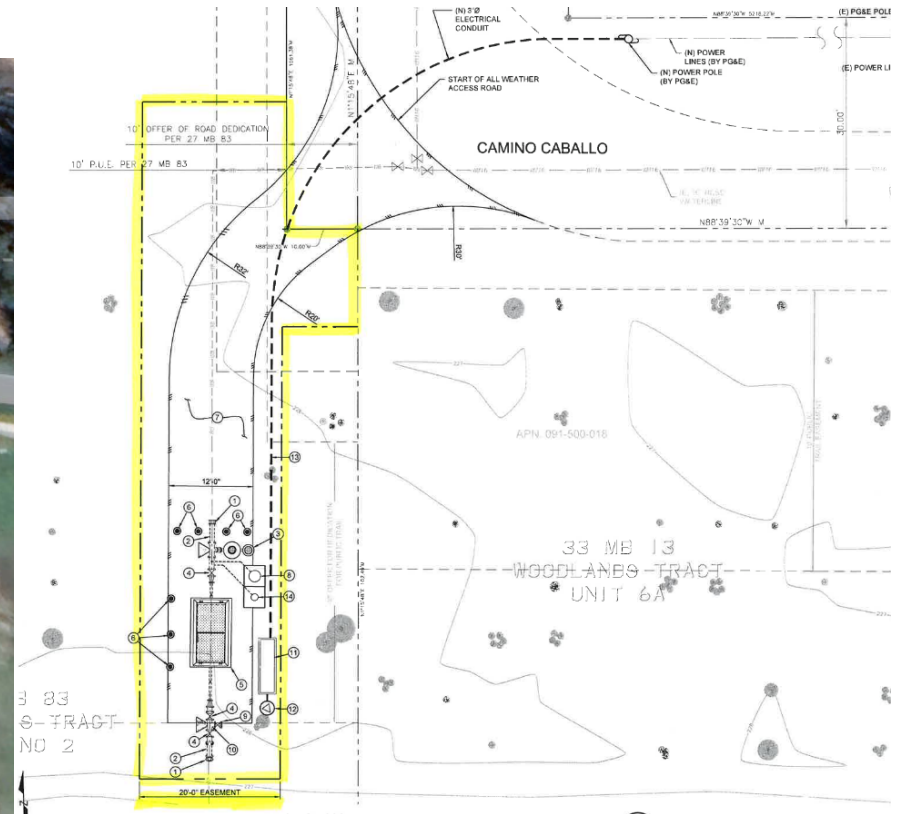
Questions?





**Additional slides for use as
needed**

NCSD Permanent Intertie



- Permanent intertie in design by NCSD, 90% design completed
- Easement granted by HOA in 2021
- Continuous flow of supplemental water + emergency fire flow capacity
- Board to review chloramine removal plan & budget in 2023 for Q1 2024 implementation

