

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
March 1, 2018 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
Karen MacDowell, Director
Kip Lowe, Director

MANAGEMENT PRESENT:

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

OTHERS PRESENT:

Various Residents

ABSENT:

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

CALL TO ORDER

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

EXECUTIVE SESSION

Karen MacDowell **MOVED** and Estee LaClare **SECONDED** to adjourn Open Session and convene into Executive Session at 6:00 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 Estee LaClare **SECONDED** to adjourn Executive Session and convene into Open Session at 7:00 pm.

The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Meeting Minutes

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to approve the minutes from the February 8, 2018 meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to accept the write-off of fees as recommended by our attorney with regards to Action Item 6.1 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a partial waiver of fees regarding Action Item 6.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve the Town Green Stage bid to Brightview in an amount up to \$250,000 as discussed in Executive Session. The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Karen MacDowell **SECONDED** to accept the recommendation of the Recreation and Grounds Committee and approve the 2018 Pool Schedule as presented. The motion **PASSED** (5-0-1) Mr. Lowe abstained.

Estee LaClare **MOVED** and Karen MacDowell to accept the recommendation of the Recreation and Grounds Committee and approve the 2018 Tennis Schedule and Guidelines as presented. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a \$300,000 reallocation in surplus operating funds to the capital fund after the 2017 audit has been completed and accepted.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Karen MacDowell **MOVED** and Estee LaClare **SECONDED** to adjourn at 7:55 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed:  Date Approved: 5 Apr 2018
Gary Smith, Secretary