

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

**April 6, 2017 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  
Meggan Walker, Director  
Kevin Turner, Director  
Ted Lange, Director (via phone)

**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 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.

Meggan Walker **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

Gary Smith **MOVED** to approve the minutes from the March 2, 2017 as presented. The motion was seconded by Estee LaClare. The motion **PASSED** (4-0-1).

### Executive Session Items

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a waiver of fees with stipulations regarding Action Item 7.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a partial waiver of fees with regarding Action Item 7.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a waiver of fees with stipulations regarding Action Item 7.4 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a partial waiver of fees with regarding Action Item 7.5 as discussed in Executive Session. The motion **PASSED** unanimously.

### Open Session Items

Gary Smith **MOVED** and Meggan Walker **SECONDED** to retire the Enhancement-A-Spot program. The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to appoint Josephine Duckett to the Recreation & Grounds Committee. The motion **PASSED** unanimously.

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to appoint Lorraine Conlon as the Vice Chair of the Recreation & Grounds Committee. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Gary Smith **SECONDED** to accept the recommendation of the Budget & Finance Committee and approved the new sun shade from capital funds. The motion **PASSED** unanimously.

**MANAGEMENT/DEPARTMENT REPORT**

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

**ADJOURN**

Estee LaClare **MOVED** and Meggan Walker **SECONDED** to adjourn at 8:07 pm.  
The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed:  \_\_\_\_\_ Date Approved: 5/11/2017  
Gary Smith, Secretary