

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
September 4, 2024 7:00 pm**

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

**ATTENDEES:**

Kevin Ubelhart, Treasurer  
Marilyn Gardner, Secretary  
Michael Beardslee, Director  
Mark Pontello, Director  
DJ Nelli, Director

**MANAGEMENT PRESENT:**

Kristi Felouzis, General Manager  
Christine Bean, Director of Administration

**OTHERS PRESENT:**

None

**ABSENT:**

Steve Pasquale, President  
Michael Hardin, Vice President

Note: unanimous votes exclude absent Board members

**CALL TO ORDER**

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

**EXECUTIVE SESSION**

Michael Beardslee **MOVED** and Marilyn Gardner **SECONDED** to adjourn Open Session and convene into Executive Session at 6:01 pm to discuss owner obligations, covenant matters, contracts, and matters related to attorney/client privilege and personnel. The motion PASSED unanimously.

Michael Beardslee **MOVED**, and Mark Pontello **SECONDED** to adjourn Executive Session and convene into Open Session at 7:00pm. The motion PASSED unanimously.

**OPEN SESSION  
MATTERS FOR BOARD DECISION**

**Meeting Minutes**

Marilyn Gardner **MOVED**, and Mark Pontello **SECONDED** to approve the minutes from the August 7, 2024, meeting as presented. The motion **PASSED** 4-0-1.

**Executive Session Items**

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

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

Kevin Ubelhart **MOVED**, and Marilyn Gardner **SECONDED** to approve a partial waiver of fees with regards to Action Item 6.3 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Michael Beardslee **SECONDED** to deny a waiver of fees with regards to Action Item 6.4 as discussed in Executive Session. The motion **PASSED** unanimously.

**Open Session Items**

Kevin Ubelhart **MOVED**, and Michael Beardslee **SECONDED** to approve the 2025 Budget as presented in Executive Session. The motion **PASSED** unanimously.

Michael Beardslee **MOVED**, and Mark Pontello **SECONDED** to approve the proposal from Buxus Landscape Solutions for waterproofing measures for the front entrance fountain, not to exceed \$90,000 to be funded by capital improvement funds as discussed in Executive Session. The motion **PASSED** unanimously.

DJ Nelly **MOVED**, and Marilyn Gardner **SECONDED** to accept the recommendation of the Parks & Recreation Committee and appoint Shiva Ramadoss to the committee.. 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 Marilyn Gardner **SECONDED** to adjourn at 7:15pm. The motion PASSED unanimously.

Respectfully Submitted by Kristi Felouzis, General Manager

Signed: Marilyn Gardner Date Approved: 7-OCT-24