

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

**May 2, 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  
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  
Karen MacDowell, Secretary  
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 Gary Smith **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.

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

The motion **PASSED** unanimously.

**OPEN SESSION**

## MATTERS FOR BOARD DECISION

### Meeting Minutes

Gary Smith **MOVED**, and Michael Hardin **SECONDED** to approve the minutes from the April 4, 2019 meeting as presented. The motion **PASSED** unanimously.

### Executive Session Items

Kevin Ubelhart **MOVED**, and Kip Lowe **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 Kip Lowe **SECONDED** to deny a waiver of fees with regards to Action Item 6.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Gary Smith **MOVED**, and Michael Hardin **SECONDED** to accept the exterior modification application as presented, overturning the Community Standards decision with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

### Open Session Items

Michael Hardin **MOVED** and Gary Smith **SECONDED** to adopt Policy Resolution #2019-2 and the accompanying Licensing Agreement for parking in Section 3B as presented. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Kevin Ubelhart **SECONDED** to adopt Policy Resolution 2001-4, Revised May 2, 2019 as presented. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Gary Smith **SECONDED** to approve the 2018 Audit as presented. The motion **PASSED** unanimously.

Gary Smith **MOVED** and Michael Hardin **SECONDED** and accepted the recommendation of the Community Standards Committee and reappoint Mark Pontello, Paul Paolozzi, Norm Soles and David Smith to the committee for a one-year term. The motion **PASSED** unanimously.

Michael Hardin **MOVED** and Gary Smith **SECONDED** to accept the Envision Loudoun response letter as presented and send to the Board of Supervisor. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED** and Gary Smith **SECONDED** to approve the 2018 Audit as presented. The motion **PASSED** unanimously.

Michael Hardin **MOVED** and Gary Smith **SECONDED** to accept the new marketing logo as presented. 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 Kip Lowe **SECONDED** to adjourn at 8:10 pm.  
The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed:  Date Approved: 6-13-19  
Karen MacDowell, Secretary