

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

February 6, 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
Michael Hardin, Director
Kip Lowe, 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

Gary Smith **MOVED**, and Karen MacDowell **SECONDED** to adjourn Open Session and convene into Executive Session at 6:02 pm to discuss owner obligation, covenants matter, contracts, and matters related to attorney/client privilege and personnel.

The motion **PASSED** unanimously.

Michael Hardin **MOVED**, and Gary Smith **SECONDED** to adjourn Executive Session and convene into Open Session at 6:55 pm.

The motion **PASSED** unanimously.

MATTERS FOR BOARD DECISION

Meeting Minutes

Gary Smith **MOVED**, and Kevin Ubelhart **SECONDED** to approve the minutes from the November 1, 2018 meeting as presented. The motion PASSED 5-0-1.

Executive Session Items

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to approve a 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 deny a waiver of fees 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 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.

Kevin Ubelhart **MOVED** and Karen MacDowell **SECONDED** to deny a waiver of fees 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 partial waiver of fees with regards to Action Item 6.5.1 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 6.6 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 6.6.1 as discussed in Executive Session. The motion PASSED unanimously.

Open Session Items

Gary Smith **MOVED** and Karen MacDowell **SECONDED** to adopt the changes to the Design and Maintenance Standards as presented to the Board at the December 6, 2018 meetings with content additions as recommended by Staff this evening. The adoption date shall be February 6, 2019 with an effective date of March 1, 2019.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Michael Hardin **MOVED** and Karen MacDowell **SECONDED** to adjourn at 7:29 pm. The motion **PASSED** unanimously.

Respectfully Submitted by: Wendy W. Taylor

Signed:  _____ Date Approved: 3-7-19 _____
Karen MacDowell, Secretary