

## Minutes for General Meeting July 13<sup>th</sup>, 2024

The General Meeting of Property Owners of Shenandoah Farms, Inc. was held on Saturday, July 13th, 2024, at 9:00 am in the Shenandoah Farms' Community Center. Vice Chair Rex Christiansen and Chairman Doris Harrington were in attendance. The meeting was called to order at 9:02am and the code of conduct was read by Doris Harrington.

Board Members present were as follows: Ralph Rinaldi, Patrick Skelley, Paul DiFranco, Kathleen Mancini, Roger Roberts, Laura Simpson, Stephanie Shaefer and Doris Harrington.

Late members:

Board Members excused.

Board members unexcused: Matt Devine, Kathleen George and Rex Christensen,

Seating of Alternates: n/a

Board members late arrival: Kathleen Mancini

Review of Agenda for Approval: Ralph Rinaldi made motion to approve agenda, Stephanie Shaefer seconded, all in favor, motion discussed then passed unanimously.

Review of Minutes: Paul DiFranco made a motion to approve the minutes from Executive Meeting 06/20/24 Ralph Rinaldi 2<sup>nd</sup>, all in favor, motion discussed then passed unanimously.

Property Owners concerns:

1. Board members attended Board of Supervisors work session in June and reported back to BOD what was reported on Old Oak delay of project.
2. Resident present to address concerns with shooting, 4 wheelers and junk cars in properties.

### **Property Owners Concerns:**

1. Resident present and stated his concerns regarding Old Oak project. Several residents added to the concerns, all residents were told to contact Warren County for information. POSF has no idea status of project.
2. Lake of the Clouds having a lot of debris being dumped in parking lot.
3. Dock at Lake of the Clouds needs repaired, safety hazards noted, residents want it addressed immediately.
4. Back gate mailboxes at stop signed needs speed bump per residents.
5. Address Treasure Island improvements, POSF is not funded so they are unable to make improvements. Baby swings & bridge installs.
6. Resident reported concerns and the Board needs to go into closed session.

**Treasurer's Report:** Paul DiFranco

1. Budgets presented by Treasurer.
2. Profit & Loss reviewed by Treasurer.

**Finance Committee:** Paul DiFranco, Chairman

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

**Public Relations Committee:** , Chairman

1. Need chairman
2. Newsletter articles or ideas due date is 06/20/2024.

**Nominating Committee:** Doris Harrington, Chairman

**Common Properties:** Patrick Skelley, Chairman

1. Sand at Lake donated? Roger Roberts made a motion to table discussion until executive meeting which will allow office manager to contact insurance company to discuss, Paul DiFranco 2<sup>nd</sup>, all in favor, motion adopted after debate.
2. Status of towing
3. Status of signs

#### 4. Security discussion

#### **Road Committee:** Ralph Rinaldi, Chairman

1. Update Old Oak project. - given by John Stanmeyer
2. Updates on POSF work session/management status report. - update by John Stanmeyer
3. POSF work sessions began January 24<sup>th</sup> 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 May or June to date.

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

#### **Sanitary District Manager Report:** No update

#### **Planning Committee:** Rex Christiansen, Chairman

#### **Recreation Committee: Stephanie Shafer, Chairman**

1. Meeting held with Shenandoah River Keepers and Recreational Committee - minutes submitted
2. Reported on June 30th Community Day Yard Sale with Music and Educational Presentations - successful - letter thank you for Board and Community participation submitted.
3. Reported Stephanie and Kathleen attended Warren County Board of Supervisors meeting to announce June 30th Community Day and were well received.
4. Next Recreation virtual planning is scheduled for Tuesday. July 23 7 P.M. to brainstorm what Was learned from June 30th Community Day.
5. August 24th - Shenandoah River Clean-up for Shenandoah Farms, 9-12 noon, Starting publicity now.

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

1. Meeting held last week, Kathleen Mancini discussed details of meeting,

#### **Unfinished Business:**

1. Sheriff Kline would like to be present at POSF General Meeting at least quarterly and will be placed on POSF Meeting agenda.

#### **New Business:**

1. Closed session regarding staffing updates: Discussion on Board of Director members, staff or employee  
1. Doris Harrington made a motion in this open public meeting of the POSF, Inc. Board of Directors, to go into a closed meeting pursuant to Virginia Code, Section 2.2-3711. The board desires to discuss the following matters in a closed meeting: Roll call vote:  
Yea Doris Harrington  
Yea Stephanie Shafer  
Yea Roger Roberts  
Yea Laura Simpson  
Yea Patrick Skelley  
Yea Paul DiFranco  
Yea Kathleen Mancini  
Yea All in favor, now entering closed session.
2. According to the votes recorded by the secretary does hereby certifies that to the best of each member's knowledge, only board staff and member business matters lawfully exempted from open meeting requirements under FOIA were discussed in this closed session to which this certifies applies, Motion to reconvene to public meeting made by Paul DiFranco, Roll call vote:  
Yea Doris Harrington  
Yea Stephanie Shafer  
Yea Roger Roberts  
Yea Laura Simpson  
Yea Patrick Skelley

Yea Paul DiFranco

Yea All in favor, now entering closed session.

3. Yea All in favor, now returning to regular session. Reconvene to open meeting

**Tasks Captured and results:**

1. 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.
2. Tasks assigned to each Board member to generate an article or topic for newsletter by executive meeting on 06/23/2024.
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 30<sup>th</sup>, as well as event day assigned
6. Stephanie, Rex, Doris & Kathleen will be placing sandwich boards to advertise yard sale/community day.
7. Signs made by Paul DiFranco for yard sale-06/08/2024
8. Signs to be ordered to display towing enforced. Ralph will draft signs and submit draft to Board for approval 06/08/2024
9. Firewise sign needs to be installed. Patrick will install signs. - 06/08/2024
10. Newsletter articles or ideas due date is 06/20/2024.
11. All Board members must ensure ads & pictures on website-06/08/2024
12. Office to contact SFVFD to arrange fire extinguisher inspections as well as smoke detector installs.- 06/08/2024

**Tasks report completed:**

1. Stephanie to schedule a meeting with the common properties committee to discuss options at Farms River Rec lot-05/23/2024.

**Adjourn:** Roger Roberts made a motion to adjourn at 11:34 pm, seconded by Paul DiFranco, Unanimous.

Signature \_\_\_\_\_