

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**SOUTH RIDING PROPRIETARY**  
**February 6, 2020 6:00 pm**

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

**ATTENDEES:**

Gary Smith, President  
Karen MacDowell, Vice President  
Kevin Ubelhart, Treasurer  
Michael Hardin, Secretary  
Kip Lowe, Director  
Pat Himes, Director  
Steve Larkin, Director

**MANAGEMENT PRESENT:**

Wendy Taylor, PCAM, LSM, General Manager  
Christine Bean, Director of Administration  
Kristi Felouzis, Director of Community Standards  
Jeff Smith, Director of Grounds & Facilities

**OTHERS PRESENT:**

Various Residents

**ABSENT:**

Steve Pasquale, Director  
Note: unanimous votes exclude absent Board members

**CALL TO ORDER**

Mr. Smith called the meeting to order at 6:30 pm.

**EXECUTIVE SESSION**

Karen MacDowell **MOVED**, and Michael Hardin **SECONDED** to adjourn Open Session and convene into Executive Session at 6:31 pm to discuss owner obligation, covenants matter, contracts, and matters related to attorney/client privilege and personnel.  
The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Michel Hardin **SECONDED** to adjourn Executive Session and convene into Open Session at 6:57 pm.  
The motion **PASSED** unanimously.

**OPEN SESSION**

**MATTERS FOR BOARD DECISION**

Meeting Minutes

Michael Hardin **MOVED**, and Karen MacDowell **SECONDED** to approve the minutes from the January 9, 2020 meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

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

Open Session Items

Karen MacDowell **MOVED**, and Michael Hardin **SECONDED** to accept Policy Resoluiton 2020-1, Guidelines for Matters Relating to Special Interest Groups and Resident Reservations of Common Area as amended. 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 7:45pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed:  Date Approved:   
Michael Hardin, Secretary