

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
March 3, 2016 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
Scott Fisher, Vice President
Kevin Ubelhart, Treasurer
Estee LaClare, Secretary
Gary Smith, Director
Meggan Walker, Director
Ted Lange, Director (via phone)

MANAGEMENT PRESENT:

Wendy Taylor, PCAM, LSM, General Manager
Christine Bean, Administrative Assistant

OTHERS PRESENT:

Hans Punia, Resident

ABSENT:

Note: unanimous votes exclude absent Board members
Steve Larkin, Director
Rebecca Lyons, CMCA, AMS, PCAM, Director of Facilities & Community Service

CALL TO ORDER

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

EXECUTIVE SESSION

Scott Fisher **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.

Scott Fisher **MOVED** and Estee LaClare **SECONDED** to adjourn Executive Session and convene into Open Session at 6:57 pm.

The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Meeting Minutes

Estee LaClare **MOVED** to approve the minutes from the February 4, 2016 as presented. The motion was seconded by Meggan Walker and passed (6-0-1) Kevin Turner abstained.

Executive Session

Kevin Ubelhart **MOVED** and Scott Fisher **SECONDED** to approve a waiver of fees with regard to Action Item 7.1 as discussed in Executive Session.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Scott Fisher **SECONDED** to deny a waiver of fees with regard to Action Item 7.2 as discussed in Executive Session.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Scott Fisher **SECONDED** to deny a waiver of fees with regard to Action Item 7.3 as discussed in Executive Session.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Scott Fisher **SECONDED** to deny a waiver of fees with regard to Action Item 7.4 as discussed in Executive Session.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Scott Fisher **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 Scott Fisher **SECONDED** to approve a partial waiver of fees with regard to Action Item 7.6 as discussed in Executive Session.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Scott Fisher **SECONDED** to approve a partial waiver of fees with regard to Action Item 7.7 as discussed in Executive Session.

The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Scott Fisher **SECONDED** to approve a partial waiver of fees with regard to Action Item 7.8 as discussed in Executive Session.

The motion **PASSED** unanimously.

Committee Appointments

Gary Smith **MOVED** and Meggan Walker **SECONDED** to reappoint Kip Lowe to the Covenants Committee for a one year term.

The motion **PASSED** unanimously.

Land Purchase Attorney

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to retain counsel to represent SRP in the proposed land purchase with Loudoun County as discussed in Executive Session. The motion **PASSED** unanimously.

Attorney

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to retain firm as corporate counsel and agent of record as discussed in Executive Session. The motion **PASSED** unanimously.

Pool Schedule

Meggan Walker **MOVED** and Estee LaClare **SECONDED** to accept the recommendation of the Recreation and Grounds Committee and approve the 2016 Pool Schedule as presented. The motion **PASSED** unanimously.

Maintenance Easement

Kevin Ubelhart **MOVED** and Gary Smith **SECONDED** to authorize any officer of the Board of Directors to enter into an agreement with Loudoun County as discussed in Executive Session. The motion **PASSED** unanimously.

Design & Maintenance Standards - Fences

Gary Smith **MOVED** and Meggan Walker **SECONDED** to approve the revisions to the fence section of the Design & Maintenance Standards as presented. The motion **PASSED** unanimously.

OPEN SESSION

Mr. Punia, resident addressed the Board of Directors regarding correspondence he had received.

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 8:05 pm. The motion **PASSED** unanimously.

Respectfully Submitted By: Wendy Taylor

Signed: Estee D. LaClare Date Approved: 4/7/16
Estee LaClare, Secretary