Policy on Water Supply Reliability - Irrigation

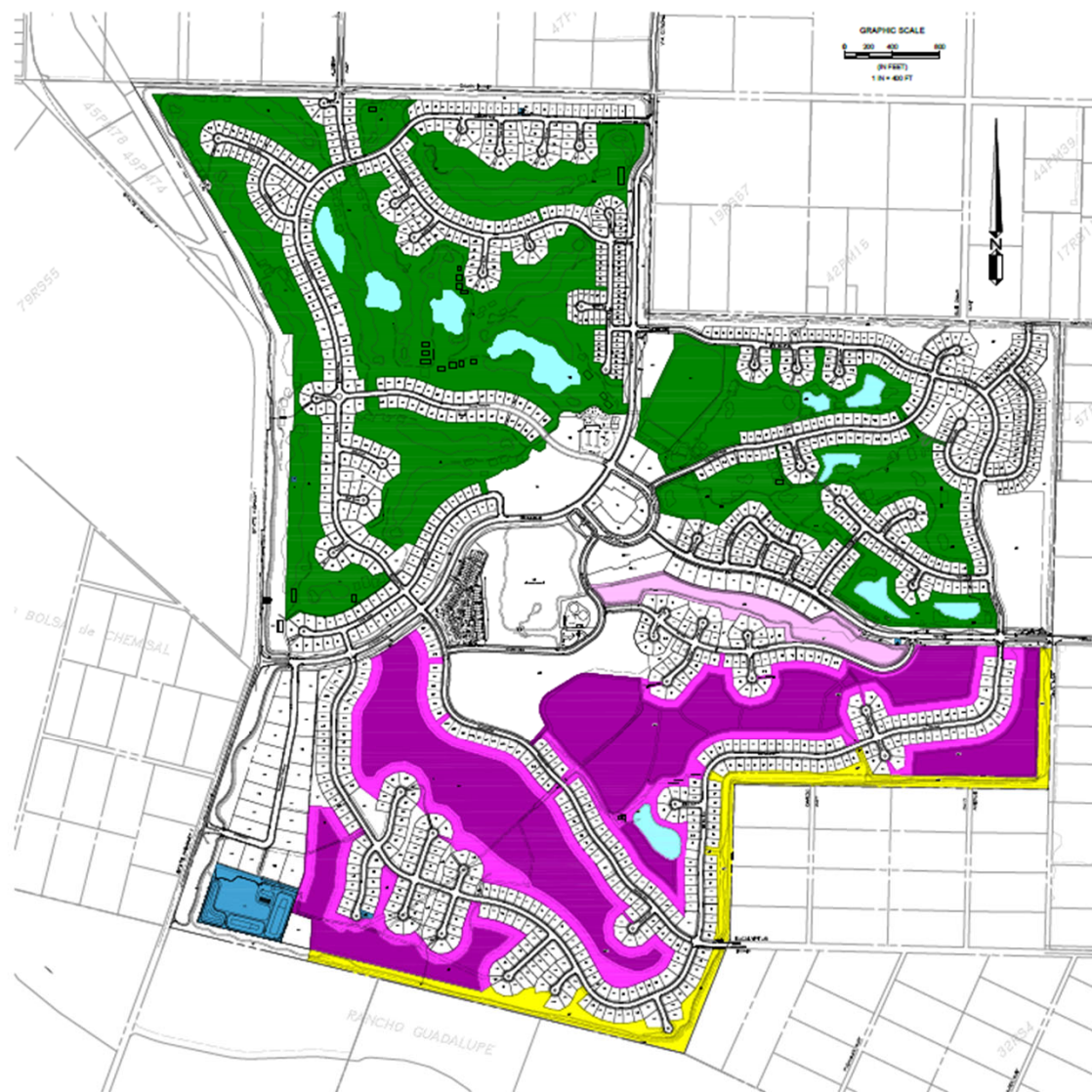
1. Recycled water and the production of water from the existing irrigation well will be allocated eighty percent (80%) to the golf courses, and twenty percent (20%) to the vineyard and vineyard buffer. Water provided for the vineyard and vineyard buffer will be allocated by acreage between these uses.
2. Production of water from the three shallow wells will be allocated eighty percent (80%) to the following uses that are currently irrigated with shallow well water, in proportion to their acreage:
 - a. Commercial vineyard
 - b. Vineyard buffer
 - c. Woodlands Master Association vineyard
 - d. Common areas along Viva Way, Banneker Place and Amador Way

The remaining twenty percent (20%) will be allocated to the golf courses.

Policy on Water Supply Reliability

- Irrigation

3. Sufficient water will be provided by the Company for the establishment and maintenance of the golf fringe from its shallow wells.
4. Given that additional shallow water capacity is likely to be available beyond the needs of golf, vineyard, and vineyard buffer, the Company will support the Home Owners Association(s) in their efforts to extend shallow water distribution to additional common areas that are currently irrigated with potable water. These common areas may receive shallow well water if additional capacity exists after the irrigation requirements of the uses specified in items 1 through 3 above have been satisfied. As such, a backup connection to the potable system should be considered in these common areas.



LEGEND:



GOLF COURSE



**COMMERCIAL
VINEYARD**



**COMMERCIAL
VINEYARD
BUFFER**



**WOODLANDS
MASTER ASSC.
VINEYARD**



**VIVA WAY,
BANNEKER PL.
and AMADOR WAY**



**WOODLANDS
MUTUAL WATER
COMPANY WWTP
and WELL SITES**

**WOODLANDS MUTUAL
WATER COMPANY**

Woodlands Mutual Water Company
Balance Sheet
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Rabobank - N Mesa Wtr Mng	108,662.45
Wells Fargo - ACH Account	297,609.61
Wells Fargo - Operating	1,696,603.45
Wells Fargo - Suppl	165,234.12
Wells Fargo - Suppl Savings	54,161.07
Total Checking/Savings	2,322,270.70
Other Current Assets	
Shea Receivable	304,762.04
Total Other Current Assets	304,762.04
Total Current Assets	2,627,032.74
TOTAL ASSETS	2,627,032.74
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Supplemental Water Reserve	188,460.15
Total Long Term Liabilities	188,460.15
Total Liabilities	188,460.15
Equity	
Ret. Earn (Rev Rul 70-604)	2,138,443.27
Retained Earnings	-116,582.71
Net Income	416,712.03
Total Equity	2,438,572.59
TOTAL LIABILITIES & EQUITY	2,627,032.74

