

**MINUTES OF THE BOARD OF DIRECTORS December 7, 2017 MEETING  
SOUTH RIDING PROPRIETARY**

**December 7, 2017 6:00 pm**

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

**ATTENDEES:**

Scott Fisher, President  
Estee LaClare, Vice President  
Kevin Ubelhart, Treasurer  
Gary Smith, Secretary  
Meggan Walker, Director  
Ted Lange, Director

**MANAGEMENT PRESENT:**

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

**OTHERS PRESENT:**

None

**ABSENT:**

Note: unanimous votes exclude absent Board members  
Karen MacDowell, Director  
Steve Larkin, Director

**CALL TO ORDER**

Mr. Fisher called the meeting to order at 6:00 P.M.

**EXECUTIVE SESSION**

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

Meggan Walker **MOVED** and Ted Lange **SECONDED** to adjourn Executive Session and convene into Open Session at 6:56 pm. The motion **PASSED** unanimously.

**MATTERS FOR BOARD DECISION**

**Meeting Minutes**

Gary Smith **MOVED** and Estee LaClare **SECONDED** to approve the minutes from the November 2, 2017 as presented. The motion **PASSED** unanimously.

Executive Session Items

Estee LaClare **MOVED** and Kevin Ubelhart **SECONDED** to deny a waiver of fees regarding Action Item 7.1 as discussed in Executive Session. The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to deny a waiver of fees regarding Action Item 7.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Kevin Ubelhart **SECONDED** to approve a partial waiver of fees with stipulations regarding Action Item 7.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to approve a partial waiver of fees regarding Action Item 7.4 as discussed in Executive Session. The motion **PASSED** (5-0-1).

Estee LaClare **MOVED** and Ted Lange **SECONDED** to approve a partial waiver of fees regarding Action Item 7.5 as discussed in Executive Session. The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Ted Lange **SECONDED** to approve a partial waiver of fees regarding Action Item 7.6 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to appoint Alison Stern to the Budget & Finance Committee. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Estee LaClare **SECONDED** to reappoint Pat Himes to the Community Standards Committee for a one year term. The motion **PASSED** unanimously.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Estee LaClare **MOVED** and Ted Lange **SECONDED** to adjourn at 8:33 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed:  Date Approved: 4 Jan 2018  
Gary Smith, Secretary