

# Property Owners of Shenandoah Farms, Inc.

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## GENERAL Meeting Minutes

Date: November 8<sup>th</sup>, 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

Rex Christensen read aloud the Code of Conduct.

### 3. Roll Call

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

Excused: Roland Hook, Patrick Skelley.

Absent:

### 4. Seating of Alternates

### 5. Approval of Agenda

Motion by Paul DiFranco, seconded by Rex Christensen.

Vote: All in Favor. Motion Carried.

### 6. Approval of Minutes (October 23<sup>rd</sup>, 2025, Executive Board Meeting)

Motion by Rex Christensen, seconded by Matt Baron.

Vote: All in Favor. Motion Carried.

### 7. Property Owners Concerns:

- Deputy D. Miceli present to address Property Owners Concerns and introduce himself as the New Volunteer Ambassador of Shenandoah Farms Property Owners from the Warren County Sheriff's Office.

### 8. Treasurer's Report & Finance Committee - Paul DiFranco, Chair

- Report presented. [Attached separately]
- Budget reviewed (Attached).

- Receivables versus reimbursement to avoid misclassification. Paul DiFranco and accountant to discuss and advise back to Board of Directors in the next meeting.
- Paul DiFranco to consult about having 2 checking accounts – if not necessary, cancel one, going forward.

Motion by Ralph Rinaldi to approve Treasures' and Finance Report, seconded by Matt Baron.  
Vote: All in Favor. Motion Carried.

## **9. Public Relations Committee – Jessica Payne, Chair**

- Report of Farmers Market& Trunk or Treat Event – another successful event with big participation of property owners selling homemade goodies and home used stuff. Kids were excited coming over during Trunk or Treat hours and getting to see and explore inside the Ambulance and Firetruck that came to the event from the volunteer Fire Substation 6.
- Giving Tree – Stationed at the POSF office for volunteers to come and add a tag with a desired gift, adding details for delivery. Volunteers that would like to gift those wishes from the tree pick a tag and bring the gift to the office unwrapped for delivery before Christmas day by the Volunteers of Relations and Recreation teams. More details to be finalized before posting for the public.

## **10. Nominating Committee – Doris Harrington, Chairman**

### **11. Common Properties Committee – Matt Baron, Chair**

1. Status of dirt pile.
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. The Lake of Clouds pump will be replaced once the water level decreases. Part already received by crew.
  - POSF office swing set will be remodeled next spring.
  - Blessing Box is being refurbished; donation requests will be sent out.

### **12. Road Committee – Ralph Rinaldi, Chair**

1. Youngs Drive – ongoing tar+chip by WC Crew done

2. A list of streets designated for speed limit sign installation is currently being prepared.

### **John Stanmeyer – WC Board of Supervisors – SF Representative**

#### **13. Planning Committee – Roland Hook – Chair**

Planning BOD End of Year Potluck – December 4<sup>th</sup> evening. Guest list + Food to be decided.

#### **14. Recreation Committee – Stephanie Shaefer - Chair**

Upcoming Events:

- December 1: Volunteers and Recreation Committee to Decorate POSF Hall for Bazaar event
- 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.

Stephanie Shaefer made a motion to increase the budget for Recreation and Planning Committee events to \$1,500 per Fiscal Year. Rex Christensen seconded, all in favor, motion carried.

#### **New Business:**

BOD Members approved gift card for previous Office Manager Lisa Blansett as end of year gift.  
BOD Members organizing a end of year lunch for WC Crew members December 4<sup>th</sup>.

#### **Adjournment:**

Motion to Adjourn by Matt Baron, David Fidei seconded, all in favor, adjourned at 10:24am.

Minutes submitted by: Josie Cooke

Office Manager

Date: October 11th, 2025.

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Signature