

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**SOUTH RIDING PROPRIETARY**  
**September 7, 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  
Karen MacDowell, Director

**MANAGEMENT PRESENT:**

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

**OTHERS PRESENT:**

Various Residents

**ABSENT:**

Note: unanimous votes exclude absent Board members  
Ted Lange, Director  
Steve Larkin, Director

**CALL TO ORDER**

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

**EXECUTIVE SESSION**

Estee LaClare **MOVED** and Meggan Walker **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.

Megan Walker **MOVED** and Estee LaClare **SECONDED** to adjourn Executive Session and convene into Open Session at 7:02 pm.  
The motion **PASSED** unanimously.

**MATTERS FOR BOARD DECISION**

Meeting Minutes

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to approve the minutes from the August 3, 2017 meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a waiver of fees with stipulations regarding Action Item 7.1 as discussed in Executive Session. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Estee LaClare **SECONDED** to deny the request regarding Action Item 7.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Meggan Walker **SECONDED** to deny the request for a variance regarding Action Item 7.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to approve a five-year refund regarding Action Item 10.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

Kevin Ubelhart **MOVED** and Meggan Walker **SECONDED** to approve the 2018 draft budget for distribution. The motion **PASSED** unanimously.

Karen MacDowell **MOVED** and Estee LaClare **SECONDED** to approve the Deed of Easement Pins 165-39-9669, 185-49-9263, & 165-39-6597 as discussed. The motion **PASSED** unanimously.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Kevin Ubelhart **MOVED** and Estee LaClare **SECONDED** to adjourn at 7:58 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

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