# MINUTES OF THE BOARD OF DIRECTORS MEETING
# SOUTH RIDING PROPRIETARY
# June 3, 2026 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
Marilyn Gardner, Vice President
Kevin Ubelhart, Treasurer
Michael Beardslee, Secretary
Steve Pasquale, Director
DJ Nelli, Director
Karen MacDowell, Director

**MANAGEMENT PRESENT:**
Kristi Felouzis, General Manager
Susan Walters, Assistant General Manager
Christine Bean, Director of Administration

**OTHERS PRESENT:**
Ron Unger, Kocman Insurance
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**
Steve Pasquale **MOVED** and Karen MacDowell **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.

Michael Beardslee **MOVED,** and Steve Pasquale **SECONDED** to adjourn Executive Session and convene into Open Session at 6:57pm. The motion **PASSED** unanimously.

**OPEN SESSION**

**MATTERS FOR BOARD DECISION**

**<u>Meeting Minutes</u>**

Michael Beardslee **MOVED**, and Marilyn Gardner **SECONDED** to approve the minutes from the May 6, 2026, meeting as presented. The motion **PASSED 6-0-1.**

**<u>Executive Session Items</u>**

None

**<u>Open Session Items</u>**

<u>Election of Officers:</u>
President:
The Board considered nominations for the office of President. Mr. Hardin and Ms. Gardner were nominated. Following the vote, Ms. Gardner was elected President by a vote of 5-2-0.

Vice President:
Steve Pasquale **NOMINATED** and Marilyn Gardner **SECONDED** to appoint Mr. Beardslee as Vice President. The motion PASSED unanimously.

Treasurer:
Michael Hardin **NOMINATED** and Steve Pasquale **SECONDED** to appoint Mr. Ubelhart as Treasurer. The motion PASSED unanimously.

Secretary:
Marilyn Gardner **NOMINATED** and Kevin Ubelhart **SECONDED** to appoint Mr. Nelli as Secretary. The motion PASSED unanimously.

<u>Appointment of Committee Board Liaisons</u> – Mr. Hardin **MOVED** and Steve Pasquale **SECONDED** that the following members of the Board of Directors be assigned as the liaison to the following committees:

| | |
|---|---|
| Budget & Finance: | Mr. Ubelhart & DJ Nelli |
| Community Standards: | Mr. Beardslee |

| | |
|---|---|
| Elections: | Ms. MacDowell |
| Neighborhood Watch: | Mr. Hardin |
| Parks & Recreation: | Mr. Pasquale |
| Communications: | Mr. Beardslee and Ms. Gardner |
| Personnel: | Mr. Beardslee, Mr. Ubelhart and Ms. Gardner |

Kevin Ubelhart **MOVED**, and Karen MacDowell **SECONDED** to bind insurance coverage as discussed in Executive Session. The motion **PASSED** unanimously.

Michael Beardslee **MOVED**, and Karen MacDowell **SECONDED** to accept the Community Standards Committee recommendations and reappoint Ruth Owens to the committee for a one-year term. The motion **PASSED** unanimously.

Michael Beardslee **MOVED**, and Steve Pasquale **SECONDED** to accept the recommendation of the Budget & Finance Committee to approve the capital expenditure of $33,000 and the operating expenditure of up to $42,000 for the new Winter Festival events in Action Item 4.1 in Executive Session. The motion **PASSED** unanimously.

Michael Beardslee **MOVED**, and Marilyn Gardner **SECONDED** to approve the Contracts Consent Agenda for Janitorial Services, Lakeside Fountain and Pond 6 Trail 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**
DJ Nelli **MOVED**, and Karen MacDowell **SECONDED** to adjourn at 7:30pm. The motion **PASSED** unanimously.

Respectfully Submitted by Kristi Felouzis, General Manager

Signed: ______________________ Date Approved: 7/8/26