OPEN SESSION MINUTES

SAN JOAQUIN RIVER CLUB, INC.
MEETING OF THE BOARD OF DIRECTORS
APRIL 19, 2025

President: Gary Boswell Vice President: Dan Diviney
Secretary: Margaret Howe Treasurer: Jeff Chaney
Directors: Stanley Price, Tony Lillak, Dale Smith, Susie Gardner, and Christy Williams
Absent: Jeff Chaney

The regularly scheduled meeting of the Board of Directors of the San Joaquin River Club, Inc was held in the Club Boardroom at 30,000 Kasson Rd, Tracy, CA 95354. Meeting called to order by President Gary Boswell at 10:23AM.

8. ADDITIONS AND DELETIONS

12c-3 La Donna Libert Building Permit
13d Guest & Family Passes - Deleted
13f VerticalBridge Lease Agreement Renewal
14e Purchase of new engine for chipper
15b Reading of the minutes for 3/9/25 General Meeting
16d Deleted

9. NEW MEMBER INTRODUCTION

There were no new members present to be introduced.

10. BOARD REQUEST TO APPEAR

10-1 Jeff Wagner

Jeff Wagner was not present at the meeting to discuss the need to renew an Extended Pass for Kayla Wimpy. Her current pass expired on October 21, 2024. Director Tony Lillak made a motion to fine Mr. Wagner $100 and send him another letter requesting his appearance at the May 17, 2025, Board Meeting. Director Susie Gardner seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

10-2 Cherish Moniz

Secretary Howe reported that she had been unable to locate a current address for the Cherish Moniz Estate, so she did not send them a letter requesting their appearance at this meeting. The item was tabled until a current address can be found.

10-3 Maxwell Hansen

Maxwell Hansen was not present at the meeting to discuss the need to renew an Extended Pass for Angelina Geoken. However, the Club did receive a letter from

Mrs. Hansen stating that Ms. Geoken no longer lives with them and does not need a pass.

11. FINANCE REPORT

11a Treasurer's Report/Customer Balance Sheet

Since Treasurer Jeff Chaney was absent from this Board Meeting, Director Dale Smith made a motion to table review of the March 31, 2025, Treasurer's Report until the May 17, 2025, Board Meeting. Director Stanley Price seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

12. REPORTS

12c. Building

12c-1 Harry Lawrence Building Permit application – extend fence w/variance

Harry Lawrence has applied for a permit to extend his fence out another 8 – 10 feet. He needs a variance. This permit will not require a county permit. Director Dale Smith made a motion to approve the permit and the variance. Director Stanley Price seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

12c-2 Hailian Weng Building Permit application – Home Depot Tuff Shed 10x12 ft wood wall/metal roof

Hailian Weng has applied for a permit to put a 10x12 foot Home Depot Tuff Shed in the backyard. This permit will not require a county permit. Director Tony Lillak made a motion to approve the permit. Director Dale Smith seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

12c-3 La Donna Libert Building Permit application – storm damage repair of roof and awning

La Donna Libert has applied for a permit to repair storm damage to her roof and awning. This permit does require a county permit. Director Dale Smith made a motion to approve the permit. Director Tony Lillak seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

12d. Bylaws/Resolution

12d-1 Updated booklet as of 3/15/25 – SJRC Resolutions

The Board received an updated SJRC Resolutions booklet as of March 15, 2025.

12J. Lakeside Chapel Patty Diviney

12j-1 The Club received correspondence from the Lakeside Chapel, naming Elaine Sell-Gilliland as their Chapel Liaison and Patty Diviney as second liaison. They also included a copy of their 2024 Financial Statement.

12u. Office Leslee Lee

12u-1 SJRC Retention Policy

The Board reviewed the Retention Policy for the Membership Folders prepared by the Office Committee. Director Stanley Price made a motion to approve the Retention Policy for Membership Folders as presented below. Director Dale Smith seconded the motion, and it carried by the following motion vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

SJRC RETENTION POLICY

Membership Folders

Past member/manilla folder

1. Keep the entire member packet of the most recent/last transferred out member for bookkeeping. Following the guidelines below.

2. Do not retain any past member's paperwork after the most recent/last transferred out member. 3. Scan first and then shred.

Current member/green folder

1. Keep the entire member packet for the current member and any and all paperwork/letters etc., for the past seven years UNLESS it fits criteria below.

