

**KINGSTON PLANTATION MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING**

**SATURDAY – October 18, 2025
BRIGHTON TOWER – PALLADIUM “A” CONFERENCE ROOM**

MEETING MINUTES

KPMA Officers: President, Sherry Love
Vice President, Mike Krause
Treasurer, John Taylor
Secretary, Tammy Ryan

Sub-Association	Delegate	Alternate
Brighton Tower	Mike Kelly (absent)	Dorothy Binder
Canterbury Court	Gary Strunga	Deb Stanforth
Canterbury Court III	Jane Fellows	Larry Tucker (Absent)
Cumberland Terrace	Jim Zumstein	David Williams (Absent)
Declarant/Developer	Jan McCormick	Randy DeVaux
Declarant/Developer	Gavin Philipp (Absent)	Nicholas Farina (Absent)
Gloucester Terrace	George Hanna	Joe Misiak
Kingston Lakes	Joe Flesch (absent)	David Straub
Margate Tower	Lorrie Heiken	Gary Carney
Market Place	Michael LaVigna	James Robinette (Absent)
North Hampton	Patrick Weaver (absent)	Don Wagner (Absent)
Richmond Park	Todd Timmons	Mark Carson
St James Park	Mike Krause	Rich Conrady
South Hampton	Tom Leonti	Gerald Baron (Absent)
West Hyde Park	Ron Bicicchi	Robert Fenton
Windermere by the Sea	Bill Kolibash (Absent)	No Alternate

Managing Agent: LITUS*: Doug Millar, Elaine Campbell and Theresa Harrington.

1. Call to Order

KPMA President, Sherry Love, called the meeting to order at 9:00 AM.

2. Opening Comments

President Love welcomed Board members.

3. Approval of KPMA Board of Directors Meeting Minutes

A draft of the August 16, 2025, Meeting Minutes was reviewed by the Board.

Upon a duly made Motion, and Second, the August Meeting Minutes were unanimously approved.

4. Committee Reports

A. Audit Committee

1. Mrs. Elaine Campbell reported on KPMA's financial position for the period ending September 30, 2025. Mrs. Campbell reviewed the Operating Balance Sheet, Operating Income Statement, Reserve Balance Sheet, and Reserve Income Statement, as attached herein.
2. Mr. John Taylor reviewed the Draft Operating Budget for 2026, as attached herein.

Upon a duly made Motion, and Second, the proposed 2026 Operating Budget was unanimously approved.

3. Mr. Taylor reviewed the Proposed 2026 Reserve Projects, as attached herein.

Upon a duly made Motion, and Second, the proposed 2026 Reserve Projects was unanimously approved.

B. Security Committee

1. Mr. David Beatty reported the latest Security Statistics and significant security incidents.
2. Mr. Beatty requested that each Sub-Association provide three emergency contacts to Litus* To Let by November 1, 2025.
3. Mr. Beatty proposed allowing GDI to place a wheel "boot" on any golf cart illegally parked on KPMA property, with a \$50 fee to remove the "boot".

Upon a duly made Motion, and Second, the "Illegal Golf Cart" proposal was unanimously approved.

4. Mr. Beatty introduced Mrs. Tammy Ryan to update the Board on the Lighting Project. Mrs. Ryan reported that all concerns from GDI lighting

specialist, David Harrison, have been addressed. The final phase of the project, replacing all old ground and landscape lights, has begun.

C. Architectural Standards Committee

1. Mrs. Jane Fellows reported that Starwood will be removing mulch buildup in West Hyde Park and Richmond Park and then moving on to other Sub-Association buildings.
2. Mrs. Fellows stated the following application requests were approved:
 - a. Cumberland Terrace
 1. Seamless gutters installation
 2. Window replacement - Building 4 Unit C
 3. Landscape lighting replacement
 - b. Gloucester Terrace
 1. Roof replacement - Building 2
 - c. Canterbury Court
 1. Water intrusion damage repairs - Building 9, Units A and B
 - d. Margate Tower
 1. Paver repair/replacement - pool area
 2. Parking garage perimeter railing replacement
 3. Pool terrace retention wall replacement
3. Mrs. Fellows announced Kingston Plantation holiday decorating will be November 13th and 14th. All volunteers are welcome to meet at Laurel Court at 9:00 AM.

5. President's Report

There being nothing to report, the meeting moved forward to the next item on the agenda.

6. Manager's Report

1. Mr. Doug Millar reported that KPMA pools will close October 31, 2025.
2. Mr. Millar updated the Board on 2025 Reserve Projects and the New Reserve Study.
3. The 2026 KPMA Board and committee meeting dates are scheduled and attached herein.

4. Mr. Millar proposed a \$10.00 "Contractor Day Pass", beginning in November. Under this proposal, all contractors, excluding Realtors, doing a single day's work may, with proper documentation, purchase a "Contractor Day Pass".

Upon a duly made Motion, and Second, the proposal failed.

The key concern with the failed motion was charging contractors to come on property to provide a job estimate.

Upon a duly made Motion, and Second, a revised \$10.00 "Contractor Day Pass" proposal, excluding Contractors providing "estimates" and Realtors was approved. Contractors providing "Estimates" must have proper documentation (valid drivers' license, valid registration and valid insurance) submitted to LITUS* To Let prior to receiving a "Free Estimate" Day Pass.

7. Unfinished / New Business

There being no further unfinished or new business, the meeting moved forward to the next item on the agenda.

8. Adjournment

Upon a duly made Motion, the meeting was adjourned at 10:30 AM.

Sherry Love, KPMA President

Theresa Harrington, Recording Secretary