

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
May 12, 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  
Gary Smith, Director  
Kip Lowe, Director

**MANAGEMENT PRESENT:**

Wendy Taylor, PCAM, LSM, Chief Operating Officer  
Kristi Felouzis, General Manager  
Christine Bean, Director of Administration

**OTHERS PRESENT:**

None

**ABSENT:**

Kevin Ubelhart, Treasurer  
Francois Desamours, Director  
Pat Himes, Secretary  
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 Kip Lowe **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 Kip Lowe **SECONDED** to adjourn Executive Session and convene into Open Session at 6:49 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 May 12, 2022, meeting as presented. The motion unanimously.

**Executive Session Items**

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

**Open Session Items**

Steve Pasquale **MOVED**, and Kip Lowe **SECONDED** to appoint Chris Jackson Coates as Chair and Cameron Smith as Vice Chair as presented. The motion **PASSED** 3-0-1

Karen MacDowell **MOVED**, and Steve Pasquale **SECONDED** to approve the 2021 Audit as discussed. The motion **PASSED** unanimously.

**MANAGEMENT/DEPARTMENT REPORT**

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

**ADJOURN**

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

Respectfully Submitted by Kristi Felouzis, General Manager

Signed:  Date Approved: 6-2-2022  
Secretary