

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

December 6, 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
Michael Hardin, 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
Steve Larkin, Director

CALL TO ORDER

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

EXECUTIVE SESSION

Gary Smith **MOVED**, and Karen MacDowell **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 Michael Hardin **SECONDED** to adjourn Executive Session and convene into Open Session at 6:48 pm.

The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Meeting Minutes

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to approve the minutes from the November 1, 2018 meeting as presented. The motion **PASSED** 6-0-1.

Executive Session Items

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to deny a waiver of fees with regards to Action Item 6.1 as discussed in Executive Session. The motion **PASSED** unanimously.

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

Open Session Items

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to approve the strategic plan as presented. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to approve the Brightview Landscape bid not to exceed \$40k as presented.

Gary Smith **MOVED**, and Karen MacDowell **SECONDED** to accept the recommendation of the Community Standards Committee and reappointed Pat Himes to the committee for a one-year term.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to adjourn at 7:45 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed: 

Karen MacDowell, Secretary

Date Approved: 2-6-19