**KINGSTON PLANTATION MASTER ASSOCIATION, INC.**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**SATURDAY, AUGUST 19, 2017**

**PALLADIUM A – 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 (Absent)
Treasurer – John Taylor

**Delegates**:

| | |
|---|---|
| Brighton Tower – Sherry Love | Market Place – Jim Robinette |
| Canterbury Court – Nancy Sook | Margate Tower – Bill Waers |
| Canterbury Court III – Jane Fellows (Absent) | North Hampton – Jim Gryck |
| Cumberland Terrace – Seth Smith (Absent) | Richmond Park – Chris Bramlett |
| Declarant / Dev. - Bob Barenberg | South Hampton – Dave Puckett |
| Declarant / Dev. – Debra Feldman (Absent) | St. James Park – John Taylor |
| Gloucester Terrace – Cheryl Hunt | 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 | Richmond Park – Joe Misiak (Absent) |
| Declarant / Dev. – Dianne Jaskulske (Absent) | South Hampton – Bill Long (Absent) |
| Declarant / Dev. – Michelle Hayes (Absent) | St. James Park – Joan Fischer |
| Gloucester Terrace – George Hanna (Absent) | West Hyde Park – Roy Sizemore (Absent) |
| Kingston Lakes – David Straub | Windermere by the Sea – Jill Furgiuele(Absent) |

Representing LITUS* To Let were: Douglas A. Millar, Leslie A. Styles, Pauline M. Carrig and Sarah Kjosa

## 2. President's Report

President Watkins shared with meeting attendees a review of Roberts Rules of Order Motions. He stated that a Motion made by someone at the table was not before the Board of Directors until the Chairman repeated it.

## 3. Approval of Minutes

- **Board of Director's Annual Meeting Minutes – May 20, 2017**

  A brief review of the minutes of the May 20, 2017 meeting was entered. Upon a motion made by Mr. Bramlett, seconded by Mr. Waers and unanimously approved, it was:

  **MOVED; that the minutes of the May 20, 2017 Annual Meeting of the Board of Directors be approved as written.**

## 4. Reports

### A. Audit & Budget Committee Report

Chairman John Taylor called on Ms. Pauline Carrig of LITUS* To Let who reported on the current financial position as of July 31, 2017.

- **Current Financial Position as of July 31, 2017**

  Ms. Carrig reported on the financial status of the Association as of July 31, 2017. She reviewed the operating balance sheet **(EXHIBIT A)** and the operating income statement **(EXHIBIT B)**. Items that were under and over budget were discussed and Ms. Carrig stated there were no major variances. She next reviewed the reserve balance sheet **(EXHIBIT C)** and the reserves income statement **(EXHIBIT D)**.

- **Charter Cable Account Assumption Forms**

  Mr. Millar stated that each managing agent had been emailed a copy of the TWC Account Assumption Form and asked to include it as a part of their Certificate of Assessment (COA) packages.

### B. Architectural Standards Committee Report

President Watkins stated that Mr. Millar would present the ASC update, in Mrs. Fellows' absence.

- **Landscape Remediation**

  Mr. Millar stated that at the May 20, 2017 KPMA Board meeting the ASC was asked to work with Starwood to determine what shrubbery was missing, what was desired to enhance the landscaping and 3) what future landscape refurbishment was desired. Mr. Millar stated that effective immediately Starwood would be asked to provide a written report that included all plant removals (date, location and type removed). Board members agreed that a need existed to get the Plantation back to its original landscape plan by determining what was missing and what needed to be replaced. The ASC was asked to re-evaluate the lists of requested shrubbery. On a quarterly basis the ASC would present their requests to the Board who would then decide whether or not to approve the request or authorize that ASC have a budget to fund landscape issues.

- **Pine Straw v Mulch**

Mr. Millar stated that KPMA had received a notice from Richmond Park regarding their insurer's concern about pine straw around the buildings. He noted that Horry County had a Firewise Program and in it no pine straw or mulch was permitted within thirty feet (30') of buildings. It was noted that the ASC revisited this subject and that Starwood would not be putting pine straw at Richmond Park.

- **Summer Trash Pick Ups**

Mr. Millar requested that Board members please speak with their managing agents to allow for and budget for three (3) trash pick-ups during the summer months so trash did not create a nuisance. He noted there were issues with some of the lids on trash enclosures which made it difficult to place the trash bags into the containers and that shared that some trash enclosures did not have the appropriate number of containers.

C. **Security Committee Report**

- **New ASG Site Supervisor**

Chairman Love stated that Mr. Jay Coyle had retired and that Mr. Steve Hartley had accepted the position as the site supervisor. He noted that Mr. Hartley brought to the Plantation extensive experience in security and was a SLED instructor.

- **May 2017 Bike Week Review**

Chairman Love stated that from a security standpoint, bike week went smoothly. He noted that it appeared that the number of bikes and trailers had decreased from years past. He stated that the pavement at the Landing had not yet set and that some bikes had tipped over. Chairman Love thanked Mr. Mike Lavigna for donating the use of a golf cart by the security staff during the Memorial Weekend bike week.

- **Closing Pools During Storms**

Chairman Love requested that Board members remind their maintenance staff to please close the pool, when they hear thunder, until a storm passes.

- **Incident Report Summary**

  Chairman Love stated that the summary of incidents that required a response from police, fire or medical personnel was included in the meeting packet as (**EXHIBIT E**).

Mr. Waers asked that ASG be reminded to please ticket vehicles parked in the garage with oversize luggage racks on the back. Board members were asked to remind their owners that the Margate parking garage was not a public parking garage for beach-goers.

Board members entered into a discussion regarding operation, parking and storage of golf carts on Kingston Plantation. Mr. Barenberg noted that the golf cart vendors quickly responded to violations by their renters. Upon a motion made by Mr. Bramlett, seconded by Mr. Bicicchi and unanimously approved; it was:

> **MOVED; to assign to the Association Managing Agent (LITUS*) and the Security Committee Chair the responsibility for identifying common-sense recommendations for the admittance of non-owner golf carts, golf cart parking, storage and charging at Kingston Plantation and present their recommendations to the KPMA Board of Directors.**

It was noted that Kingston Plantation was never meant to be an off-season storage facility for golf carts and that golf carts should be removed / stored to an offsite location.

## 5. Construction Update

Mr. Barenberg provided an update on the construction project and noted that the fitness and spa facility was complete. ASG would move from the old guardhouse to the new building by mid-October. The main entry to the Plantation in the November/December timeframe and that one side would be completed at a time. He indicated that all work was expected to be complete by the end of January 2018.

## 6. Unfinished / New Business

President Watkins stated that the next meeting of the KPMA Board of Directors was scheduled for 9 AM on Saturday, October 21, 2017 in the Somerset Room in the Embassy Suites.

## 7. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 10:15 AM.

Meeting Commenced: 9:00 AM
Meeting Adjourned: 10:15 AM

White G. Watkins, President

Leslie A. Styles, Recording Secretary