

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
SOUTH RIDING PROPRIETARY  
November 6, 2024 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  
Kevin Ubelhart, Treasurer  
Marilyn Gardner, Secretary  
Michael Beardslee, Director  
Mark Pontello, Director  
DJ Nelli, Director

**MANAGEMENT PRESENT:**

Kristi Felouzis, General Manager  
Celah Watts, Community Services Manager

**OTHERS PRESENT:**

None

**ABSENT:**

Michael Hardin, Vice President

Note: unanimous votes exclude absent Board members

**CALL TO ORDER**

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

**EXECUTIVE SESSION**

Mark Pontello **MOVED** and Michael Beardslee **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.

Mark Pontello **MOVED**, and Michael Beardslee **SECONDED** to adjourn Executive Session and convene into Open Session at 6:52pm. The motion PASSED unanimously.

## **OPEN SESSION**

### **MATTERS FOR BOARD DECISION**

#### **Meeting Minutes**

Marilyn Gardner **MOVED**, and DJ Nelli **SECONDED** to approve the minutes from the October 2, 2024, meeting as presented. The motion **PASSED** 5-0-1.

#### **Executive Session Items**

Kevin Ubelhart **MOVED**, and Mark Pontello **SECONDED** to approve a waiver of fees with regards to Action Item 2.1 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Mark Pontello **SECONDED** to approve a waiver of fees with regards to Action Item 2.2 as discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Mark Pontello **SECONDED** to accept the Attorney's recommendation to write off the outstanding balance with regards to Action Item 2.3 as discussed in Executive Session. The motion **PASSED** unanimously.

#### **Open Session Items**

Marilyn Gardner **MOVED**, and Kevin Ubelhart **SECONDED** to ratify the email decision to approve the \$60,000 capital expenditure to waterproof the TOP basin and pressure test the plumbing for the front entrance fountain with Buxus Landscape Solutions. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Mark Pontello **SECONDED** and approved the \$13,000 capital expenditure for site plan amendments for the front entrance fountain with VIKA as approved by the Budget & Finance Committee and discussed in Executive Session. The motion **PASSED** unanimously.

Kevin Ubelhart **MOVED**, and Mark Pontello **SECONDED** approved the \$45,000 capital expenditure for trees, soil and seed for the front entrance fountain with Buxus Landscape Solutions as approved by the Budget & Finance Committee and discussed in Executive Session. The motion **PASSED** unanimously.

DJ Nelli **MOVED**, and Mark Pontello **SECONDED** to approve the \$25,000 capital expenditure for winter décor for the front entrance fountain with Sav-A-Tree as discussed in Executive Session. The motion **FAILED** in a vote of 3-3-0.

Marilyn Gardner **MOVED**, and DJ Nelli **SECONDED** to approved the \$65,000 capital expenditure with Fonroche Lighting for the solar lights and with Kolb Electric to install them at the Elk Lick Park courts as approved by the Budget & Finance Committee and discussed in Executive Session. The motion **PASSED** unanimously.

Marilyn Gardner **MOVED**, and Michael Beardslee **SECONDED** and accepted legal counsel's recommendation and adopted the updated policy regarding collection of delinquent assessments as approved by the Budget & Finance Committee and discussed in Executive Session. The motion **PASSED** unanimously.

Marilyn Gardner **MOVED**, and Michael Beardslee **SECONDED** and accepted Staff recommendation to submit a formal request with VDOT to make the intersection of Flintonbridge Drive and Mink Meadows Street a 4-way stop. 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 7:21pm. The motion **PASSED** unanimously.

Respectfully Submitted by Kristi Felouzis, General Manager

Signed:  Date Approved: 12-4-24