

GENERAL Meeting Minutes

Date: October 11th, 2025

Time: 9:00 AM

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

1. Call to Order

The meeting was called to order at 9:00 AM by the Chairman Doris Harrington.

2. Code of Conduct

The Code of Conduct was read aloud by Doris Harrington.

3. Roll Call

Present: Ralph Rinaldi, Doris Harrington, Stephanie Shaefer, Jessica Payne, Roland Hook, Matt Baron, Paul DiFranco.

Excused: Roger Roberts

Absent: Patrick Skelley, Rex Christensen.

4. Seating of Alternates

- Introduction of David Fidei (Dave) from Mountain View.

Ralph made a motion to approve Dave as a Board Member, Paul DiFranco seconded the motion. All in favor. Motion carried.

5. Approval of Agenda

Motion by Paul DiFranco, seconded by Matt Baron.

Vote: All in Favor. Motion Carried.

6. Approval of Minutes (September 25th, 2025, Executive Board Meeting)

Motion by Ralph Rinaldi, seconded by Roland Hook.

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).
- Recommended creating a finance system for receivables versus reimbursement to avoid misclassification. To be further discussed with Paul DiFranco and accountant.

Motion by Ralph Rinaldi to approve Treasures' Report, seconded by Roland Hook.

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. Obtain a file of property owners within Warren and Clarke Counties.

Obtained for Clarke County, pending finalization for list of Warren County.

10. Nominating Committee – Doris Harrington, Chairman

11. Common Properties Committee – Matt Baron, Chairman

1. Status of dirt pile – Ralph to get update from Mike Berry after calling on Monday Oct 13th.

2. Office window POSF building – Replacement pending arrival to be installed.

3. Siding of POSF building – Professional quotes to be requested; Matt Baron to provide cost comparison for 2026.

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 discussion to be further developed with Warren County Sherrif Department

13. Recreation 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.

14. Adjournment:

Motion to Adjourn by Roland Hook, Matt Baron seconded, all in favor, adjourned at 10:14am.

Minutes submitted by: Josiquele Cooke

Office Manager

Date: October 11th, 2025.

Signature