Woodlands Mutual Water Company

Profit & Loss

October 2021 through September 2022

	Oct '21 - Sep 22
Ordinary Income/Expense	
Income	
1101 - Bank Fee Reimb	144.00
1102 - Bank Interest	48.85
1201 - Meters- Sales and Rental	29,988.00
1202 - Water System Revenue	1,060,940.25
1203 - Waste Wtr System Revenue	966,358.01
Total Income	2,057,479.11
Gross Profit	2,057,479.11
Expense	
2101 - Accountant	2,500.00
2102 - Administration	293,984.50
2106 - Cross Conn Control Prog	2,485.90
2108 - Groundwater Monitoring	37,430.00
2110 - Lab Testing	43,967.85
2117 - Professional Fees	22,409.36
2118 - Repairs & Maintenance	
2118.1 Unbudgeted Leak Repair	50,115.41
2118 - Repairs & Maintenance - Other	177,389.66
Total 2118 - Repairs & Maintenance	227,505.07
2121 - System Operations	285,270.00
2123 - Water Meter Installation	29,586.50
2124 - Website Services	456.00
2201 - Alarm Service	2,895.50
2202 - Electrical Power	362,327.92
2203 - Gas Services	1,216.08
2204 - South County Sanitation	1,991.78
2205 - Telephone Expense	731.76
2303 - Bank Service Charges	2,997.30
2305 - Insurance Expense	21,207.00
2308 - Office Supplies	790.78
2310 - Permits & Fees	35,986.12
2312 - Reconciliation Discrepan	250.95
2314 - Taxes	800.00
2316 - US Postmaster	5,430.00
2401 - Major Repairs/Conting	
2401.05 - Homestead Well Repair	20,803.85
2401 - Major Repairs/Conting - Other	5,200.00
Total 2401 - Major Repairs/Conting	26,003.85
2501 - Debt Svc- Woodland Vent	0.00
2502 - Debt Serv. NCSD Supp.Wtr	712,782.00
Bank Service Charges	1.06
Construction Reimbursement	-220,520.55
Interest Expense	5,617.44
Shea Reimbursement	
Buffer Leaks/Oakridge	73,953.64
Irrigation Pump House	14,653.95
Misc	539.67
Tank/Water Booster Expansion	94,575.01
Wastewater Plant Expansion	182,060.27
Total Shea Reimbursement	365,782.54
Total Expense	2,271,886.71
Net Ordinary Income	-214,407.60

9:01 PM

08/29/23

Cash Basis

Woodlands Mutual Water Company

Profit & Loss

October 2021 through September 2022

	Oct '21 - Sep 22
Other Income/Expense	
Other Income	
1204 - Suppl Water Revenue	697,695.02
Total Other Income	697,695.02
Other Expense	
2113 - Legal Services - Sup Wtr	2,661.64
2115 - NMMA Tech Group	63,913.75
Total Other Expense	66,575.39
Net Other Income	631,119.63
Net Income	416,712.03

Woodlands Mutual Water Company
Balance Sheet
As of August 29, 2023

	Aug 29, 23
ASSETS	
Current Assets	
Checking/Savings	
Rabobank - N Mesa Wtr Mng	108,698.63
Wells Fargo - ACH Account	5,000.00
Wells Fargo - Operating	1,526,318.60
Wells Fargo - Suppl	428,559.67
Wells Fargo - Suppl Savings	54,196.18
Total Checking/Savings	2,122,773.08
Accounts Receivable	
Accounts Receivable	111,956.85
Total Accounts Receivable	111,956.85
Other Current Assets	
Shea Receivable	304,762.04
Undeposited Funds	65,257.34
Total Other Current Assets	370,019.38
Total Current Assets	2,604,749.31
TOTAL ASSETS	2,604,749.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-200.00
Total Accounts Payable	-200.00
Total Current Liabilities	-200.00
Long Term Liabilities	
Supplemental Water Reserve	188,460.15
Total Long Term Liabilities	188,460.15
Total Liabilities	188,260.15
Equity	
Ret. Earn (Rev Rul 70-604)	2,138,443.27
Retained Earnings	300,129.32
Net Income	-22,083.43
Total Equity	2,416,489.16
TOTAL LIABILITIES & EQUITY	2,604,749.31

