

**KINGSTON PLANTATION MASTER ASSOCIATION, INC.**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**SATURDAY, FEBRUARY 18, 2017**

**PALLADIUM C – BRIGHTON TOWER**

**MINUTES**

**1. Call to Order**

President White G. Watkins called the meeting to order at 9:00 AM.

KPMA Officers:           President, White G. Watkins  
                                  Vice President – Sherry Love  
                                  Secretary – Fred Fellows  
                                  Treasurer – John Taylor

**Delegates:**

Brighton Tower – Sherry Love	Market Place – Jim Robinette (Absent)
Canterbury Court – Nancy Sook	Margate Tower – Bill Waers
Canterbury Court III – Jane Fellows	North Hampton – Jim Gryck
Cumberland Terrace – Seth Smith	Richmond Park – Chris Bramlett
Declarant / Dev. - Bob Barenberg	South Hampton – Dave Puckett
Declarant / Dev. – Debra Feldman	St. James Park – John Taylor
Gloucester Terrace – TBD	West Hyde Park – Ron Bicicchi
Kingston Lakes – Joe Flesch	Windermere by the Sea – Dennis Esch (Absent)

**Alternates:**

Brighton Tower – Mike Kelly (Absent)	The Market Place – Lorene Paragallo (Absent)
Canterbury Court – White G. Watkins	Margate Tower – Colby Reeves (Absent)
Canterbury Court III – Larry Tucker (Absent)	North Hampton – Paul Kroushl (Absent)
Cumberland Terrace – Jeffrey Johnson (Absent)	Richmond Park – Joe Misiak
Declarant / Dev. – Dianne Jaskulske (Absent)	South Hampton – Bill Long (Absent)
Declarant / Dev. – Tom Corcoran (Absent)	St. James Park – Joan Fischer
Gloucester Terrace – Cheryl Hunt	West Hyde Park – Roy Sizemore (Absent)
Kingston Lakes – David Straub	Windermere by the Sea – Jill Furgiuele(Absent)

Managing Agents: Representing LITUS\* To Let were:

Mr. Douglas A. Millar, Property Manager  
Ms. Leslie A. Styles, Association Manager  
Ms. Pauline M. Carrig, Financial Specialist

President Watkins stated that the purpose of the meeting was to conduct KPMA business and asked anyone who was not a Board member, Kingston owner or a LITUS\* To Let staff member to please exit the meeting room. He next reminded those in attendance that no recording devices were permitted in the room and that all cell phones must be either turned off or silenced. He further stated that if anyone in attendance found it necessary to take a phone call that they were to remove themselves from the meeting room.

## **2. President's Report**

President Watkins stated that the KPMA Annual Members' Meeting was scheduled for Saturday, May 20, 2017. He requested that Board members please forward to Mr. Millar the names of owners interested in volunteering their time to serve on the ASC and Security Committees.

## **3. Approval of Minutes**

- **Board of Director's Meeting Minutes – October 15, 2016**

A brief review of the minutes of the October 15, 2016 meeting was entered. Upon a motion made by Mr. Waers, seconded by Mr. Smith and unanimously approved, it was:

**MOVED; that the minutes of the October 15, 2016 Board of Director's meeting be approved.**

## **4. Reports**

### **A. Audit & Budget Committee Report**

Chairman John Taylor called on Ms. Pauline Carrig of LITUS\* To Let who reported on the Association's financial position.

- **Financial Position for the Period Ending December 31, 2016**

Ms. Carrig reported on the financial status of the Association as of December 31, 2016. She reviewed the operating balance sheet (**EXHIBIT A**) and the operating income statement (**EXHIBIT B**). She stated that the Association ended 2016 with a net income of \$24,810. Ms. Carrig stated that, to date, \$57,024 had been spent on Hurricane Matthew tree damage and debris clean-up. She next stated that the Association was able to absorb the clean-up cost in operating funds and did not need to go into the reserves. Items that were under and over budget were discussed. She reviewed the reserve balance sheet (**EXHIBIT C**) and the reserves income statement (**EXHIBIT D**).

- **Current Financial Summary as of January 31, 2017**

Ms. Carrig reported there was \$24,046 in current year net income. She reviewed the operating balance sheet (**EXHIBIT E**) and the operating income

statement (**EXHIBIT F**). She reviewed the reserve balance sheet (**EXHIBIT G**) and the reserves income statement (**EXHIBIT H**).

