

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
January 12, 2023 7:00 pm**

A meeting of the South Riding Proprietary Board of Directors was convened at Town Hall, 43055 Center Street.

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:

Kristi Felouzis, General Manager
Christine Bean, Director of Administration

OTHERS PRESENT:

Jeff Smith, Director of Facilities and Grounds SRP

ABSENT:

Note: unanimous votes exclude absent Board members

CALL TO ORDER

Mr. Pasquale called the meeting to order at 6:03pm.

EXECUTIVE SESSION

Kip Lowe **MOVED** Gary Smith **SECONDED** to adjourn Open Session and convene into Executive Session at 6:03 pm to discuss owner obligation, covenants matters, contracts, and matters related to attorney/client privilege and personnel. The motion **PASSED** unanimously.

Michael Hardin **MOVED**, and Karen MacDowell **SECONDED** to adjourn Executive Session and convene into Open Session at 7:01pm. The motion **PASSED** unanimously.

OPEN SESSION

MATTERS FOR BOARD DECISION

Meeting Minutes

Karen MacDowell **MOVED**, and Michael Hardin **SECONDED** to approve the minutes from the December 1, 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 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 partial waiver of fees with regards to Action Item 6.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Open Session Items

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to accept the recommendation of the Election Committee and approve the revised Policy Resolution 2016-1 Election Rules & Guidelines. The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Kevin Ubelhart **SECONDED** to accept the recommendation of the Election Committee and approve the revised Policy Resolution 2003-1 Notice and Conduct of Board of Directors' Meetings/Actions without Meeting. The motion **PASSED** unanimously.

Karen MacDowell **MOVED**, and Gary Smith **SECONDED** to accept the recommendation of the Election Committee and approve the revised Administrative Resolution 2021-1 Procedures Relating to Virtual Board, Committee and Annual Meetings. The motion **PASSED** unanimously.

MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Karen MacDowell **MOVED**, and Kip Lowe **SECONDED** to adjourn at 8:00 pm. The motion **PASSED** unanimously.

Respectfully Submitted by Kristi Felouzis, General Manager

Signed: 
Karen MacDowell, Secretary

Date Approved: 01-2-2023