Woodlands Mutual Water Company

Profit & Loss

October 1, 2022 through August 29, 2023

	Oct 1, '22 - Aug 29, 23
Ordinary Income/Expense	
Income	
1102 - Bank Interest	67.15
1201 - Meters- Sales and Rental	3,808.00
1202 - Water System Revenue	737,941.56
1203 - Waste Wtr System Revenue	986,770.97
Total Income	1,728,587.68
Gross Profit	1,728,587.68
Expense	
2101 - Accountant	3,300.00
2102 - Administration	283,659.48
2106 - Cross Conn Control Prog	3,416.40
2108 - Groundwater Monitoring	14,499.56
2110 - Lab Testing	38,720.53
2112 - Legal Services	276.50
2118 - Repairs & Maintenance	
2118.1 Unbudgeted Leak Repair	31,349.97
2118 - Repairs & Maintenance - Other	268,146.41
Total 2118 - Repairs & Maintenance	299,496.38
2121 - System Operations	314,362.81
2123 - Water Meter Installation	10,628.14
2124 - Website Services	456.00
2201 - Alarm Service	3,205.00
2202 - Electrical Power	330,981.20
2203 - Gas Services	1,883.15
2204 - South County Sanitation	2,313.30
2205 - Telephone Expense	811.10
2303 - Bank Service Charges	1,775.43
2305 - Insurance Expense	18,428.93
2308 - Office Supplies	815.08
2310 - Permits & Fees	38,707.92
2312 - Reconciliation Discrepan	-4.47
2314 - Taxes	164,178.32
2316 - US Postmaster	7,018.25
2401 - Major Repairs/Conting	
2401.10 - Dawn Well Rebuild	87,875.83
Total 2401 - Major Repairs/Conting	87,875.83
2502 - Debt Serv. NCSD Supp.Wtr	752,722.00
Construction Reimbursement	-124,332.25
Shea Reimbursement	
Buffer Leaks/Oakridge	8,941.60
Irrigation Pump House	3,600.00
Tank/Water Booster Expansion	43,502.30
Wastewater Plant Expansion	27,624.72
Total Shea Reimbursement	83,668.62
Total Expense	2,338,863.21
Net Ordinary Income	-610,275.53
Other Income/Expense	
Other Income	
1204 - Suppl Water Revenue	685,859.94
Total Other Income	685,859.94

9:04 PM

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Cash Basis

Woodlands Mutual Water Company

Profit & Loss

October 1, 2022 through August 29, 2023

	Oct 1, '22 - Aug 29, 23
Other Expense	
2113 - Legal Services - Sup Wtr	4,508.00
2115 - NMMA Tech Group	93,159.84
Total Other Expense	97,667.84
Net Other Income	588,192.10
Net Income	-22,083.43

