

## Minutes for Executive Meeting September 26th, 2024

The General Meeting of Property Owners of Shenandoah Farms, Inc. was held on Thursday September 26th, 2024, at 7:00pm in the Shenandoah Farms' Community Center. Chairman Doris Harrington and Vice Chair Rex Christensen were in attendance. The meeting was called to order at 7pm and the Code of Conduct was read by Rex Christensen.

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

Board members late arrival: Patrick Skelley

Board Members excused- Kathleen Mancini

Board members unexcused: Kathleen George

Seating of Alternates: n/a

Review of Agenda for Approval: Rex Christensen made motion to approve agenda, Paul DiFranco 2nd, all in favor, motion discussed then passed unanimously.

Review of Minutes: Stephanie Shaefer made a motion to approve the minutes from General Meeting 08/10/24 Rex Christensen 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.
3. Rex Christensen made a motion to host an internal monthly audit, Ralph Rinaldi 2<sup>nd</sup>, all in favor, motion adopted after debate.
4. Paul DiFranco made a motion to approve CPA to come down to office and review books for an audit estimate from a CPA, Rex Christensen 2<sup>nd</sup>, all in favor, motion adopted after debate. Lisa will call CPA and schedule.
5. Rex Christensen Made a motion to purchase a new laptop, plus Microsoft office 365, purchase not to exceed \$400. Paul DiFranco 2<sup>nd</sup>, Paul DiFranco abstained, rest in favor motion adopted after debate. Rex Christensen will purchase.

**Public Relations Committee:** Chairman

1. Need chairman
2. All Board filled out a form for Roger Roberts to detail policy & procedures for website postings.

**Nominating Committee:** Doris Harrington, Chairman

**Common Properties:** Patrick Skelley, Chairman

1. Picnic table repairs- Patrick completed
2. Deck needs repaired at Lake of Clouds, Patrick is contacting Mike Berry to review, Patrick will follow up with Mike Berry,
3. Resident requesting 2 swings -baby seats added to Treasure Island, Patrick to install from shed.
4. Vending machine discussion. Rex will investigate with Coke & Pepsi Companies.

**Road Committee:** Ralph Rinaldi, Chairman

1. Update Old Oak project, 1 more culvert to install needed and underway.
2. Updates on POSF work session/management status report. – no update
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 August.

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

**Sanitary District Manager Report:**

**Planning Committee:** Rex Christensen, Chairman

**Recreation Committee: Stephanie Shaefer, Chairman**

1. River clean up update for this Saturday with Recreation Committee supervising
2. Rex obtained 6 new volunteers for committee, still no responses

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

**Unfinished Business:**

1. Popcorn machine needs to be cleaned.
2. Pest control to address building issues.
3. Patrick will foam pipes under the sink.
4. Mistake in newsletter cut the mailing fee in half per Laura Simpson.

**New Business:**

**Tasks Captured and results:**

1. Lisa Blansett will both obtain estimates on annual audit- 08/22/2024
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. HubSpot to be abandoned, not feasible.
5. Signs installed common areas- 06/08/2024
6. All Board members must ensure ads & pictures on website-06/08/2024-Kathleens still missing

**Tasks report completed:**

**Adjourn:** Laura Simpson made a motion to adjourn at 8:35pm, seconded by Paul DiFranco 2nd, Unanimous.

Signature \_\_\_\_\_