

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
July 7, 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  
Francois Desamours, Director

**MANAGEMENT PRESENT:**

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

**OTHERS PRESENT:**

Resident of Hyland Hills Street

**ABSENT:**

None  
Note: unanimous votes exclude absent Board members

**CALL TO ORDER**

Mr. Pasquale called the meeting to order at 6:00 pm.

**EXECUTIVE SESSION**

Michael Hardin **MOVED** Karen MacDowell **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.

Kip Lowe **MOVED**, and Karen MacDowell **SECONDED** to adjourn Executive Session and convene into Open Session at 6:56 pm. The motion **PASSED** unanimously.

**OPEN SESSION**

**MATTERS FOR BOARD DECISION**

**Meeting Minutes**

Karen MacDowell **MOVED**, and Kip Lowe **SECONDED** to approve the minutes from the June 2, 2022, meeting as presented. The motion **PASSED** unanimously.

**Executive Session Items**

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to deny a waiver of fees with regards to Action Item 6.1 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to deny a 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 deny a waiver of fees with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

**Open Session Items**

Kevin Ubelhart **MOVED**, and Michael Hardin **SECONDED** to deny the fuel charge as discussed in Executive Session. The motion **PASSED** unanimously.

Gary Smith **MOVED**, and Michael Hardin **SECONDED** to accept the recommendation of the Website & Technology and Budget & Finance Committees and approve the Vantaca Contract from Capital expenditures for \$5,500 as presented. The motion **PASSED** unanimously.

Michael Hardin **MOVED**, and Karen MacDowell **SECONDED** to accept the recommendation of the Community Standards Committee and reappoint Andrea Arvelos to the committee for a one-year term. 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**

Michael Hardin **MOVED**, and Karen MacDowell **SECONDED** to adjourn at 7:24 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Kristi Felouzis, General Manager

Signed:  Date Approved: 8-4-22  
Karen MacDowell, Secretary