- **Time Warner Cable (TWC) Update**

Chairman Taylor stated that Board members had electronically approved giving the KPMA Audit & Budget Committee the authority to execute the revised agreement with TWC/Charter for a one (1) year extension of the 2010 Agreement, replacing the DTAs with DCTs in each condo with installation completed by April 1, 2017 and no additional charges applied to KPMA by TWC/Charter. Chairman Taylor stated that a DCT would be installed in each bedroom and one in the living room and that all work would be completed by April 1, 2017. He further stated that the DTAs would be removed at the time of DCT installation. Board members inquired about the configuration of the DCTs and who would be provide access to owners' units. Mr. Taylor stated that subordinate association managers would be responsible for communicating with homeowners, scheduling the installation dates and providing access to owners' units. Upon a motion made on behalf of the KPMA Audit & Budget Committee, seconded by Mr. Barenberg and unanimously approved; it was:

**MOVED; to ratify the electronic Board of Directors vote giving the Audit & Budget Committee the approval to execute the revised Agreement with TWC/Charter for a one (1) year extension of the 2010 Agreement, replacing the DTAs with DCTs in each condo with installation completed by April 1, 2017 and no additional charges applied to KPMA by TWC/Charter.**

**B. Architectural Standards Committee Report**

- **Tree Trimming Update**

Chairwoman Fellows stated that Total Tree Care had removed an additional sixteen (16) trees and hanging limbs and would return to the Plantation on Monday. She next stated that bids to remove over fifty (50) tree stumps were being obtained.

- **Holiday Decorations**

Chairwoman Fellows thanked all volunteers for their help with the 2016 Christmas decorations and further stated that thanks to the KPMA maintenance staff's advance preparation and fewer areas to decorate, the decorating was completed in 1 ½ days.

**C. Security Committee Report**

- **AED Update**

Chairman Love stated that KPMA had purchased two (2) AED units and that A-Services Group (ASG) staff had been trained in their use and CPR and that the units were now deployed in the security vehicles.

- **May 2017 Bike Weeks**

Chairman Love stated that discussions for 2017 bike weeks would begin soon and that no changes were anticipated. He noted that, for a fee, motorcycle trailers could be parked at 2001.

- **Parking Decal Violations**

Chairman Love stated that a counterfeit 2017 KPMA owners parking decal had been displayed on a vehicle windshield and further stated that it was turned over to ASG. He indicated that some owners had laminated the decals and bar codes, not affixed them to their vehicles and had circulated them to others staying in their unit. The KPMA Security Committee directed that the decals be affixed to vehicles and that future violations would result in fines.

- **Feeding Stray Cats**

Chairman Love reported that stray cats were being fed in the beachfront area between North and South Hampton. He noted that ASG and KPMA staff were removing and discarding food bowls and cans, when they were sighted. Board members were reminded that wildlife on the Plantation should not be fed and were requested to share this information with the owners in their subordinate association.

- **Incident Report Summary**

Chairman Love stated that a summary of incident reports since the October 16, 2016 KPMA Board of Directors meeting was included in Board members' meeting packets (**EXHIBIT I**).

## **5. New / Unfinished Business**

- **Construction Update**

Mr. Barenberg updated Board members on the construction project and indicated that condo services had located to their new building and that the old building has been demolished. He stated that the projected occupancy date for the health and sports club was around May 23, 2017. The road near the old condo services building was being moved further from Canterbury Court III. He noted that trees that could be saved would be. Mr. Barenberg stated there would be no temporary guardhouse while the roads were under construction and that the new front entrance would be ready after Labor Day. He confirmed there would be a turn-around at the relocated owners' gate.

Mr. Barenberg stated that the parking area used during the upcoming May bike weeks would be ready for bike parking; trailers would be parked either at 2001 or at the hotel laundry facility off of Highway 90.

Board members inquired if a security camera could be located at the unattended owners' gate, with a video screen inside the guardhouse.

**6. Adjournment**

There being no other business to come before the Board, the meeting was adjourned at 10:10 AM.

Meeting Commenced: 9:00 AM  
Meeting Adjourned: 10:10 AM

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White G. Watkins, President

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Leslie A. Styles, Recording Secretary