Woodlands Mutual Water Company

Profit & Loss Budget Performance

August 2024

	Aug 24	Budget	Oct '23 - Aug 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
1102 - Bank Interest	0.00	26.83	0.00	295.17	322.00
1201 - Meters- Sales and Rental	0.00	1,666.66	0.00	18,333.34	20,000.00
1202 - Water System Revenue	0.00	100,000.00	0.00	784,000.00	880,000.00
1203 - Waste Wtr System Revenue	0.00	85,349.95	0.00	938,849.45	1,024,199.40
1207 - Vineyard Owner	0.00	4,416.66	0.00	48,583.34	53,000.00
Total Income	0.00	191,460.10	0.00	1,790,061.30	1,977,521.40
Gross Profit	0.00	191,460.10	0.00	1,790,061.30	1,977,521.40
Expense					
2101 - Accountant	0.00	250.00	0.00	2,750.00	3,000.00
2102 - Administration	0.00	23,666.66	0.00	260,333.34	284,000.00
2106 - Cross Conn Control Prog	0.00	225.00	0.00	2,475.00	2,700.00
2108 - Groundwater Monitoring	0.00	4,333.33	0.00	47,666.67	52,000.00
2110 - Lab Testing	0.00	3,333.33	0.00	36,666.67	40,000.00
2111 - Landscape Maintenance	0.00	333.33	0.00	3,666.67	4,000.00
2112 - Legal Services	0.00	199.99	0.00	2,200.01	2,400.00
2118 - Repairs & Maintenance	0.00	26,250.00	0.00	288,750.00	315,000.00
2121 - System Operations	0.00	33,366.66	0.00	367,033.34	400,400.00
2123 - Water Meter Installation	0.00	2,166.66	0.00	23,833.34	26,000.00
2124 - Website Services	0.00	83.33	0.00	916.67	1,000.00
2201 - Alarm Service	0.00	308.33	0.00	3,391.67	3,700.00
2202 - Electrical Power	0.00	30,833.33	0.00	339,166.67	370,000.00
2203 - Gas Services	0.00	83.33	0.00	916.67	1,000.00
2204 - South County Sanitation	0.00	166.67	0.00	1,833.33	2,000.00
2205 - Telephone Expense	0.00	475.00	0.00	5,225.00	5,700.00
2303 - Bank Service Charges	0.00	258.33	0.00	2,841.67	3,100.00
2305 - Insurance Expense	0.00	1,833.33	0.00	20,166.67	22,000.00
2307 - Misc	0.00	416.66	0.00	4,583.34	5,000.00
2308 - Office Supplies	0.00	62.49	0.00	687.51	750.00
2310 - Permits & Fees	0.00	2,966.67	0.00	32,633.33	35,600.00
2314 - Taxes	0.00	85.00	0.00	935.00	1,020.00
2316 - US Postmaster	0.00	424.99	0.00	4,675.01	5,100.00
2502 - Debt Serv. NCSD Supp.Wtr	0.00	60,833.33	0.00	669,166.67	730,000.00
Reserves	0.00	14,332.33	0.00	157,655.67	171,988.00
Total Expense	0.00	207,288.08	0.00	2,280,169.92	2,487,458.00
Net Ordinary Income	0.00	-15,827.98	0.00	-490,108.62	-509,936.60
Other Income/Expense					
Other Income					
1204 - Suppl Water Revenue	0.00	62,500.00	0.00	687,500.00	750,000.00
Total Other Income	0.00	62,500.00	0.00	687,500.00	750,000.00
Other Expense					
2113 - Legal Services - Sup Wtr	0.00	1,666.67	0.00	18,333.33	20,000.00
2115 - NMMA Tech Group	0.00	2,500.00	0.00	27,500.00	30,000.00
Total Other Expense	0.00	4,166.67	0.00	45,833.33	50,000.00
Net Other Income	0.00	58,333.33	0.00	641,666.67	700,000.00
Net Income	0.00	42,505.35	0.00	151,558.05	190,063.40

