

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
February 8, 2018 6:00 pm**

A meeting of the South Riding Proprietary Board of Directors was convened at 42420 Unicorn Drive on February 8, 2018.

**ATTENDEES:**

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

**MANAGEMENT PRESENT:**

Wendy Taylor, PCAM, LSM, General Manager  
Christine Bean, Director of Administration

**OTHERS PRESENT:**

Various Residents

**ABSENT:**

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

**CALL TO ORDER**

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

**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 matter, contracts, and matters related to attorney/client privilege and personnel.

The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to adjourn Executive Session and convene into Open Session at 6:47 pm.

The motion **PASSED** unanimously.

**MATTERS FOR BOARD DECISION**

Meeting Minutes

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to approve the minutes from the January 4, 2018 meeting as presented. The motion **PASSED** (5-0-1).

Executive Session Items

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a partial waiver of fees with stipulations regarding Action Item 6.1 as discussed in Executive Session. The motion **PASSED** (5-0-1).

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a waiver of fees regarding Action Item 6.2 as discussed in Executive Session. The motion **PASSED** (5-0-1).

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to deny a waiver of fees regarding Action Item 6.3 as discussed in Executive Session. The motion **PASSED** (5-0-1).

Open Session Items

Karen MacDowell **MOVED** and Estee LaClare **SECONDED** to appoint Fazal Mahmood to the Website & Technology Committee. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to accept the resignations of Ted Lange effective immediately. The motion **PASSED** (5-0-1).

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to appoint Kip Lowe to the Board of Directors to fill the vacancy created by the resignation of Ted Lange, to serve through May 2019, the remained of Ted's term of office. 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 7:44 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed:  Date Approved: 1 March 2018  
Gary Smith, Secretary