

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

December 10, 2015 6:00 pm

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

ATTENDEES:

Kevin Turner, President
Kevin Ubelhart, Treasurer
Estee LaClare, Secretary
Gary Smith, Director
Ted Lange, Director
Meggan Walker, Director

MANAGEMENT PRESENT:

Wendy Taylor, PCAM, LSM, General Manager
Rebecca Lyons, CMCA, AMS, Director of Facilities & Community Service
Christine Bean, Administrative Manager

OTHERS PRESENT:

Various residents

ABSENT:

Note: unanimous votes exclude absent Board members
Scott Fisher, Vice President
Steve Larkin, Director

CALL TO ORDER

Mr. Turner called the meeting to order at 6:01 P.M.

EXECUTIVE SESSION

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to adjourn Open Session and convene into Executive Session at 6:01 pm to discuss owner obligation, covenants matters, contracts, and matters related to attorney/client privilege and personnel.

The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Estee LaClare **SECONDED** to adjourn Executive Session and convene into Open Session at 6:59 pm.

The motion **PASSED** unanimously.

OWNER OPEN FORUM

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to approve the minutes from the November 5, 2015 as presented.
The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Executive Session

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a judicial lien foreclosure with regard to Action Item 7.1 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a waiver of fees with regard to Action Item 7.2 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a write off of fees with regard to Action Item 7.3 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve the payoff with regard to Action Item 7.4 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to deny a waiver of fees with regard to Action Item 7.5 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to deny a waiver of fees with regard to Action Item 7.6 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to deny a waiver of fees with regard to Action Item 7.7 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a partial waiver of fees with regard to Action Item 7.8 as discussed in Executive Session.
The motion **PASSED** unanimously.

Gary Smith **MOVED** and Meggan Walker **SECONDED** to overturn the decision of the covenants committee with regard to Action Item 7.9 as discussed in Executive Session.
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a write off of fees with regard to Action Item 7.11 as discussed in Executive Session.
The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Ted Lange **SECONDED** to approve a partial return of fee with regard to Action Item 10.1 as discussed in Executive Session.
The motion **PASSED** unanimously.

Committee Appointments

Gary Smith **MOVED** and Meggan Walker **SECONDED** to appoint Pat Himes to the Covenants Committee for a one year term.
The motion **PASSED** unanimously.

Deed of Easement

Estee LaClare **MOVED** and Kevin Ubelhart **SECONDED** to approve the deed of easement for Section 92 as presented.
The motion **PASSED** unanimously.

Open Space Contract

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to accept the recommendation of the Budget & Finance Committee and award the open space contract to Bowman Consulting for both Town Center and Edgewater parcels as presented.
The motion **PASSED** unanimously.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Meggan Walker **MOVED** and Estee LaClare **SECONDED** to adjourn at 10:03 pm.
The motion **PASSED** unanimously.

Respectfully Submitted By: Wendy Taylor

Signed: Estee LaClare
Estee LaClare, Secretary

Date Approved: 1/14/16