

**KINGSTON PLANTATION MASTER ASSOCIATION, INC.**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**SATURDAY, FEBRUARY 17, 2018**

**PALLADIUM C - BRIGHTON**

**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 – TBD	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. – 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 – TBD
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 (Absent)
Declarant / Dev. – TBD	South Hampton – Bill Long (Absent)
Declarant / Dev. – TBD	St. James Park – Joan Fischer
Gloucester Terrace – George Hanna (Absent)	West Hyde Park – Roy Sizemore (Absent)
Kingston Lakes – David Straub (Absent)	Windermere by the Sea – TBD

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

**2. President's Report**

President Watkins asked that everyone please silence their cell phone. 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 until the Chairman had repeated it.

He next requested that Board members please forward the names of owners who are interested in volunteering to participate on the KPMA Architectural Standards Committee and Security Committee to Mr. Millar.

### **3. Approval of Minutes**

#### **o Board of Director's Annual Meeting Minutes – October 21, 2017**

A brief review of the minutes of the October 21, 2017 meeting was entered. It was noted that one revision was needed. Page 2, paragraph 3, 1<sup>st</sup> line: change 2017 to 2018. Upon a motion made by Mr. Bramlett, seconded by Mr. Barenberg and unanimously approved, it was:

**MOVED; that the minutes of the October 21, 2017 Annual Meeting of the Board of Directors be approved with a revision.**

### **4. Reports**

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

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

#### **o Financial Position for the Period Ending December 31, 2017**

Ms. Carrig reported on the financial status of the Association as of December 31, 2017. She reviewed the operating balance sheet (**EXHIBIT A**) and the operating income statement (**EXHIBIT B**). She stated that the Association ended 2017 with an unaudited net income of \$56,567. She reviewed the reserve balance sheet (**EXHIBIT C**) and the reserves income statement (**EXHIBIT D**).

#### **o Current Financial Position as of January 31, 2018**

Ms. Carrig reported on the financial status of the Association as of January 31, 2018. She reviewed the operating balance sheet (**EXHIBIT E**) and the operating income statement (**EXHIBIT F**). Items that were under and over budget were discussed. Ms. Carrig stated that the 2018 budget was allocated based on the expenses from 2017. She next reviewed the reserve balance sheet (**EXHIBIT G**) and the reserves income statement (**EXHIBIT H**).

#### **B. Architectural Standards Committee Report**

#### **o Plant Replacement Update**

Chairwoman Fellows stated that Starwood was in the process of replacing shrubs, plants and ground cover that died since completion of the landscape refurbishment in 2014, at no cost to KPMA. Board members entered into a lengthy discussion on the condition of the landscaping and were reminded there was a master landscape plan for the Plantation. Mr. Love stated there was a plan in place to replace dead plants; however, trees were not included. He noted that \$5K for landscape replacement supplies and funds for an arborist to perform an updated tree study were included in the 2018 budget. He next stated that an updated reserve study was scheduled for the spring of 2018 and that landscape refurbishment would be included in it.

Mr. Barenberg requested that sub-associations forward landscape replacement requests and feedback to Mr. Millar, the Association's managing agent, who would present them at the next ASC meeting. If approved by the ASC, their approval recommendation would be brought to the KPMA Audit & Budget Committee who would determine whether funds were available in the current budget. The Audit & Budget Committee would bring to the KPMA Board of Directors funding requests not included in the current budget. He next stated that the KPMA Board of Directors was ultimately responsible for approving requests for expenditures not included in the current year's budget. Mr. Barenberg next stated that individual sub-associations should not be landscaping areas that belonged to KPMA because there was a master plan and KPMA did not want thirteen (13) different landscape schemes across the Plantation.

Board members discussed hiring a landscape architect to design an updated look for each sub-association, recognizing that some areas may have different needs due to their tree canopy. Upon a motion made by Mr. Love, seconded by Mr. Mr. Barenberg and unanimously approved; it was:

**MOVED; to approve up to \$5,000 for a landscape design firm. If the ASC finds that \$5K is not sufficient, they are to go back to the KPMA Audit & Budget Committee with their recommendation and request additional funds.**

Mr. Smith requested that the KPMA ASC obtain and present the landscape design proposal to the sub-associations for their input.

