

**MINUTES OF THE BOARD OF DIRECTORS MEETING
SOUTH RIDING PROPRIETARY
September 3, 2025 7:00 pm**

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

ATTENDEES:

Michael Hardin, President
Marily Gardner, Vice President
Kevin Ubelhart, Treasurer
Michael Beardslee, Secretary
Steve Pasquale, Director
Mark Pontello, Director
DJ Nelli, Director

MANAGEMENT PRESENT:

Kristi Felouzis, General Manager
Christine Bean, Director of Administration

OTHERS PRESENT:

One Resident

ABSENT:

Note: unanimous votes exclude absent Board members

CALL TO ORDER

Ms. Gardner called the meeting to order at 6:00pm.

EXECUTIVE SESSION

Mark Pontello **MOVED** and Steve Pasquale **SECONDED** to adjourn Open Session and convene into Executive Session at 6:01 pm to discuss owner obligation, covenant matters, contracts, and matters related to attorney/client privilege and personnel. The motion **PASSED** unanimously.

DJ Nelli **MOVED**, and Mark Pontello **SECONDED** to adjourn Executive Session and convene into Open Session at 6:59pm. The motion **PASSED** unanimously.

OPEN SESSION

MATTERS FOR BOARD DECISION

Meeting Minutes

Michael Beardslee **MOVED**, and Mailyn Gardner **SECONDED** to approve the minutes from the August 6, 2025, meeting as presented. The motion **PASSED** unanimously.

Executive Session Items

NONE

Open Session Items

Kevin Ubelhart **MOVED**, and Steve Pasquale **SECONDED** to accept the recommendation of the Budget & Finance Committee and approve the 2024 audit as presented. The motion **PASSED** unanimously.


MANAGEMENT/DEPARTMENT REPORT

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

ADJOURN

Mark Pontello **MOVED**, and DJ Nelli **SECONDED** to adjourn at 7:45pm. The motion **PASSED** unanimously.

Respectfully Submitted by Kristi Felouzis, General Manager

Signed:  Date Approved: 10/1/25