2. Could be an Estate and same current member guidelines apply for retention purposes.

KEEP ~ ALWAYS

1. Any/all membership related documents. Transfer certificate and Site permit.

2. Any litigation or legal court document paperwork. (i.e. marriage certificates, trust/will etc.)

KEEP ~ up to 7yrs

1. Office/General information and/or any paperwork - Retain everything current back SEVEN (7) years.

2. Letters from the BOD to a member.

3. Letters from office regarding guest passes (spreadsheet is being maintained - improvements needed) Keep original application for six months.

4. Family & Associate auto renew those can be kept as long as they are current.

5. If for whatever reason there are member to member copies of letters. Use this framework: what was the issue and was it resolved? Are the members still living or deceased? Was there any legal action

NOT TO KEEP (past seven yrs)

1. Copies of building permits or any building related documents. Building committee retains all copies and there is recourse from the meeting agenda and minutes. Any other building or site related documents can be given to Building committee for them to handle/file.

2. One-of letters from the BOD to a member, especially if there are not other letters on the same topic, and/or no legal action taken.

3. Thank you letters from the BOD to any member older than 5 years.

4. Copies of work orders. (NEW PROCESS RECO: Implement an XLS document)

5. Member letter sent to board and added to meeting agenda (it's in the agenda/meeting minutes)

<u>Other Departments:</u>

Finance/HR: Retention policy already in affect for seven years.

Membership secretary/job process specific

Office secretary/job process specific

12z. Water & Wells Dan Diviney

12z-1 Sam Hedge – SJRC Memo of Understanding II reg. State Required Water Projects

Sam Hedge was present to report on the upcoming State Required Water Projects. More specifically State requirements for the Hexavalent Chrome 6. The Club has been notified by the State that both wells test above the State MCL Maximum Contaminant Levels, but it appears the State will not be issuing citations for 36 months. Mr. Hedge discussed possible resolutions for the Club to bring the water into compliance:

A Do Nothing and possibly the State could take over the Water System and run it with a court appointed executor.
B Apply for a State Grant, but the Club would have to have a Community Service District Classification
C Fund it on our own.

Other issues discussed included the eventual need for water meters to be installed at all properties; the possible need to replace the current water lab; forming a subcommittee; and holding a town hall to present this issue to the membership for discussion.

The most important current need is to develop and submit a Hazard Assessment plan with the State no later than July 1, 2025. Director Dan Diviney made a motion to authorize up to $2,000.00 for preparation of a Hazard Assessment plan. Director Stanley Price seconded the motion, and it carried by the following vote: Ayes; Directors

Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

12hh. Newsletter Committee

12hh-1 SJRC B.O.D. PHONE POLL MARCH 28, 2025, NEWSLETTER

Director Jeff Chaney made a motion to approve the printing of the Newsletter in color at a cost of $218.00 and it will be delivered by Paula and Steve Riddle. Director Stanley Price seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, Jeff Chaney and Christy Williams; Noes: None; Abstain: None; Absent: None

13. OLD BUSINESS

13a**.** Action Item List

The Board reviewed the Action Item List from March 2025.

13b. SJRC B.O.D. PHONE POLL REG. BACKHOE ISSUE/EXPENSE ESTIMATE

At the March 19, 2025, Board Meeting we authorized Brian Bogetti to diagnose the backhoe issue. He discovered that the engine was beyond repair but found a used one in Stockton for less than $4,000.00. Director Stanley Price made a motion to approve the expense of up to $4,000.00 for a replacement engine for the backhoe. Director Christy Williams seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, Jeff Chaney and Christy Williams; Noes: None; Abstain: None; Absent:

13c. Follow up on Illegal and late guest passes & No Members living in home

The Board reviewed the illegal, late guest passes and no member living in the home list. Director Tony Lillak made a motion to send Ann Thur a letter banning her from all club activities and the bar until she: 1. Gets a guest/family pass for her daughter who is living with her. 2. Finalizes her site transfer. 3. Either pays or signs a payment agreement for her indebtedness to the Club. Director Susie Gardner seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, and Susie Gardner; Noes: None; Abstain: Christy Williams; Absent: Jeff Chaney

Director Dale Smith made a motion to send a 1st. notice to Lynzee Cavanaugh regarding the need for a guest pass for any adults living in the home over 21 years of age. Director Dan Diviney seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

Director Stanley Price made a motion to fine Jasmine Mack $100.00 for failure to renew a guest pass for Hayliegh Taylor which expired in August 2023 and to notify her landlord of the problem. Director Dale Smith seconded the motion, and it carried by the following

vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

Stacy Quintana's need for a pass for her son was tabled.