- **Chocolate Mulch / Pine Straw**

Chairwoman Fellows stated that pine straw around the building was being removed by Starwood and replaced with chocolate mulch, 1 ½" deep. She added there would be no cost to KPMA for this project. She further stated that fresh pine straw would be added to the common areas located away from the buildings. She stated that sod was being placed in bare spots that received sunlight and noted that irrigation sprinkler heads were being adjusted so that water was not spraying on the buildings.

- **Cumberland Terrace Charging Stations**

Chairwoman Fellows stated that the ASC had approved a request from Cumberland Terrace to replace the photo-cell operated golf cart charging stations with meter base powered charging stations. She added that KPMA would be responsible for removal of the photocell operated charging stations and that Cumberland Terrace would be responsible for the installation of and cost for the new charging stations.

- **Gloucester on the Point Bulkhead Repair**

Chairwoman Fellows stated that repair to the bulkhead behind Gloucester on the Point was underway. She noted that the air conditioning units and a Spectrum Cable distribution box had to be moved so that the contractor could get their equipment behind the units to complete the repair.

**C. Security Committee Report**

- **Golf Cart Parking Update**

Chairman Love stated that at the August KPMA Board meeting he and Mr. Millar were directed to identify a plan to address golf cart parking. He stated that the golf cart parking proposal that was created and approved by various sub-associations in October was not approved for implementation by the ASC. He next stated that a new golf cart parking proposal would be created and sub-association directors would be asked to review and approve parking space locations away from the front of the buildings. He stated that line striping would take place when black top was applied to the roads and parking lots which was now scheduled for the fall. Upon a recommendation on behalf of the KPMA Security Committee, seconded by Mr. Bicicchi and approved, it was:

**MOVED; to approve that all owner and renter golf carts on Kingston Plantation be directed to park away from villa residential buildings. However, golf cart owners may park golf carts in their assigned spots in carport areas.**

- **Saturation Patrols**

Chairman Love stated that A-Services Group (ASG) had performed over 7,000 saturation patrols in 2017. These increased security patrols have contributed to greater security presence on the Plantation.

- **Water Leaks**

Chairman Love stated that another benefit of the increased saturation patrols was that water leaks on the Plantation have been identified and reported to the sub-associations, KPMA maintenance and Starwood. He stated that in January 2018 alone eleven (11) water leaks were discovered and reported.

- **Open Doors**

Chairman Love requested that Board members please remind owners to securely shut their unit and storage room doors.

- **Incident Memo 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 I)**.

## **5. Unfinished Business**

### **A. Construction Update**

Mr. Barenberg provided an update on the construction project noting that work on the entry landscape and lighting were underway. He stated there was now a small children's playground across from Canterbury Court III. He noted that one (1) lane in each direction would be closed while brick pavers were being installed at the entry to the Plantation. Mr. Barenberg stated that an extensive signage package was on order to assist owners and guests in navigating the new traffic circle. He next stated that Plantation Lake Drive by the new guardhouse and Richmond Park would be closed for approximately a week while a drain pipe was dug up and replaced.

### **B. Plantation Lake Drive Bridge Update**

Mr. Millar stated that repairs to the Plantation Lake Drive bridge were now complete and we were awaiting final approval from Horry County. He added that new lighting had been installed on the walkways.

### **C. Blacktop Repair and Resealing**

Mr. Millar stated that blacktop repair and sealing would be coordinated had been delayed until the fall of 2018.

### **D. Reserve Study**

Mr. Millar stated that a reserve study would be done in March 2018 and that a draft would be provided to the Audit & Budget Committee.

### **E. Landscape RFP Update**

Mr. Millar stated that an RFP was created by a Blue Ribbon Committee whose members included Fred Fellows, Jane Fellows, David Straub, John Taylor and White G. Watkins. The RFP was mailed to five (5) contractors and all bidders attended a meeting on February 16, 2018 to give them an opportunity to ask questions. The deadline for submission of proposals is March 1, 2018 at 5 p.m.

Mr. Waers stated that this may be his last KPMA Board meeting because closing on the sale of his Margate unit may take place before the May 2018 meeting.

Mr. Barenberg stated that the Coastal Council and Federal government controlled the re-nourishment of the sand on the beaches and Surfside Beach and Garden City Beach would be completed first. He added that Horry County beaches were on the list to be done.

## **7. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 11:00 AM.

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

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White G. Watkins, President

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Leslie A. Styles, Recording Secretary