SAMPLE

Woodlands Mutual Water Company

Profit & Loss Budget Overview

October 2023 through September 2024

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	TOTAL Oct 23 - Sep 24
Ordinary Income/Expense													
Income													
1102 - Bank Interest	26.87	26.83	26.83	26.83	26.83	26.83	26.83	26.83	26.83	26.83	26.83	26.83	322.00
1201 - Meters- Sales and Rental	1,666.74	1,666.66	1,666.66	1,666.66	1,666.66	1,666.66	1,666.66	1,666.66	1,666.66	1,666.66	1,666.66	1,666.66	20,000.00
1202 - Water System Revenue	96,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	96,000.00	96,000.00	96,000.00	100,000.00	96,000.00	880,000.00
1203 - Waste Wtr System Revenue	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	85,349.95	1,024,199.40
1207 - Vineyard Owner	4,416.74	4,416.66	4,416.66	4,416.66	4,416.66	4,416.66	4,416.66	4,416.66	4,416.66	4,416.66	4,416.66	4,416.66	53,000.00
Total Income	187,460.30	141,460.10	141,460.10	141,460.10	141,460.10	141,460.10	141,460.10	187,460.10	187,460.10	187,460.10	191,460.10	187,460.10	1,977,521.40
Gross Profit	187,460.30	141,460.10	141,460.10	141,460.10	141,460.10	141,460.10	141,460.10	187,460.10	187,460.10	187,460.10	191,460.10	187,460.10	1,977,521.40
Expense													
2101 - Accountant	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
2102 - Administration	23,666.74	23,666.66	23,666.66	23,666.66	23,666.66	23,666.66	23,666.66	23,666.66	23,666.66	23,666.66	23,666.66	23,666.66	284,000.00
2106 - Cross Conn Control Prog	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	225.00	2,700.00
2108 - Groundwater Monitoring	4,333.37	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	4,333.33	52,000.00
2110 - Lab Testing	3,333.37	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	40,000.00
2111 - Landscape Maintenance	333.37	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	4,000.00
2112 - Legal Services	200.11	199.99	199.99	199.99	199.99	199.99	199.99	199.99	199.99	199.99	199.99	199.99	2,400.00
2118 - Repairs & Maintenance	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	26,250.00	315,000.00
2121 - System Operations	33,366.74	33,366.66	33,366.66	33,366.66	33,366.66	33,366.66	33,366.66	33,366.66	33,366.66	33,366.66	33,366.66	33,366.66	400,400.00
2123 - Water Meter Installation	2,166.74	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	2,166.66	26,000.00
2124 - Website Services	83.37	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00
2201 - Alarm Service	308.37	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	308.33	3,700.00
2202 - Electrical Power	30,833.37	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	30,833.33	370,000.00
2203 - Gas Services	83.37	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00
2204 - South County Sanitation	166.63	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	2,000.00
2205 - Telephone Expense	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	475.00	5,700.00
2303 - Bank Service Charges	258.37	258.33	258.33	258.33	258.33	258.33	258.33	258.33	258.33	258.33	258.33	258.33	3,100.00
2305 - Insurance Expense	1,833.37	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	22,000.00
2307 - Misc	416.74	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	416.66	5,000.00
2308 - Office Supplies	62.59	62.51	62.49	62.49	62.49	62.49	62.49	62.49	62.49	62.49	62.49	62.49	750.00
2310 - Permits & Fees	2,966.63	2,966.67	2,966.67	2,966.67	2,966.67	2,966.67	2,966.67	2,966.67	2,966.67	2,966.67	2,966.67	2,966.67	35,600.00
2314 - Taxes	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	1,020.00
2316 - US Postmaster	425.11	424.99	424.99	424.99	424.99	424.99	424.99	424.99	424.99	424.99	424.99	424.99	5,100.00
2502 - Debt Serv. NCSD Supp. Wtr	60,833.37	60,833.33	60,833.33	60,833.33	60,833.33	60,833.33	60,833.33	60,833.33	60,833.33	60,833.33	60,833.33	60,833.33	730,000.00
Reserves	14,332.37	14,332.33	14,332.33	14,332.33	14,332.33	14,332.33	14,332.33	14,332.33	14,332.33	14,332.33	14,332.33	14,332.33	171,988.00
Total Expense	207,289.10	207,288.10	207,288.08	207,288.08	207,288.08	207,288.08	207,288.08	207,288.08	207,288.08	207,288.08	207,288.08	207,288.08	2,487,458.00
Net Ordinary Income	-19,828.80	-65,828.00	-65,827.98	-65,827.98	-65,827.98	-65,827.98	-65,827.98	-19,827.98	-19,827.98	-19,827.98	-15,827.98	-19,827.98	-509,936.60
Other Income/Expense													
Other Income													
1204 - Suppl Water Revenue	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	750,000.00
Total Other Income	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00	750,000.00
Other Expense													
2113 - Legal Services - Sup Wtr	1,666.63	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	20,000.00
2115 - NMMA Tech Group	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
Total Other Expense	4,166.63	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	50,000.00
Net Other Income	58,333.37	58,333.33	58,333.33	58,333.33	58,333.33	58,333.33	58,333.33	58,333.33	58,333.33	58,333.33	58,333.33	58,333.33	700,000.00
Net Income	38,504.57	-7,494.67	-7,494.65	-7,494.65	-7,494.65	-7,494.65	-7,494.65	38,505.35	38,505.35	38,505.35	42,505.35	38,505.35	190,063.40

