Executive Board Meeting Minutes

Date: September 25, 2025
Time: 7:00 PM
Location: 6401 Howellsville Road, Front Royal – VA. 22630

1. Call to Order

The meeting was called to order at 7:00 PM by the Chairman Doris Harrington.

2. Code of Conduct

The Code of Conduct was read aloud by Doris Harrington.

3. Roll Call

Present: Ralph Rinaldi, Rex Christensen, Doris Harrington, Stephanie Schaefer, Jessica Payne, Roland Hook, Matt Baron.
Excused: Roger Roberts, Paul DiFranco.
Absent: Patrick Skelley

4. Seating of Alternates

N/A

5. Approval of Agenda

Motion by Rex Christiansen, seconded by Stephanie Schaefer.
Vote: All in Favor. Motion Carried.

6. Approval of Minutes (September 13th, 2025, Annual Meeting)

Motion by Stephanie Schaefer, seconded by Rex Christensen.
Vote: All in Favor. Motion Carried.

7. Property Owners Concerns:

8. Treasurer's Report - Finance Committee - Paul DiFranco, Chairman

- Report presented. [Attached separately]
- Budget reviewed (Attached).
- Rex Christensen recommended creating a finance system for receivables versus reimbursement to avoid misclassification. To be further discussed with Paul DiFranco and accountant.

9. Public Relations Committee – Jessica Payne, Chairman

1. Obtain list of Airbnb property owners with emergency contacts from Zoning department.
2. Obtain a file of property owners within Warren and Clarke Counties.

10. Nominating Committee – Doris Harrington, Chairman

1. **Reading of election Board of Directors results:**

a.

Paul DiFranco	Ridge Director – Treasurer
Vacant	Ridge Alternate
Rex Christensen	Ridge Director - Vice Chair

Jessica Payne	Mt. Lake Director - Public Relations
Doris Harrington	Mt. Lake Director - POSF Chairman
Vacant	Mt. Lake Alternate

Matt Baron	Riverview Director - Common Properties Chair
Stephanie Shaefer	Riverview Director - Recreation Chair

Roger Roberts	At Large Director - Secretary
Patrick Skelley	At Large Director
Roland Hook	At Large Director - Planning Committee Chair
Ralph Rinaldi	At Large Director - Roads Chairman

2. **Election of new board officers:**

b.

Chairman

Rex Christensen made a motion. Stephanie Shaefer seconded.

Vote: All in favor.

Chairman elected: Doris Harrington

Vice Chair

Stephanie Shaefer made a motion. Ralph Rinaldi seconded.

Vote: All in favor.

Vice Chair elected: Rex Christensen

Secretary

Rex Christensen made a motion. Stephanie Shaefer seconded.

Vote: All in favor.

Secretary elected: Roger Roberts

Interim Nomination

Rex Christensen made a motion. Ralph Rinaldi seconded.

Vote: All in favor.

Secretary elected: Paul DiFranco

Treasurer

Rex Christensen made a motion. Stephanie Shaefer seconded.

Vote: All in favor.

Treasurer elected: Paul DiFranco

Directors Continuing in Current Roles

Rex Christensen made a motion for Jessica Payne & Ralph Rinaldi to continue serving in their current positions. Stephanie Shaefer seconded.

Vote: All in favor.

Jessica Payne confirmed as Public Relations Director and Ralph Rinaldi confirmed as Road Committee Chairman.

Common Properties Chair

Ralph Rinaldi made motion. Stephanie Shaefer seconded.

Vote: All in favor.

Common Properties Chair Elected: Matt Baron

Planning Committee Chair

Rex Christensen made a motion. Ralph Rinaldi seconded.

Vote: All in favor.

Planning Committee Chair Elected: Roland Hook

11. Common Properties Committee – Patrick Skelley, Chairman

1. Status of dirt pile – Ralph to get update from Mike Berry.
2. Office window POSF building – Replacement pending glass cut.
3. Bee extermination POSF building – Cleared, new hole found, to be patched.
4. Floor project POSF building– Bid for strip and wax postponed until after Christmas Bazaar.
5. Siding of POSF building – Professional quotes to be requested; Matt Baron to provide cost comparison.
6. Lake of Clouds pump – Awaiting water level to go down and part will be replaced. Part already received by crew.

12. Road Committee – Ralph Rinaldi, Chairman

1. Youngs Drive – Status discussed. Motion by Ralph Rinaldi to treat as internal project.
Rex Christensen motioned to request cost comparison before decision. Seconded by Stephanie Schaefer.
- Vote: All in favor. Motion Carried.
2. Speed limit signs.

13. Adjournment

Motion to Adjourn by Ralph Rinaldi, Jessica Payne seconded, all in favor, adjourned at 8:48pm.

Minutes submitted by: Josiquele Cooke
Office Manager
Date: September 25th, 2025.

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Signature