

## Minutes for Executive Meeting November 21st, 2024

The Executive Meeting of Property Owners of Shenandoah Farms, Inc. was held on Thursday November 21st, 2024, at 7:00pm in the Shenandoah Farms' Community Center. Chairman Doris Harrington was in attendance. The meeting was called to order at 7:00pm and the code of conduct was waived by Rex Christensen.

Board Members present were as follows: Patrick Skelley, Rex Christensen, Ralph Rinaldi, and Doris Harrington.

Board members late arrival:

Board Members excuse: Paul DiFranco, Joshua Weber, Roger Roberts and Stephanie Shaefer

Board members unexcused:

Seating of Alternates: n/a

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

Review of Minutes: Rex Christensen made a motion to approve the minutes from Executive Meeting 10/24/2024 Patrick Skelley 2<sup>nd</sup>, all in favor, motion discussed then passed unanimously.

### **Property Owners Concerns:**

**Treasurer's Report:** Paul DiFranco

1. Paul called Doris with a report on Tax extension.
2. Reports attached and reviewed by all

**Finance Committee:** Paul DiFranco, Chairman

1. Profit & loss statement for review.
2. Budget attached.

**Public Relations Committee:** Chairman

**Nominating Committee:** Chairman

**Common Properties:** Patrick Skelley, Chairman

**Road Committee:** Ralph Rinaldi, Chairman

1. Updates on POSF work session/management status report. - update by Rex Christensen

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

**Sanitary District Manager Report:**

**Sanitary District Advisory Board Reports:**

**Planning Committee:** Rex Christesen, Chairman

**Recreation Committee:** Stephanie Shaefer, Chairman

**WC3A:** Rex Christensen, Chairman

**Unfinished Business:**

**New Business:**

**Tasks Captured and results:**

1. Stephanie to reach out to Cody regarding Farmers Market-10/12/2024
2. Office Manager to contact Insurance Company regarding insurance questions- 12/12/2024
3. Paul DiFranco and Lisa Blansett will both obtain estimates on annual audit- 07/25/2024

4. 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.
5. 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.
6. Office working on instructions and policy & procedures on mass emails-05/23/2024. Office is currently reviewing procedures & tutorials to make mass emails possible.
7. All Board members must ensure ads & pictures on website-06/08/2024

**Tasks report completed:**

**Adjourn:** Rex Christiansen made a motion to adjourn at 8:15pm, seconded by Patrick Skelley, Unanimous. At 8:20pm Ralph Rinaldi made a motion to reconvene, Rex Christiansen 2<sup>nd</sup>, all in favor, motion passed.  
Rex Christiansen made a motion to cancel December 26<sup>th</sup> executive Meeting for 2024, Patrick Skelley 2<sup>nd</sup>, all in favor, unanimously passed.

Signature\_\_\_\_\_