

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
February 4, 2021 6:30 pm**

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

ATTENDEES:

Michael Hardin, Vice President
Kevin Ubelhart, Treasurer
Steve Pasquale, Secretary
Gary Smith, Director
Kip Lowe, Director

MANAGEMENT PRESENT:

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

OTHERS PRESENT:

None

ABSENT:

Karen MacDowell, President
Pat Himes, Director
Note: unanimous votes exclude absent Board members

CALL TO ORDER

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

EXECUTIVE SESSION

Kevin Ubelhart **MOVED**, and Gary Smith **SECONDED** to adjourn Open Session and convene into Executive Session at 6:34 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 7:01 pm.
The motion **PASSED** unanimously.

OPEN SESSION

MATTERS FOR BOARD DECISION

Meeting Minutes

Steve Pasquale **MOVED**, and Gary Smith **SECONDED** to approve the minutes from the January 14, 2021 meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

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

Open Session Items

Kevin Ubelhart **MOVED**, and Steve Pasquale **SECONDED** to accept the recommendation of the Budget & Finance Committee and execute the engagement letter for the 2020 Audit as discussed in Executive Session. The motion **PASSED** unanimously.

Gary Smith **MOVED**, and Kevin Ubelhart **SECONDED** to move forward and establish the South Riding Diversity Working Group as discussed in Executive Session. The motion **PASSED** unanimously.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Steve Pasquale **MOVED**, and Kevin Ubelhart **SECONDED** to adjourn at 7:25 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed: 
Steve Pasquale, Secretary

Date Approved: 2/5/21