The Club received a letter from Amanda Hansen regarding the need for a Guest Pass for Angelina Geoken. Ms. Geoken is no longer living with the Hansens and does not need a pass.

13d. Deleted

13e. David R. Small – Response letter to the B.O.D.

The Board received a letter from David R. Small in response to the letter written to him by the Club regarding his actions in the bar. The Board reviewed his letter but took no action.

13f VerticalBridge Lease Agreement Renewal

The Club received a notification from VerticalBridge that they are exercising their Renewal of Options for a period of one year starting May 9, 2025, and ending on May 8, 2026. They have made the option fee payment of $1,700.00 via Electronic Funds Transfer.

14. NEW BUSINESS

14a. John Watson FB post reg. a tree that was cut 3/27/25

The Board reviewed a posting on Facebook by John Watson regarding a tree that was cut on March 27, 2025, by a club volunteer. The tree was not on Mr. Watson's site; it was on his neighbor's site. However, the debris was left on Mr. Watson's site, and he had to clean it up. He is requesting the staff and volunteers be more respectful of members' sites and clean up debris after completing a project.

14b. PG&E SJRC Property Project

The Club received a request from PG&E for a temporary construction easement across Club property for an upcoming project. President Boswell had reviewed the agreement and noted several issues that need to be corrected. He notified PG&E of the necessary corrections and is waiting for an updated agreement. No Action was taken.

14c. President Gary Boswell – letter reg Kubota mower

President Boswell reported that staff has discovered the newer Kubota mower's gear box is worn out. He has contacted the dealership where we purchased it, and it should be covered under warranty. The mower was delivered back to the dealership on April 8, 2025, for repairs.

14d. Dale Fitzmorris – letter to B.O.D. reg late fee

The Board received a letter from Dale Fitzmorris requesting that a $100 reinstatement fee be waived on his account. He has paid his dues and a late fee of $25.00. Director Susie Gardner made a motion to waive the $100.00 reinstatement fee charged to Dale Fitzmorris. Director Tony Lillak seconded the motion, and it carried by the following

vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

14e. Purchase of new engine for chipper

On April 1, 2025, the chipper motor blew up and punched a hole in the block while being used by Club employees. The damage is sufficient that the engine cannot be repaired and will need to be replaced. Director Dan Diviney made a motion to approve up to $5,000.00 to purchase an engine for the chipper. Director Dale Smith seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

15. READING OF THE MINUTES

15a. Reading of the minutes for 03/15/25

Director Dale made a motion to approve the minutes of the March 15, 2025, Open Session Meeting as presented. Director Stanley Price seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

15b. Reading of the minutes for the 3/9/25 General Meeting

Director Dale Smith made a motion to approve the minutes of the March 9, 2025, General Meeting as presented. Director Stanley Price seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

16. CONSENT CALENDAR

16a. Linda Ratto Associate Req for Robyn Dixon

The Board reviewed the application for Associate Membership for Robyn Dixon but noted that several items required were not included. The Board requested that staff contact Linda Ratto and explain to her the information needed to approve Associate Membership for Robyn Dixon.

16b. Keokannitha Heng Ext Pass for Andres Santana

Director Dale Smith made a motion to approve the Extended Pass for Andres Santana. Director Tony Lillak seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

16c. Deleted

16d. Janet/Carol Michelson request to waive late/reinstatement fees

The Board reviewed a request to waive the late charges and or reinstatement fees on the accounts of Janet and Carol Michelson. Director Dale Smith made a motion to approve waiving the late charges and reinstatement fees for both accounts. Director Susie Gardner seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

16e. Richard Jeffery Chaney Ext Pass for Latoya Brown

The Board reviewed a request from Jeff Chaney for an Extended Pass for LaToya Brown. Director Susie Gardner made a motion to approve the request. Director Dale Smith seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

16f. Marc Stevenson Ext Pass for Marjorie Whitely

The Board reviewed a request from Marc Stevenson for an Extended Pass for Marjorie Whitely. Director Dale Smith made a motion to approve the request. Director Stanley Price seconded the motion, and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

Director Tony Lillak made a motion to adjourn the Open Session Meeting at 11:58 AM. Director Stanley Price seconded the motion and it carried by the following vote: Ayes; Directors Stanley Price, Tony Lillak, Dale Smith, Dan Diviney, Margaret Howe, Susie Gardner, and Christy Williams; Noes: None; Abstain: None; Absent: Jeff Chaney

Respectfully

Margaret Howe
Secretary
San Joaquin River Club