

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
December 1, 2021 7:00 pm**

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

**ATTENDEES:**

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

**MANAGEMENT PRESENT:**

Wendy Taylor, PCAM, LSM, General Manager  
Kristi Felouzis, Assistant General Manager  
Laydy Reyes, Administrative Manager

**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**

Francois Desamours **MOVED**, and Pat Himes **SECONDED** to adjourn Open Session and convene into Executive Session at 6:01 pm to discuss owner obligation, covenants matters, contracts, and matters related to attorney/client privilege and personnel.  
The motion **PASSED** unanimously.

Gary Smith **MOVED**, and Pat Himes **SECONDED** to adjourn Executive Session and convene into Open Session at 6:40 pm. The motion **PASSED** unanimously.

**OPEN SESSION**

**MATTERS FOR BOARD DECISION**

**Meeting Minutes**

Pat Himes **MOVED**, and Steve Pasquale **SECONDED** to approve the minutes from the November 4, 2021, meeting as presented. The motion **PASSED** unanimously.

**Executive Session Items**

None

**Open Session Items**

Francois Desamours **MOVED**, and Gary Smith **SECONDED** to accept the recommendation of the Community Standards Committee and reappoint Curtis Smith and Patrick Reidy to the committee for a one-year term. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Pat Himes **SECONDED** to approve the bike track with the revised scope as presented. 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 7:36 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed:  \_\_\_\_\_ Date Approved: 17 Jan 2022  
Pat Himes, Secretary