SAMPLE

Woodlands Mutual Water Company

Sales by Item Summary

October 2022 through September 2023

	Sewer System				Supplemental Water				Water System				TOTAL			
	Qty	Amount	% of Sales	Avg Price	Qty	Amount	% of Sales	Avg Price	Qty	Amount	% of Sales	Avg Price	Qty	Amount	% of Sales	Avg Price
Service																
Base Water (Base Water Rate)	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	55	30,899.77	6.5%	561.81	55.00	30,899.77	1.8%	561.81
Sewer (Sewer)	58	732,595.25	100.0%	12,630.95	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	58.00	732,595.25	42.7%	12,630.95
Supplemental Water (Supplemental Water)	0.00	0.00	0.0%	0.00	58	510,319.66	100.0%	8,798.61	0.00	0.00	0.0%	0.00	58.00	510,319.66	29.7%	8,798.61
Water (Water Use)	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	32	438,330.99	92.7%	13,697.84	32.00	438,330.99	25.5%	13,697.84
Water Meter Set Fee	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	8	3,808.00	0.8%	476.00	8.00	3,808.00	0.2%	476.00
Total Service	58.00	732,595.25	100.0%	12,630.95	58.00	510,319.66	100.0%	8,798.61	95.00	473,038.76	100.0%	4,979.36	211.00	1,715,953.67	100.0%	8,132.48
TOTAL	58.00	732,595.25	100.0%	12,630.95	58.00	510,319.66	100.0%	8,798.61	95.00	473,038.76	100.0%	4,979.36	211.00	1,715,953.67	100.0%	8,132.48

WOODLANDS MUTUAL WATER COMPANY

PO BOX 19
ARROYO GRANDE, CA 93421
www.woodlandsmwc.com

TELEPHONE 805-540-5208
FAX 805-544-4294

Staff Report

TO: Board of Directors
FROM: Rob Miller, General Manager
DATE: September 6, 2023
SUBJECT: Agenda Item 10 – 2023 Annual Shareholder Meeting

RECOMMENDATION

Staff recommends that the Board;

- a. Select a date to hold the Annual Meeting
- b. Set a proposed slate of Directors for the 2023-24 Year.

FUNDING

None

DISCUSSION

Per the Director Nomination Policy, adopted in July 2018 (full document attached):

1. *Nominations will be made by the existing Board of Directors. A shareholder may nominate themselves as a candidate for Director by announcement of the nomination at the Annual Meeting, or by giving written notice to the Secretary of the Company at least 21 days before the annual meeting. The Director candidates who are nominated by the Board in accordance with this policy will appear on the balloting materials distributed to the Shareholders. Additional candidates that have been nominated by a shareholder in writing as noted above will also be noted in the printed materials that are distributed to the shareholders, with clear instructions on how to write in a desired candidate not listed on the ballot.*
2. *The Board will endeavor to nominate shareholders who have participated on the WMWC Resident Advisory Committee for a term of not less than two years.*

The current slate of Directors, listed below, have stated their willingness to serve another term from 2023-24:

Preston Holder
Jan Tabarez
Lonnie Ellisor
Chris Sorensen
Tom Ryan

The attached ballot has been reviewed and approved by our legal council, and is proposed for use in our December election. Candidates are listed in order utilizing a randomized alphabet methodology, directed by California Code for state elections (Cal. Elec. Code Sec . 13112).

WOODLANDS MUTUAL WATER COMPANY

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DIRECTOR NOMINATION POLICY

July 19, 2018

DISCUSSION

Article VII of the Bylaws describes the composition and function of the Board of Directors. Section 1 of Article VII states:

The business, property and affairs of the Company shall be managed by a Board of Directors, composed of not fewer than three (3) and not more than five (5) persons. The exact number within this range shall be fixed from time to time by resolutions of the Board of Directors. Directors shall be elected annually by shareholders in good standing at the annual meeting for a term of one year and shall serve until their successors are qualified and elected.

In the event of the resignation of a Director, Section 6 of Article VII states:

All vacancies of the Board of Directors, whether caused by resignation, incompetency, death or otherwise, shall be filled by unanimous written consent of the remaining directors or by a resolution adopted by a majority of the remaining directors at a regular or special meeting of the Board of Directors even though less than a quorum, or by the shareholders of the Company at any meeting thereof, held prior to the filling of such vacancy by the Board of Directors. Directors thus elected to fill any vacancy shall hold office for the unexpired term of predecessors.

In 2013, the Board established a Resident Advisory Committee to assist the Board of Directors in key WMWCo functions including but not limited to:

- Development and tracking of the annual budget
- Key policy decisions, including supplemental water policies
- Public information and customer relations

At the time, the Board indicated that one or more of the appointed resident advisors would likely become future recommended nominees for the Board of Directors. The benefits of this Board succession plan include the following:

- Resident advisors are qualified candidates who are highly familiar with WMWCo operations.
- The Board and staff both benefit from additional feedback on key decisions during the preparation of staff reports and Board recommendations.
- Given the complex nature of WMWCo issues including water litigation in Nipomo, supplemental water, and the regulatory environment for water and wastewater facilities management in California, solid continuity of understanding is critical for long-term decision making.

