

**Minutes of
Blue Ribbon Farms Homeowners' Association
Board of Directors
February 28, 2025
10 am
Baritelle' Residence -131 Maynard Rd.**

1. Roll Call – Andre Baritelle called the meeting to order at 10:00am. In addition to Mr. Baritelle also present were, Carmen Lynaugh, Jenn Gibbings, Jennifer Blackwood, John Cuny, Leslie Bagwell and Joel Cziok. Mr. Baritelle welcomed everyone and introductions were made.
2. Public Comment – None
3. Organization of Directors with appointment of Chairman, Vice-Chairman, Secretary and Treasurer:

Chairman positions - Ms. Gibbings nominated Mr. Baritelle for Chairman, Ms. Blackwood seconded motion, unanimously carried.

Vice-Chairman position – Ms. Bagwell nominated Ms. Gibbings for Vice-Chairman, Ms. Lynaugh seconded motion, unanimously carried.

Secretary position – Ms. Lynaugh nominated Mr. Cziok for Secretary, Ms. Gibbings seconded motion, unanimously carried.

Treasurer position – Ms. Gibbings nominated Ms. Lynaugh for Treasurer, Ms. Blackwood seconded motion, unanimously carried.

Members At Large – Ms. Blackwood, Ms. Bagwell and Mr. Cuny

4. Treasurer's Report and Discussion and Possible action:
 - a. Final Approved Budget for 2025 – POA fiscal year runs from March 1 to last day in February. Due to outstanding bills in February 2025 the final Approved Budget will not be posted until these are paid. Outstanding items are invoices preparation, printing and attorney closeout.
 - b. 2025 Invoice Status – Will be mailed by March 10, 2025
 - c. Website Manager Consultant Agreement – current agreement expires on April 15, 2025, has a not to exceed contract price of \$2,500 and Consultant has a new rate and requires additional funds for new expiration date of April 15, 2026.

Ms. Lynaugh prepared a 2nd Amendment to the Consultant Agreement and was reviewed by the BOD. Ms. Lynaugh made a motion to approve the 2nd amendment to extend the expiration date of the Consultant Agreement to April 15, 2026, change rate to \$69.75 per hour (based on \$75 per hour with 7% discount) as of April 15, 2025, add \$2,000 to not to exceed contract price to make agreement total not to exceed \$4,500, Mr. Baritelle seconded motion, unanimously carried.

- d. Closeout of Lawsuit – Ms. Blackwood moved to have Mr. Baritelle and Ms. Lynaugh as the point of contacts with Endejan Law, with any communications from the attorney to be shared with the rest of the BOD. Ms. Bagwell seconded the motion, unanimously carried.
5. Reports from and possible action pertaining to current Committees:
 - a. Decide on Board Liaison to current committees: After discussion the following people were made liaisons:
 1. Insurance Committee: Mr. Cuny

2. Airport Committee: Mr. Baritelle with Mr. Cuny as backup
 3. Curve Committee: Mr. Baritelle with Ms. Lynaugh as backup
 4. Nominating Committee: Ms. Bagwell with Ms. Blackwood as backup
 5. Governing Documents Committee: Ms. Gibbings
- b. Governing Documents Committee – discussion and possible action regarding
1. Approval of Survey mailer: approved survey to be mailed in invoice mailer with the fine structure comment request
 2. Approval of Survey email: approved survey with the fine structure comments and announce invoice coming soon and water bill SB1906 info. in an email blast, Ms. Lynaugh said that email comments could come to Treasurer@blueribbonfarmsassociation.com
6. Old Business: None
7. New Business – Discussion and possible action regarding:
- a. Transition from old Board members to new Board members:
 1. Chairman - Mr. Baritelle will reach out to Mr. Long to get P.O. Box key and POA file cabinet of materials
 2. Secretary – Mr. Cziok will reach out to Ms. Nichols to get information on duties and transfer of documents
 3. P.O. Box – keys will be held by Mr. Baritelle, Ms. Blackwood and Ms. Lynaugh
 4. Bank – Ms. Lynaugh will go to bank to change account signatory name and after the change in names then Ms. Gibbings, Mr. Baritelle and Mr. Cziok will go and sign signature cards to become signatories to the account
 - b. Email Blast Contents – GDC survey, Fine Structure Comments, Invoice announcement, SB 1906 water bill info, list of new Board members and Airport Committee next meeting announcement.
 - c. Operating procedures for BOD members –
 1. Discussed guiding principle for use at BOD meetings: “We are all neighbors here! Let's treat each other and everyone in the BRF community with respect. Be kind and understanding. Disrespecting another member could result in Board involvement and removal from the committee.” Roberts Rules of Order may be used to keep order in a meeting by the chairman also.
 2. Email to BOD members: will test using attachments in emails that are word documents and or pdfs and determine if that works for the group
 3. Committee Policy and Procedures to be discussed at a future meeting to potentially memorialize how a committee is formed and operates.
 - d. Discuss information/education of membership: The need for educating the community on issues of safety around the airstrip and other items is needed. This will be a future discussion with the BOD and the Airport Committee.
8. Mr. Baritelle made a motion to adjourned the meeting at 1:25pm. with Ms. Lynaugh seconded the motion, unanimously carried. Set next meeting for March 28, 2025 at 10am at 131 Maynard Rd.