

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**SOUTH RIDING PROPRIETARY**  
**April 5, 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  
Meggan Walker, Director  
Kip Lowe, Director

**MANAGEMENT PRESENT:**

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

**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 Karen MacDowell **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 Gary Smith **SECONDED** to adjourn Executive Session and convene into Open Session at 7:03 pm.  
The motion **PASSED** unanimously.

**MATTERS FOR BOARD DECISION**

Meeting Minutes

Gary Smith **MOVED** and Estee LaClare **SECONDED** to approve the minutes from the March 1, 2018 meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a waiver of fees with regards to Action Item 6.1 as discussed in Executive Session.  
The motion **PASSED** 6-1-0.

Open Session Items

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to accept the recommendation of the Community Standards Committee to adopt the changes to the Design and Maintenance Standards as presented to the Board at the February 8, 2018 meeting with grammatical changes as recommended by Mercer Trigiani legal counsel. The adoption date shall be April 5, 2018 with an effective date of May 1, 2018. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to appoint Renee Jaffe & Mark Pontello to the Community Standards Committee. 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 8:43 pm.  
The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed:   
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Gary Smith, Secretary

Date Approved: 5/3/2018