WOODLANDS MUTUAL WATER COMPANY

PO BOX 19
ARROYO GRANDE, CA 93421

TELEPHONE 805-540-5208
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Given these benefits, the following Director nomination and replacement policy is recommended for Board approval:

1. Nominations will be made by the existing Board of Directors. A shareholder may nominate themselves as a candidate for Director by announcing the nomination at the Annual Meeting, or by giving written notice to the Secretary of the Company at least 21 days before the Annual Meeting. The Director candidates who are nominated by the Board in accordance with this policy will appear on the balloting materials distributed to the Shareholders. Additional candidates that have been nominated by a shareholder in writing as noted above will also be noted in the printed materials that are distributed to the shareholders, with clear instructions on how to write in a desired candidate not listed on the ballot.
2. The Board will endeavor to nominate shareholders who have participated on the WMWCo Resident Advisory Committee for a term of not less than two years.
3. When a Director position is vacated, the remaining Directors will endeavor to appoint a shareholder to fill the vacancy with a candidate who has participated on the WMWCo Resident Advisory Committee for a term of not less than two years.
4. The Board will appoint additional shareholders to the Resident Advisory Committee from time to time, with the intent of maintaining not less than three committee members.

**SLO County Randomized Alphabet for November 8, 2022, General Election
State Senate/Assembly Contests Only (EC 13111(i))**

1	X
2	H
3	Y
4	B
5	K
6	Q
7	T
8	V
9	W
10	J
11	L
12	Z
13	M
14	O
15	F
16	G
17	S
18	P
19	A
20	D
21	C
22	E
23	N
24	R
25	U
26	I

**WOODLANDS MUTUAL WATER COMPANY
BALLOT and PROXY
ANNUAL MEETING OF SHAREHOLDERS
December ____, 2023**

Name of Shareholder(s):

Please print name(s) as they appear on the deed for the real property to which the stock is appurtenant.

This election is being conducted as required in Article VI of the Bylaws of the Woodlands Mutual Water Company. You have two options to submit a valid ballot: Under either of these options, you are required to return this ballot by mail in advance of the meeting. If attending the Annual Meeting in person, you may also present your ballot at that time.

OPTION 1 (Vote by Proxy - RECOMMENDED): You are encouraged to designate a proxy to vote on your behalf at the meeting. **Your designated proxy is required to vote for the candidates you have selected, and only those candidates.** You may appoint either the General Manager, or any shareholder who you are confident will attend the annual meeting on your behalf by checking one of the two boxes below. By designating a Proxy, your votes will be counted even if you are unable to attend the Annual Meeting, or don't register your attendance.

I, the undersigned shareholder or legal representative of the shareholder, appoint the following person to act as my proxy for the election of directors at the 2022 Annual Shareholder Meeting of Woodlands Mutual Water Company and instruct such person to vote for the candidates I have selected below (**Check one Proxy box only**):

☐

the General Manager of the Company, Rob Miller, will act as my Proxy; or

☐

I appoint _____ to act as my Proxy.

OPTION 2 (Vote in Person or via Zoom): Under Option 2, your mail-in ballot cannot be counted unless you are in attendance. **If attending in person, you must sign-in on entering the meeting room. If attending by Zoom, you must confirm your attendance to the election staff by using the Zoom Chat feature.** (Instructions for attending the Zoom meeting are enclosed with this ballot and proxy.)

ELECTION OF DIRECTORS: You may cast a vote for up to five (5) nominees (including write-in nominees), but no more than one (1) vote for each nominee. You may write-in the name of a Woodlands Mutual Water Company shareholder not named below. You may also choose to vote for less than five (5) nominees. **Place an "X" in the box provided for each nominee that you wish to select. Your ballot will be invalid if you vote for more than five (5) nominees.**

☐

PRESTON HOLDNER, Incumbent, Shea Homes

☐

JAN TABAREZ, Incumbent, Homeowner

☐

CHRIS SORENSEN, Incumbent, Homeowner

☐

LONNIE ELLISOR, Incumbent, Shea Homes

☐

TOM RYAN, Incumbent, Homeowner

☐

WRITE-IN: _____

ALL BALLOTS MUST BE SIGNED

Printed name(s) as on deed

Signature(s)