

Executive Meeting Minutes

Date: October 23rd, 2025

Time: 7:00PM

Location: 6401 Howellsville Road, Front Royal – VA. 22630

1. Call to Order

The meeting was called to order at 7:00 PM by the Chairman Doris Harrington.

2. Code of Conduct

The Code of Conduct was waived by Doris Harrington.

3. Roll Call

Present: Ralph Rinaldi, Doris Harrington, Stephanie Shaefer, Jessica Payne, Matt Baron, Paul DiFranco, Rex Christensen, David Fidei.

Excused: Roger Roberts, Patrick Skelley, Roland Hook.

4. Seating of Alternates

N/A

5. Approval of Agenda

Motion by Ralph Rinaldi, seconded by Stehanie Shaefer.

Vote: All in Favor. Motion Carried.

6. Approval of Minutes (October 11th, 2025, General Board Meeting)

Motion by Rex Christensen, seconded by Matt Baron.

Vote: All in Favor. Motion Carried.

7. Property Owners Concerns:

8. Treasurer's Report - Finance Committee - Paul DiFranco, Chairman

- Report presented. [Attached separately]
- Budget reviewed (Attached).
- Creating a receivables account versus expenses paid to avoid misclassification. To be further discussed. Paul DiFranco to consult accountant.

Motion by Ralph Rinaldi to approve Treasures' Report, seconded by Matt Baron.

Vote: All in Favor. Motion Carried.

9. Public Relations Committee – Jessica Payne, Chairman

1. Obtain list of Airbnb property owners with emergency contacts from Zoning department.
Pending finalization.
2. List obtained of property owners within Warren and Clarke Counties.
3. List of events and activities promoted throughout the year by the committee to be shared with BOD.

10. Nominating Committee – Doris Harrington, Chairman

11. Common Properties Committee – Matt Baron, Chairman

1. Status of dirt pile – Ralph to provide update from Mike Berry after Youngs Drive is finalized.
2. Office window POSF building – Replacement pending arrival to be installed. Window blinds to be purchased and installed to replace curtains.
3. Siding of POSF building – Professional quotes to be requested; Matt Baron to provide cost comparison.
4. Lake of Clouds pump – Awaiting water level to go down and part will be replaced. Part already received by crew.

12. Road Committee – Ralph Rinaldi, Chairman

1. Youngs Drive – Prep started for tar&chip by WC Crew
2. Speed limit signs – WC crew verifying quantity available and pending instructions for further installation

13. Recreation and Planning Committee:

Upcoming Events:

October 25 – Harvest Festival Market and Trunk or Treat – Salvation Army truck to come for after the event to receive donations from vendors.

December 6 – Holiday Bazaar Market – Inside and Out at POSF from 9am-1pm.

Caroling from 3-5pm with hot chocolate and cookies free

Tree Lighting at 5:30pm – dedicated to Bowman Family.

Roland Hook is willing to facilitating Board of Directors gathering - date set for Dec. 4th, 2025.

New Business:

1. Review and Approve new Board of Directors List details to be updated on the website
2. Requested brief profile description for each member of the Board to be shared with Board of Director Chairman Doris Harrington
3. Review and update of Property Owner packet to be completed

Unfinished Business:

River View Common Property - homeowners concerns.

Requested in previous meetings under Common Properties for road to be added more gravel, telephone poles to be added to keep cars from pulling up to edge and ATV from going up and down the bank, as well as putting in a boat ramp - or long ties to more easily put in boats, etc.

To be further discussed.

14. Adjournment:

Motion to Adjourn by Matt Baron, Ralph Rinaldi seconded, all in favor, adjourned at 8:34PM.

Minutes submitted by: Josie Cooke

Office Manager

Date: October 23rd, 2025.

Signature