

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
December 2, 2020 6:00 pm**

A meeting of the South Riding Proprietary Board of Directors was convened via video conference on this day.

**ATTENDEES:**

Karen MacDowell, President  
Michael Hardin, Vice President  
Kevin Ubelhart, Treasurer  
Steve Pasquale, Secretary  
Gary Smith, Director

**MANAGEMENT PRESENT:**

Wendy Taylor, PCAM, LSM, General Manager  
Kristi Felouzis, Assistant General Manager  
Christine Bean, Director of Administration

**OTHERS PRESENT:**

Various Residents

**ABSENT:**

Pat Himes, Director  
Kip Lowe, Director

Note: unanimous votes exclude absent Board members

**CALL TO ORDER**

Ms. MacDowell called the meeting to order at 6:30 pm.

**EXECUTIVE SESSION**

Steve Pasquale **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.

Michael Hardin **MOVED**, and Gary Smith **SECONDED** to adjourn Executive Session and convene into Open Session at 6:59pm.

The motion **PASSED** unanimously.

**OPEN SESSION**

**MATTERS FOR BOARD DECISION**

**Meeting Minutes**

Steve Pasquale **MOVED**, and Kevin Ubelhart **SECONDED** to approve the minutes from the November 5, 2020 meeting as presented. The motion **PASSED** unanimously.

**Executive Session Items**

Kevin Ubelhart **MOVED**, and Gary Smith **SECONDED** to approve a waiver of fees with stipulations with regards to Action Item 6.1 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Gary Smith **SECONDED** to approve a 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 Gary Smith **SECONDED** to approve a payment plan with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

**Open Session Items**

Gary Smith **MOVED**, and Michael Hardin **SECONDED** to appoint Patrick Reidy, Curtis Smith and James Milam to the Community Standards Committee for a one-year term. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Steve Pasquale **SECONDED** to adopt Policy Resolution #2020-5 and the accompanying Licensing Agreement for parking for Pilgrim Square residents within Section 51. 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 Steve Pasquale **SECONDED** to adjourn at 7:43 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed:   
Steve Pasquale, Secretary

Date Approved: 12/7/20