

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY**

November 1, 2018 6:00 pm

A meeting of the South Riding Proprietary Board of Directors was convened at 42420 Unicorn Drive on this day.

ATTENDEES:

Estee LaClare, President
Gary Smith, Vice President
Kevin Ubelhart, Treasurer
Karen MacDowell, Secretary
Meggan Walker, Director
Kip Lowe, Director

MANAGEMENT PRESENT:

Wendy Taylor, PCAM, LSM, General Manager
Christine Bean, Director of Administration
Kristi Felouzis, Director of Community Standards

OTHERS PRESENT:

Various Residents

ABSENT:

Note: unanimous votes exclude absent Board members
Michael Hardin, Director
Steve Larkin, Director

CALL TO ORDER

Ms. LaClare called the meeting to order at 6:00 pm.

EXECUTIVE SESSION

Karen MacDowell **MOVED**, and Meggan Walker **SECONDED** to adjourn Open Session and convene into Executive Session at 6:02 pm to discuss owner obligation, covenants matter, contracts, and matters related to attorney/client privilege and personnel.

The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to adjourn Executive Session and convene into Open Session at 6:53 pm.

The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Meeting Minutes

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to approve the minutes from the October 4, 2018 meeting as presented. The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to approve the minutes from the October 12, 2018 meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to approve a waiver of fees with stipulations with regards to Action Item 6.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to approve a waiver of fees with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

MANAGEMENT/DEPARTMENT REPORT

Ms. Taylor provided and reviewed with the Board, her written Management and Department Reports.

ADJOURN

Karen MacDowell **MOVED** and Gary Smith **SECONDED** to adjourn at 7:28 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed: _____



Karen MacDowell, Secretary

Date Approved: _____

12-6-18