

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

September 6, 2018 6:00 pm

A meeting of the South Riding Proprietary Board of Directors was convened at 42420 Unicorn Drive on this day.

ATTENDEES:

Estee LaClare, President
Gary Smith, Vice President
Kevin Ubelhart, Treasurer
Karen MacDowell, Secretary
Meggan Walker, Director
Kip Lowe, Director
Michael Hardin, 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

Ms. LaClare called the meeting to order at 6:00 pm.

EXECUTIVE SESSION

Kevin Ulbehart **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.

Meggan Walker **MOVED** and Karen MacDowell **SECONDED** to adjourn Executive Session and convene into Open Session at 7:00 pm.

The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Meeting Minutes

Karen MacDowell **MOVED** and Gary Smith **SECONDED** to approve the minutes from the

August 2, 2018 meeting as presented. The motion PASSED unanimously.

Executive Session Items

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to approve a partial waiver of fees with regards to Action Item 6.1 as discussed in Executive Session. The motion PASSED unanimously.

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to approve a partial waiver of fees with regards to Action Item 6.2 as discussed in Executive Session. The motion PASSED unanimously.

Kevin Ubelhart **MOVED** and Gary Smith **SECONDED** to approve a waiver of fees with stipulations with regards to Action Item 6.3 as discussed in Executive Session. The motion PASSED unanimously.

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to approve a partial waiver of fees with regards to Action Item 6.4 as discussed in Executive Session. The motion PASSED unanimously.

Open Session Items

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

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to approve the 2019 draft budget as presented for distribution.

Karen MacDowell **MOVED** and Gary Smith **SECONDED** to award the 2019-2021 Landscaping Contract to Brightview Landscape Services as discussed in Executive Session.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Karen MacDowell **MOVED** and Michael Hardin **SECONDED** to adjourn at 9:02 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed: 
Karen MacDowell, Secretary

Date Approved: 10-4-18