

Minutes for Executive Meeting July 25th, 2024

The General Meeting of Property Owners of Shenandoah Farms, Inc. was held on Thursday, July 25th, 2024, at 7:00 pm in the Shenandoah Farms' Community Center. Vice Chair Rex Christiansen and Chairman Doris Harrington were in attendance. The meeting was called to order at 7pm and the code of conduct was read by Laura Simpson.

Board Members present were as follows: Ralph Rinaldi, Paul DiFranco, Rex Christensen, Kathleen Mancini, Roger Roberts, Laura Simpson, and Doris Harrington.

Late members:

Board Members excused- Stephanie Shaefer

Board members unexcused: Matt Devine, Kathleen George and Patrick Skelley

Seating of Alternates: n/a

Board members late arrival:

Review of Agenda for Approval: Ralph Rinaldi made motion to approve agenda, Pail DiFranco 2nd, all in favor, motion discussed then passed unanimously.

Review of Minutes: Ralph Rinaldi made a motion to approve the minutes from Executive Meeting 07/13/24 Rex Christensen 2nd, 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.
3. Audit discussion- tabled until General Meeting in August.

Public Relations Committee: Chairman

1. Need chairman

Nominating Committee: Doris Harrington, Chairman

1. Ralph Rinaldi made a motion to remove Matt Devine from BOD due to consecutive absences per By Laws, Pail DiFranco 2nd, all in favor, motion adopted after debate.

Common Properties: Patrick Skelley, Chairman

1. Picnic table repairs- Patrick
2. Deck needs repaired at Lake of Clouds, Patrick is contacting Mike Berry to discuss
3. Resident requesting 2 swings -baby seats added to Treasure Island, Patrick to install from shed
4. Kitchen sink hole- Patrick will investigate

Road Committee: Ralph Rinaldi, Chairman

1. Update Old Oak project. - given by Ralph Rinaldi
2. Updates on POSF work session/management status report. - update by Rex Christensen
3. POSF work sessions began January 24th and are being held every Wednesday evening at 7pm to work towards coming to terms with as well as obtain a better working relationship with WCSFSD and WCBOS, all SFSD policies, procedures and dynamics of the district. No sessions have been held in July.

WC Board of Supervisors, John Stanmeyer, SF Representative:

Sanitary District Manager Report:

1. John Stanmeyer submitted the adopted budget for SFSD 24-25

Planning Committee: Rex Christiansen, Chairman

1. Rex to contact Warren County for status of advisory board.

Recreation Committee: Stephanie Shaefer, Chairman

1. Signs
2. Upcoming Recreation Meetings
3. Rex obtained 6 new volunteers for committee

WC3A: Kathleen Mancini/Rex Christensen (sub), Chairman

Unfinished Business:

New Business:

Tasks Captured and results:

1. Paul DiFranco and Lisa Blansett will both obtain estimates on annual audit- 07/25/2024
2. Stephanie Shafer and Patrick Skelley are investigating a project on Farms River Road rec lot, obtain contractor estimates as well-05/11/2024 still underway in discussions and meetings.
3. Policy & Procedures on website updates will be established-Roger Roberts-05/23/24. Roger presented his draft outline on rough draft which will be distributed to all Board members for comments and review- 06/08/2024.
4. Office working on instructions and policy & procedures on HubSpot mass emails-05/23/2024. Office is currently reviewing procedures & tutorials to make mass emails possible. A link will also be sent out with HubSpot tutorials per Kathleen Mancini request to Board members. - 06/05/2024
5. All Board members are asked to distribute ads for yard sale on June 30th, as well as event day assigned
6. Signs to be ordered to display towing enforced. Ralph will draft signs and submit draft to Board for approval 06/08/2024
8. All Board members must ensure ads & pictures on website-06/08/2024

Tasks report completed:

Adjourn: Roger Roberts made a motion to adjourn at 8:50 pm, seconded by Paul DiFranco, Unanimous.

Signature _____