

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

February 4, 2016 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, Vice President
Kevin Ubelhart, Treasurer
Estee LaClare, Secretary
Gary Smith, Director
Meggan Walker, Director
Ted Lange, Director

MANAGEMENT PRESENT:

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

OTHERS PRESENT:

Various residents and Lundsford Middle School PTA President

ABSENT:

Note: unanimous votes exclude absent Board members
Kevin Turner, President
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 matters, contracts, and matters related to attorney/client privilege and personnel.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to adjourn Executive Session and convene into Open Session at 6:52 pm.

The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Meeting Minutes

Estee LaClare **MOVED** to approve the minutes from the January 14, 2016 as presented. The motion was seconded by Meggan Walker and passed (5-0-1) Ted Lange abstained.

Executive Session

Kevin Ubelhart **MOVED** and Ted Lange **SECONDED** to deny the waiver of fees with regard to Action Item 7.1 as discussed in Executive Session.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Ted Lange **SECONDED** to approve a partial waiver of fees with regard to Action Item 7.2 as discussed in Executive Session.

The motion **PASSED** unanimously.

Committee Appointments

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to appoint Chris Jackson Coates as the chair of the Neighborhood Watch Committee for a one year term.

The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to appoint Jerry Barton as the vice chair of the Neighborhood Watch Committee for a one year term.

The motion **PASSED** unanimously.

Pool Management Contract

Meggan Walker **MOVED** and Kevin Ubelhart **SECONDED** to approve the 2016 pool contract with High Sierra Pools as presented.

The motion **PASSED** unanimously.

Interest Income

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to accept the recommendation of the Budget & Finance Committee and move interest income to the capital fund as discussed.

The motion **PASSED** unanimously.

Allowance for Doubtful Accounts

Kevin Ubelhart **MOVED** and Ted Lange **SECONDED** to provide a bad debt allowance for doubtful accounts as discussed. The motion **PASSED** unanimously.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Kevin Ubelhart **MOVED** and Gary Smith **SECONDED** to adjourn at 7:42 pm.

The motion **PASSED** unanimously.

Respectfully Submitted By: Wendy Taylor

Signed: Estee LaClare
Estee LaClare, Secretary

Date Approved: 3/3/16