

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

June 13, 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
Michael Hardin, Director
Pat Himes, Director
Steve Pasquale, 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
Steve Larkin, Director
Kevin Ubelhart, Treasurer

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 6:01 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 6:55 pm.

The motion **PASSED** unanimously.

OPEN SESSION

MATTERS FOR BOARD DECISION

Election of Officers:

President: Mr. Smith
Karen MacDowell **nominated**, and Michael Hardin **SECONDED** to appoint Mr. Smith as President. The motion PASSED unanimously.

Vice President: Ms. MacDowell
Michael Hardin **nominated**, and Gary Smith **SECONDED** to appoint Ms. MacDonald as Vice President. The motion PASSED unanimously.

Treasurer: Mr. Ubelhart
Karen MacDowell **nominated**, and Gary Smith **SECONDED** to appoint Mr. Ubelhart as Treasurer. The motion PASSED unanimously.

Secretary: Mr. Hardin
Karen MacDowell **nominated**, and Gary Smith **SECONDED** to appoint Mr. Hardin as Secretary. The motion PASSED unanimously.

Appointment of Committee Board Liaisons – Mr. Smith moved that the following members of the Board of Directors be assigned as the liaison to the following committees:

- Budget & Finance: Mr. Ubelhart
- Community Standards: Mr. Pasquale
- Elections: Mr. Himes
- Neighborhood Watch: Mr. Himes
- Recreation & Grounds: Ms. MacDowell
- Website & Technology: Mr. Hardin
- Personnel: Mr. Smith, Ms. MacDowell & Mr. Ubelhart
- Communications: Mr. Smith, Ms. MacDowell & Mr. Hardin

Meeting Minutes

Karen MacDowell **MOVED**, and Michael Hardin **SECONDED** to approve the minutes from the May 2, 2019 meeting as presented. The motion PASSED unanimously.

Executive Session Items

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

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

Karen MacDowell **MOVED**, and Pat Himes **SECONDED** to approve a partial waiver of fees with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to approve a Motion for Relief from Stay with regards to Action Item 6.4 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

Karen MacDowell **MOVED**, and Pat Himes **SECONDED** to accept Option 1 for the Cyber Insurance as discussed in Executive Session. The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to accept the Rt 50 Landscape bid as discussed in Executive Session. The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Pat Himes **SECONDED** and accepted the recommendation of the Community Standards Committee and appoint Andrea Arvalos as the Chair and Mark Pontello as the Vice Chair for a one-year term. The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** and accepted the recommendation of the Community Standards Committee and appointed David Brent to the committee for a one-year term. 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 Karen MacDowell **SECONDED** to adjourn at 7:42 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed: _____

Michael Hardin, Secretary

Date Approved: _____

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