

## Minutes for Executive Meeting March 21st, 2024

The General Meeting of Property Owners of Shenandoah Farms, Inc. was held on Thursday, March 21st, 2024, at 7:00 pm in the Shenandoah Farms' Community Center. Secretary Laura Simpson and Vice Chairman Doris Harrington in attendance. The meeting was called to order at 7:05pm and the code of conduct was read.

Board Members present were as follows: Doris Harrington, Brenda Brown, Laura Simpson and Paul DiFranco.

Late members:

Board Members excused: Kathleen George, Tracie Lane, Kathleen Mancini, and James Longworth,

Board members unexcused: Patrick Skelley, Rex Christensen, Ralph Rinaldi, Roger Roberts, Stephanie Shaefer, and Matt Devine.

Seating of Alternates: n/a

Review of Agenda for Approval: Brenda Brown made motion to approve agenda, Paul DiFranco seconded, all in favor, motion discussed then passed unanimously.

Review of Minutes: Brenda Brown made a motion to approve the minutes from General Meeting 03/09/24 Laura Simpson 2<sup>nd</sup>, all in favor, motion discussed then passed unanimously.

Property Owners concerns:

**Treasurer's Report:** Paul DiFranco

**Finance Committee:** Paul DiFranco, Chairman

1. Review of reports attached to Agenda.
2. Profit & loss statement for review.

**Tasks Captured and results:**

1. Policy & Procedures on website updates will be established-tabled due to absence.
2. Brenda Brown will give office instructions and policy & procedures on HubSpot mass emails-tabled due to absence.
3. Rex Christiansen to make corrections submitted by BOD on Executive Summary and then submit to Warren County Board of Supervisors.
4. Doris to draft criteria & policy necessary to vote on responses to short term rentals.
5. Doris Harrington to exchange old modem for new modem.
6. Lisa will install a new modem in the office.
7. Office manager to begin uploading documents to website once instructed by web designer.

**Public Relations Committee:** Jack Longworth, Chairman

1. POSF WEBSITE

**Nominating Committee:** Doris Harrington, Chairman

- No Report

**Common Properties:** Patrick Skelley, Chairman

- No Report

**Road Committee:** Ralph Rinaldi, Chairman

1. Update Old Oak project.
2. Updates on WCSFSD/POSF status report
3. WCSFSD/POSF work sessions began January 24<sup>th</sup> and are being held every Wednesday evening at 7pm to work towards gaining control of district, policies, procedures and dynamics of the return of the district.

**Sanitary District Manager Report:** No update

**WC Board of Supervisors, John Stanmeyer, SF Representative:**

**Planning Committee:** Brenda Brown, Chairman

1. Planning is focused on fund raising, starting with earning funds from activities for Board Approval-table to next general meeting.
2. Update on policies & procedures on land leases and Brenda to report her investigations of possibility of entering into any type of lease legal on common property- table till next general meeting.

**Recreation Committee:** Stephanie Shaffer, Chairman

1. Tentative 2024 events,
  - a. March 9<sup>th</sup>, 2024- History Day & Silent Auction-SUCCESS
  - b. June 1<sup>st</sup>, 2024- Yard Sale
  - c. June 29<sup>th</sup>-30<sup>th</sup>- Music, wine tasting
  - d. Aug. 24<sup>th</sup>, 2024- River Clean Up & Community Day
  - e. Stephanie working on flyers for River clean up, Kathleen working on flyer and donations for a silent auction.

**WC3A:** Tracie Lane

1. WC3A update-tabled

**Unfinished Business:**

**New Business:**

1. POSF Management Plan-tabled

Brenda Brown made a motion to adjourn at 7:40pm, seconded by Paul DiFranco, Unanimous.

Signature\_\_\_\_\_