

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
July 13, 2016 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 (via phone)
Kevin Ubelhart, Treasurer
Gary Smith, Secretary
Meggan Walker, Director
Ted Lange, Director
Kevin Turner, Director (via phone)

MANAGEMENT PRESENT:

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

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

Ted Lange **MOVED** and Meggan Walker **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 Gary Smith **SECONDED** to adjourn Executive Session and convene into Open Session at 6:56 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
Covenants: Mr. Smith
Elections: Ms. Walker
Neighborhood Watch: Ms. LaClare
Recreation & Grounds: Ms. Walker & Ms. LaClare
Website & Technology: Mr. Smith
Personnel: Mr. Turner, Mr. Fisher & Ms. LaClare
Communications: Mr. Turner, Mr. Fisher & Mr. Smith

Meeting Minutes

Gary Smith **MOVED** and Meggan Walker **SECONDED** to approve the minutes from the June 2, 2016 as presented. The motion **PASSED** unanimously.

Executive Session

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve a waiver of fees with stipulations regarding Action Item 7.1. The motion **PASSED** (6-0-1).

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

Member Appointment

Gary Smith **MOVED** and Meggan Walker **SECONDED** to accept the recommendation of the Community Standards Committee and reappoint Andrea Arvelos for a one year term.
The motion **PASSED** unanimously.

Design & Maintenance Standards - Mailboxes

Gary Smith **MOVED** and Meggan Walker **SECONDED** to approve the revisions to the mailboxes section of the Design & Maintenance Standards as amended for distribution to the homeowners for review and feedback. The motion **PASSED** unanimously.

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 7:47 pm.
The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed:  Date Approved: 15 August 2016
Gary Smith, Secretary