

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**SOUTH RIDING PROPRIETARY**  
**June 1, 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  
Ted Lange, Director  
Meggan Walker, Director  
Karen MacDowell, Director

**MANAGEMENT PRESENT:**

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

**OTHERS PRESENT:**

None

**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 Ted Lange **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 Ted Lange **SECONDED** to adjourn Executive Session and convene into Open Session at 7:00 pm.

The motion **PASSED** unanimously.

**MATTERS FOR BOARD DECISION**

Election of Officers:

President: Mr. Fisher  
Vice President: Ms. LaClare  
Treasurer: Mr. Ubelhart  
Secretary: Mr. Smith

Appointment of Committee Board Liaisons – Mr. Fisher moved that the following members of the Board of Directors be assigned as the liaison to the following committees:

Budget & Finance: Mr. Ubelhart  
Community Standards: Mr. Smith  
Elections: Ms. Walker  
Neighborhood Watch: Ms. LaClare & Mr. Lange  
Recreation & Grounds: Ms. Walker & Ms. LaClare  
Website & Technology: Ms. MacDowell  
Personnel: Mr. Fisher, Mr. Smith & Ms. LaClare  
Communications: Mr. Fisher, Mr. Smith & Ms. LaClare

Meeting Minutes

Gary Smith **MOVED** and Estee LaClare **SECONDED** to approve the minutes from the May 11, 2017 as amended. The motion **PASSED** (6-0-2).

Executive Session Items

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a partial waiver of fees regarding Action Item 7.1 as discussed in Executive Session.  
The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a waiver of fees 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 regarding Action Item 7.3 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 7.4 as discussed in Executive Session.  
The motion **PASSED** unanimously.

Open Session Items

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to appoint Pat Himes as the Chair of the Community Standards Committee for a one year term. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to appoint Andrea Arvelos as the Vice Chair of the Community Standards Committee for a one year term. The motion **PASSED** unanimously.

Ted Lange **MOVED** and Kevin Ubelhart **SECONDED** to approve the Town Center Park Easement (Plat # 8662-C-RP-001) as presented. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve the Republic Services Trash Contract as discussed in Executive Session. The motion **PASSED** unanimously.

Karen MacDowell **MOVED** and Meggan Walker **SECONDED** to approve insurance package as presented and authorized the General Manager to bind the excess umbrella coverage as discussed in executive session. The motion **PASSED** (7-0-1).


**MANAGEMENT/DEPARTMENT REPORT**

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

**ADJOURN**

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

Respectfully Submitted by: Wendy W. Taylor

Signed:  \_\_\_\_\_  
Gary Smith, Secretary

Date Approved: July 13 2017