

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
January 13, 2022 7:00 pm**

A meeting of the South Riding Proprietary Board of Directors was convened via teleconference.

**ATTENDEES:**

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

**MANAGEMENT PRESENT:**

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

**OTHERS PRESENT:**

None

**ABSENT:**

Kip Lowe, Director  
Note: unanimous votes exclude absent Board members

**CALL TO ORDER**

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

**EXECUTIVE SESSION**

Gary Smith **MOVED**, and Steve Pasquale **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.

Kevin Ubelhart **MOVED**, and Francois Desamours **SECONDED** to adjourn Executive Session and convene into Open Session at 6:58 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 December 1, 2021, meeting as presented. The motion **PASSED** unanimously.

**Executive Session Items**

Kevin Ubelhart **MOVED**, and Pat Himes **SECONDED** to approve a payment plan 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.

**Open Session Items**

None

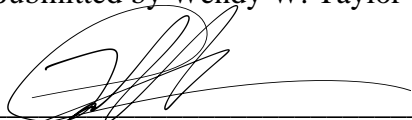
**MANAGEMENT/DEPARTMENT REPORT**

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 7:18 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed:   
Pat Himes, Secretary

February 18, 2022

Date Approved: \_\_\_\_\_