

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

**April 4, 2019 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  
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  
Meggan Walker, Director  
Steve Larkin, Director

**CALL TO ORDER**

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

**EXECUTIVE SESSION**

Michael Hardin **MOVED**, and Karen MacDowell **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.

Gary Smith **MOVED**, and Karen MacDowell **SECONDED** to adjourn Executive Session and convene into Open Session at 6:58 pm.

The motion **PASSED** unanimously.

**OPEN SESSION**

## MATTERS FOR BOARD DECISION

### Meeting Minutes

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to approve the minutes from the March 7, 2019 meeting as presented. The motion **PASSED** unanimously.

### Executive Session Items

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to approve a payment plan with stipulations 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 stipulations with regards to Action Item 6.2 as discussed in Executive Session. The motion **PASSED** unanimously.

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

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to approve a partial waiver of fees with stipulations with regards to Action Item 6.5 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to approve a write off of fees with regards to Action Item 6.6 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to deny a waiver of fees with regards to Action Item 6.7 as discussed in Executive Session. The motion **PASSED** unanimously.

### Open Session Items

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

Karen MacDowell **MOVED** and Gary Smith **SECONDED** to appoint Jennifer Scott to the Recreation & Grounds Committee for a one-year term. The motion **PASSED** unanimously.

Karen MacDowell **MOVED** and Michael Hardin **SECONDED** to name the park located at the corner of Elk Lick & Center Streets “Veterans Park” as a result of a community survey. The motion **PASSED** unanimously.

Karen MacDowell **MOVED** and Gary Smith **SECONDED** to accept the recommendation of staff to allow LCDSA to use SRP facilities for their 5k. The motion **PASSED** unanimously.

**MANAGEMENT/DEPARTMENT REPORT**

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

**ADJOURN**

Michael Hardin **MOVED**, and Gary Smith **SECONDED** to adjourn at 8:01 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed:  Date Approved: 5/21/19  
Karen MacDowell, Secretary