

Minutes for Executive Meeting April 25th, 2024

The General Meeting of Property Owners of Shenandoah Farms, Inc. was held on Thursday, April 25th, 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 by Doris Harrington.

Board Members present were as follows: Doris Harrington, Ralph Rinaldi, Patrick Skelley, Rex Christensen, Stephanie Shaefer, Tracie Lane, Kathleen Mancini, and Laura Simpson.

Late members:

Board Members excused: Kathleen George, Matt Devine, Brenda Brown, and James Longworth,

Board members unexcused: Paul DiFranco and Roger Roberts.

Seating of Alternates: n/a

Review of Agenda for Approval: Rex Christiansen made motion to approve agenda, Laura Simpson seconded, all in favor, motion discussed then passed unanimously.

Review of Minutes: Rex Christiansen made a motion to approve the minutes from Executive Meeting 02/10/24 Ralph Rinaldi 2nd, all in favor, motion discussed then passed unanimously. Rex asked for his attendance to be corrected on those meeting minutes.

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.
3. Holding invoice on website repairs for questions.
4. Holding Tracie Lane reimbursement bills until receipts match invoices.

Tasks Captured and results:

1. Policy & Procedures on website updates will be established-tabled due to absence-1/13/24
2. Brenda Brown will give office instructions and policy & procedures on HubSpot mass emails-2/10/24-tabled due to absence.
3. Stephanie to schedule a meeting with common properties committee to discuss options at Farms River Rec lot-04/25/2024
4. Policy & procedure drafted BOD regarding Short term rental common property permits, Rex & Kathleen-04/25/24
5. Office manager to contact Insurance company to discuss short term rental access to common areas.
6. Tracey to obtain written invoice from Computer Tech that has invoice submitted for payment-04/25/2024
7. Tracey will remove the 2nd website to avoid confusion. -04/25/2024
8. Planning meeting to be scheduled-Brenda Brown-04/25/2024
9. Patrick to update POSF Board-04/25/2024

Tasks report completed:

10. Rex Christiansen to make corrections submitted by BOD on Executive Summary and then submit to Warren County Board of Supervisors03/21/2024
11. Doris to draft criteria & policy necessary to vote on responses to short term rentals.03/21/24
12. Doris Harrington to exchange old modem for new modem.03/21/24
13. Lisa will install a new modem in the office.03/21/24
14. Office manager to begin uploading documents to website once instructed by web designer.03/21/24
15. Common Properties - Patrick visited Riverview site he and Stephanie reviewed for comments-completed.
16. Paul DiFranco to exchange old modem for new modem-03/21/24 completed.

Public Relations Committee: Jack Longworth, Chairman-tabled due to absence

1. POSF WEBSITE
2. Newsletter update

Nominating Committee: Doris Harrington, Chairman

Common Properties: Patrick Skelley, Chairman

1. Doris made a motion for BR Church requesting use of amphitheater to host a movie night for community and to use the popcorn machine outside at movie night, Rex Christiansen 2nd, all in favor, motion adopted after debate.
2. Stephanie Shaefer made a motion to advertise for BR Church movie night, Kathleen Mancini, Rex made a motion to amend the motion to post flyer on POSF website, Kathleen Mancini 2nd, all in favor, motion adopted after debate.
3. Short Term Rentals community passes discussion on tenants. To be discussed at later date.

Road Committee: Ralph Rinaldi, Chairman

1. Update Old Oak project.
2. Updates on WCSFSD/POSF status report
3. WCSFSD/POSF work sessions began January 24th and are being held every Wednesday evening at 7pm to work towards gaining control of the district, policies, procedures, and dynamics of the return of the district. No meetings were held in April as a draft plan was submitted to WCBOS, per their request, for review and discussion.

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 the 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 any type of lease legal on common property- table till next general meeting.
3. Stephanie requests a planning/recreation meeting and will contact Brenda Brown to schedule.

Recreation Committee: Stephanie Shafer, Chairman

1. Tentative 2024 events,
 - a. June 1st, 2024- Yard Sale
 - b. June 29th-30th- Music, wine tasting
 - c. Aug. 24th, 2024- River Clean Up & Community Day
 - d. Stephanie working on flyers for River clean up, Kathleen working on flyer and donations for a silent auction.
 - e. Stephanie and Kathleen to meet with River Keepers in virtual planning meeting on
 - f. May 9th. Details provided at General Meeting.
- 2.

WC3A: Tracie Lane

1. WC3A update-tabled

Unfinished Business:

New Business:

1. POSF Management Plan-tabled

Ralph Rinaldi n made a motion to adjourn at 8:45pm, seconded by Doris Harrington, Unanimous.

Signature _____