

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
November 3, 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

ABSENT:

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** 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.

Karen MacDowell **MOVED**, and Francois Desamours **SECONDED** to adjourn Executive Session and convene into Open Session at 6:57 pm. The motion **PASSED** unanimously.

OPEN SESSION

MATTERS FOR BOARD DECISION

Meeting Minutes

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to approve the minutes from the October 6, 2022, meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

Kevin Ubelhart **MOVED**, and Michael Hardin **SECONDED** to approve a waiver of fees with stipulations with regards to Action Item 6.1 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Michael Hardin **SECONDED** to approve a waiver of fees with stipulations with regards to Action Item 6.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to approve a payment plan with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

Francois Desamours **MOVED**, and Karen MacDowell **SECONDED** to accept the recommendation of the Recreation & Grounds Committee to move forward with the Conklin Park Pump Track concept with the stipulation that costs do not exceed \$300,000 as presented. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Kip Lowe **SECONDED** to accept the recommendation of the Budget & Finance Committee and appoint Frank Puleo as the Vice Chair of the committee. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Michael Hardin **SECONDED** to accept the recommendation of the Budget & Finance Committee and approve the grading/asphalt contract with a cost not to exceed \$50,000 as presented. 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

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

Respectfully Submitted by Kristi Felouzis, General Manager

Signed: 
Karen MacDowell, Secretary

Date Approved: 12-1-2022

South Riding Proprietary
Board of Directors
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