

KINGSTON PLANTATION MASTER ASSOCIATION, INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

SATURDAY, OCTOBER 21, 2017

SOMERSET ROOM – EMBASSY SUITES

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 (Absent)
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 / Cartarwa Jones	St. James Park – John Taylor
Gloucester Terrace – Cheryl Hunt	West Hyde Park – Ron Bicicchi
Kingston Lakes – Joe Flesch	Windermere by the Sea – Dennis Esch

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
Declarant / Dev. – Dianne Jaskulske (Absent)	South Hampton – Bill Long (Absent)
Declarant / Dev. – Michelle Hayes (Absent)	St. James Park – Joan Fischer
Gloucester Terrace – George Hanna	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. Introduction of Cartarwa “CJ” Jones

Ms. Feldman stated that on August 31, 2017 FelCor had merged with RLJ Lodging Trust, that she had stayed on in a transitional role until the February 17, 2018 KPMA Board meeting. She next introduced Cartarwa “CJ” Jones, Vice President – Investment and Portfolio Analysis with RLJ. Ms. Jones thanked everyone for the warm welcome and stating that she looked forward to working with the KPMA Board.

3. **President’s Report**

President Watkins reminded everyone to please ensure that their cell phones were silenced. He next reviewed the Roberts Rules of Order Motion protocol and stated that a Motion made by someone at the table was not before the Board members sitting at the table until the Chairman had repeated it.

He next stated that a committee had been appointed to create the RFP for landscape services, noting that Starwood’s contract would expire on December 31, 2018.

4. **Approval of Minutes**

○ **Board of Director’s Annual Meeting Minutes – August 19, 2017**

A brief review of the minutes of the August 19, 2017 meeting was entered. It was noted that one revision was needed. Page 4, paragraph 3, 2nd line: change Mr. Barenberg to Mr. Love. Upon a motion made by Mr. Barenberg, seconded by Mr. Bramlett and unanimously approved, it was:

MOVED; that the minutes of the August 19, 2017 Annual Meeting of the Board of Directors be approved with a revision.

5. **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 September 30, 2017.

○ **Current Financial Position as of September 30, 2017**

Ms. Carrig reported on the financial status of the Association as of September 30, 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. Ms. Carrig stated that over one thousand (1,000) contractor decals had been purchased year-to-date. She next reviewed the reserve balance sheet (**EXHIBIT C**) and the reserves income statement (**EXHIBIT D**). Ms. Carrig stated that, based on the 2014 reserve study, the Association was fully funded. She further stated that a new reserve study was planned for 2018. Mr. Barenberg added that KPMA followed the component method, which was more conservative than the cash method and confirmed that, based on the 2014 reserve study, KPMA was fully funded.

Ms. Carrig reviewed with Board members the parking decal and owner bar code policy. She stated that a vehicle with a bar code must have a current year parking decal and reminded those present that all parking decals and bar codes must be affixed to the registered vehicle.

B. Architectural Standards Committee Report

o Landscape Remediation

Chairwoman Fellows stated that the ASC had received an estimate of \$27,872.18 to replace the shrubs, plants and ground cover that had died since completion of the landscape refurbishment project in 2014. She stated that Starwood had offered to replace them at no cost to KPMA.

She next stated that the ASC had discussed alternatives to using pine straw around the buildings. She noted that ASC had forwarded to Audit & Budget a request for funds in the 2018 budget for the purpose of replacing the pine straw with mulch around the buildings and funds for ground cover in the 2019 budget.

It was suggested that the RFP for landscape services include the contractor's recommendations and cost to remove pine straw around all of the buildings.

Chairwoman Fellows stated that Christmas decorating would be done on November 15, 16 and 17 and asked that they share the dates with homeowners. She next stated that in 2018 the ASC would meet five (5), possibly six (6) times, rather than nine (9).

