

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
June 3, 2021 7:00 pm**

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

ATTENDEES:

Karen MacDowell, President
Steve Pasquale, Vice President
Kevin Ubelhart, Treasurer
Pat Himes, Secretary
Gary Smith, Director
Kip Lowe, Director
Francois Desamour, Director

MANAGEMENT PRESENT:

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

OTHERS PRESENT:

none

ABSENT:

Note: unanimous votes exclude absent Board members

CALL TO ORDER

Ms. MacDowell called the meeting to order at 6:00 pm.

EXECUTIVE SESSION

Steve Pasquale **MOVED**, and Kip Lowe **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 7:00 pm. The motion **PASSED** unanimously.

OPEN SESSION

MATTERS FOR BOARD DECISION

Election of Officers:

President: Ms. MacDowell

Steve Pasquale **nominated**, and Gary Smith **SECONDED** to appoint Ms. MacDowell as President. The motion **PASSED** unanimously.

Vice President: Mr. Pasquale

Karen MacDowell **nominated**, and Gary Smith **SECONDED** to appoint Mr. Pasquale as Vice President. The motion **PASSED** unanimously.

Treasurer: Mr. Ubelhart

Karen MacDowell **nominated**, and Steve Pasquale **SECONDED** to appoint Mr. Ubelhart as Treasurer. The motion **PASSED** unanimously.

Secretary: Mr. Himes

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

Appointment of Committee Board Liaisons – Ms. MacDowell 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. Desamour

Elections: Mr. Smith

Neighborhood Watch: Mr. Pasquale

Recreation & Grounds: Mr. Lowe

Website & Technology: Mr. Himes

Personnel: Ms. MacDowell, Mr. Ubelhart

Communications: Ms. MacDowell, Mr. Smith

Meeting Minutes

Steve Pasquale **MOVED**, and Pat Himes **SECONDED** to approve the minutes from the May 6, 2021 meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

Kevin Ubelhart **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.

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

Kevin Ubelhart **MOVED**, and Pat Himes **SECONDED** to approve a write off of fees with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

Steve Pasquale **MOVED**, and Pat Himes **SECONDED** to accept the recommendation of the Community Standards Committee and appointed Mark Pontello, Paul Paolozzi, Renee Jaffe and Justin King to the committee. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Gary Smith **SECONDED** to approve the cyber insurance as presented in executive session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Pat Himes **SECONDED** to approve the document retention policy as presented. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Pat Himes **SECONDED** to approve the 2020 Audit as presented 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

Pat Himes **MOVED**, and Steve Pasquale **SECONDED** to adjourn at 7:34 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed: 
Pat Himes, Secretary

Date Approved: 7th June 2021