

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
February 3, 2022 7:00 pm**

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

**ATTENDEES:**

Karen MacDowell, President  
Pat Himes, Secretary  
Gary Smith, Director  
Francois Desamours, Director  
Kip Lowe, Director

**MANAGEMENT PRESENT:**

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

**OTHERS PRESENT:**

Colleen Gillis, Esq. Cooley LLP  
Stephen Collins, North Field Development  
Various Residents

**ABSENT:**

Steve Pasquale, Vice President  
Kevin Ubelhart, Treasurer  
Note: unanimous votes exclude absent Board members

**CALL TO ORDER**

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

**EXECUTIVE SESSION**

Pat Himes **MOVED**, and Gary Smith **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.

Pat Himes **MOVED**, and Kip Lowe **SECONDED** to adjourn Executive Session and convene into Open Session at 6:55 pm. The motion **PASSED** unanimously.

**OPEN SESSION**

**MATTERS FOR BOARD DECISION**

South Riding Proprietary  
Board of Directors  
February 3, 2022 Meeting

**Meeting Minutes**

Pat Himes **MOVED**, and Gary Smith **SECONDED** to approve the minutes from the January 13, 2022, meeting as presented. The motion **PASSED** 3-0-2.

**Executive Session Items**

Pat Himes **MOVED**, and Francois Desamours **SECONDED** to approve a partial waiver with regards to Action Item 6.1 as discussed in Executive Session. The motion **PASSED** unanimously.

**Open Session Items**

Pat Himes **MOVED**, and Gary Smith **SECONDED** to approve the Traffic Calming Guidelines for VDOT and SRP Maintained roads as presented. The motion **PASSED** unanimously.

Pat Himes **MOVED**, and Francois Desamours **SECONDED** to approve the World Trail Path request 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 Gary Smith **SECONDED** to adjourn at 7:46 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Wendy W. Taylor

Signed:   
Pat Himes, Secretary

Date Approved: 3 March 2022