C. Security Committee Report

o Handicap Medallions

Chairman Love stated that committee members had discussed whether or not handicap medallions on the high rise unit doors would be an asset to rescue personnel in the event of a fire or emergency. He noted that local emergency personnel were required to check each unit in an evacuated building for occupants needing assistance.

o Golf Cart Issues

Chairman Love reminded all that charging of electric carts was only permitted in garages, carports with electric service and at KPMA approved charging stations. He stated that carts should not be charged with an extension cord running out of an owner's unit. Electric cart owners could contact KC Property Management, located in the Market Place, as an optional location to charge their golf carts for an agreed to fee.

He next stated that the committee recommended that golf carts not be stored in parking areas on Kingston Plantation during the winter months. In response to homeowner complaints, the Security Committee discussed golf cart parking and recommended that parking spaces directly in front of

buildings be striped and identified as “*vehicles only*” parking spaces. Chairman Love indicated that each sub-association’s KPMA Board delegate or board member would be asked to review the suggested parking changes and approve the parking lot diagram for their association.

Mr. Smith inquired what was planned for Cumberland Terrace’s golf cart charging stations that were located close to the buildings. Chairman Love indicated that a central location for charging electric carts in Cumberland Terrace was being explored. He noted that these new stations would operate twenty-four (24) hours a day and cost approximately \$2K each to install.

- **Golf Cart Rules & Regulations**

Chairman Love stated that a copy of the Golf Cart Rules & Regulations was included in Board member packets (**EXHIBIT E**) and indicated that revisions were highlighted in yellow. It was noted that the revised golf cart rules and regulations would be mailed with the 2018 golf cart registration letter to golf cart owners and approved golf cart vendors.

- **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 F**).

Ms. Jones inquired whether the prohibited items list was shared with guests. Chairman Love stated that it had been provided to Board Delegates and sub-association managers for their dissemination to the owners. It was noted that the prohibited items list had been included in their 2018 parking decal mailing and that owners were asked to share this information with their guests and rental companies.

6. Unfinished Business

A. Construction Update

Mr. Barenberg provided an update to the construction project and noted that the pickle ball and tennis courts would be finished shortly. He noted that the security staff was in the process of moving to the new guardhouse. Starting on Monday vehicles entering the Plantation would be directed to the new roadway in front of The Landing and road construction would begin where the guardhouse had previously been located. A private owners’ entrance gate is planned for the area where the Starwood and condo services offices are located. A small playground will be located on the site of the old condo services office.

The Plantation Lake Drive bridge between Gloucester Terrace and Arrowhead Court will be repaired as a KPMA reserve project beginning on December 1. The bridge roadway and walkways will be closed while the repairs are made. Traffic to the oceanfront, Gloucester Terrace and Windermere by the Sea will be routed to Queensway Boulevard.

B. Blacktop Repair and Resealing

Mr. Millar stated that blacktop repair and sealing would be coordinated with the contractor who was resealing the hotel parking lots and was expected to be completed by spring. Restriping of the parking areas will be done after they are resealed.

Board members inquired if there was a plan to address the vehicles left on the Plantation by owners who reside here part-time. It was noted that sub-association management would be responsible for contacting owners to have owner vehicles moved. Mr. Millar stated that the KPMA association office personnel could assist in the identification of vehicle owners.

7. 2018 Operating Budget

Chairman Taylor reviewed the 2018 proposed operating budget and reserve projects list. He confirmed that the projects listed were included in the 2014 reserve study. In summary, he noted that the 2018 budget was a .38% increase over 2017 which equated to approximately \$.61 per door, per month. Upon a motion made by Chairman Taylor on behalf of the KPMA Audit & Budget Committee and unanimously approved; it was:

MOVED; to approve the 2018 KPMA Operating Budget and Reserve Project Items as presented.

President Watkins stated that the 2018 KPMA Board of Directors meeting dates were:

Saturday, February 17 at 9 AM
Saturday, May 19, immediately following the 9 AM Annual Members Meeting
Saturday, August 18 at 9 AM
Saturday, October 20 at 9 AM

8. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:10 AM.

Meeting Commenced: 9:00 AM
Meeting Adjourned: 11:10 AM

White G. Watkins, President

Leslie A. Styles, Recording Secretary