

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
June 2, 2022 7:00 pm**

A meeting of the South Riding Proprietary Board of Directors was convened at South Riding Center, 42420 Unicorn Drive.

ATTENDEES:

Steve Pasquale, President
Michael Hardin, Vice President
Karen MacDowell, Secretary
Kevin Ubelhart, Treasurer
Gary Smith, Director
Kip Lowe, Director

MANAGEMENT PRESENT:

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

OTHERS PRESENT:

None

ABSENT:

Francois Desamours, Director
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 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.

Gary Smith **MOVED**, and Steve Pasquale **SECONDED** to adjourn Executive Session and convene into Open Session at 7:06 pm. The motion **PASSED** unanimously.

OPEN SESSION

MATTERS FOR BOARD DECISION

Election of Officers:

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

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

Treasurer: Mr. Ubelhart
Karen MacDowell **nominated**, and Gary Smith **SECONDED** to appoint Mr. Ubelhart as Treasurer. The motion PASSED unanimously.

Secretary: Ms. MacDowell
Steve Pasquale **nominated**, and Gary Smith **SECONDED** to appoint Ms. MacDowell 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. Hardin
Elections:	Ms. MacDowell
Neighborhood Watch:	Ms. MacDowell
Recreation & Grounds:	Mr. Desamours
Website & Technology:	Mr. Smith
Personnel:	Mr. Pasquale, Mr. Ubelhart, Ms. MacDowell, Mr. Smith
Communications:	Mr. Pasquale, Mr. Ubelhart, Ms. MacDowell, Mr. Smith

Meeting Minutes

Karen MacDowell **MOVED**, and Kip Lowe **SECONDED** to approve the minutes from the May 12, 2022, meeting as presented. The motion PASSED 4-0-2.

Executive Session Items

Kevin Ubelhart **MOVED**, and Karen MacDowell **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 Kip Lowe **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 Karen MacDowell **SECONDED** to authorize collection counsel to file a complaint for a judicial lien foreclosure to enforce the existing memorandum of lien for account #19313 as recommended by collections counsel as discussed in Executive Session.” The motion **PASSED** unanimously.

Open Session Items

Kevin Ubelhart **MOVED**, and Michael Hardin **SECONDED** to authorize management to bind insurance coverage with Sahouri Insurance as discussed. The motion **PASSED** unanimously.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Gary Smith **MOVED**, and Karen MacDowell **SECONDED** to adjourn at 7:56 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Kristi Felouzis, General Manager

Signed:  Date Approved: 7-7-2022
Karen MacDowell, Secretary