

**KINGSTON PLANTATION MASTER ASSOCIATION, INC.**  
**REGULAR ANNUAL MEETING OF THE BOARD OF DIRECTORS**  
**SATURDAY, MAY 19, 2018**  
**PALLADIUM A – BRIGHTON TOWER**  
**MINUTES**

**1. Call to Order**

President White G. Watkins called the meeting to order at 9:50 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 – Gary Smetzer	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 – Mike Krause
Gloucester Terrace – Cheryl Hunt (Absent)	West Hyde Park – Ron Bicicchi
Kingston Lakes – Joe Flesch	Windermere by the Sea – Bill Kolibash (Absent)

**Alternates:**

Brighton Tower – Mike Kelly (Absent)	The Market Place – Lorene Paragallo (Absent)
Canterbury Court – White G. Watkins	Margate Tower – Harvin Bullock (Absent)
Canterbury Court III – Larry Tucker (Absent)	North Hampton – Bill McCormick
Cumberland Terrace – Jeffrey Johnson (Absent)	Richmond Park – Joe Misiak
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	Windermere by the Sea–William Elmore(Absent)

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

**2. President’s Report**

President Watkins stated that the 2018 – 2019 committee chairs and members would be appointed during this meeting and requested that Board members please continue to

forward to the management office the names of owners interested in serving on the KPMA ASC or Security Committees.

### 3. Approval of Minutes

- **Board of Director's Meeting Minutes – February 17, 2019**

A brief review of the minutes of the February 17, 2018 meeting was entered. Mr. Smith requested that page 4 be revised to clearly reflect that KPMA would incur the cost to remove the photo-cell powered charging stations in Cumberland Terrace and that Cumberland Terrace would incur the cost to install the new meter-base powered charging stations. Upon a motion made by Mr. Waers, seconded by Mr. Barenberg and unanimously approved, it was:

**MOVED; to approve the minutes as revised.**

### 4. Reports

#### A. Audit & Budget Committee Report

In Chairman Taylor's absence, Mr. Doug Millar called on Ms. Pauline Carrig who reported on the current financial position as of April 30, 2018.

- **Current Financial Position as of April 30, 2018**

Ms. Carrig reported on the financial status of the Association as of April 30, 2018. 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 she stated there were no major variances. She explained a 5% increase in the cable expense was budgeted each year and that the basic cable expense had increased 4%. She noted that the variance in the cable line item was caused by added taxes and fees charged by the cable company and that the cable contract was being reviewed to determine whether or not KPMA could challenge these increased fees. She next reviewed the reserve balance sheet (**EXHIBIT C**) and the reserves income statement (**EXHIBIT D**). Ms. Carrig stated that in accordance with the current reserve study we were 100% funded. She noted that repair to the Plantation Lakes bridge were a part of the reserve study.

- **Insurance Renewal Update**

Mr. Millar stated that the 2018 – 2019 insurance renewal was bound at a premium rate of \$29.9K; a \$48K reduction from the 2017 – 2018 renewal rate of \$78.6K. He added that the D&O portion of the premium previously was \$38K and this year it came in at \$1,226.

#### B. Architectural Standards Committee Report

- **Plant Replacement Update**

Chairwoman Fellows stated that a representative from each sub-association, a representative from Starwood and Mr. Millar had walked each sub-association to confirm that all of the dead plants scheduled to be replaced at Starwood's expense had been planted. Board members were asked to contact Mr. Millar's office, if they observed any landscape issues. Mr. Bicchichi noted that there were areas in West Hyde Park that needed sod and added that the replacement of dead shrubbery was not to the degree they expected. Mr. Bramlett stated that Richmond Park homeowners had expressed their dissatisfaction with the landscaping around their buildings. Chairwoman Fellows stated that due to the unusually cold winter and cold nights this spring many plants and shrubs had remained dormant for a longer period of time. Board members discussed the need for quarterly walk-throughs of each sub-association. Upon a motion made by Mr. Waers, seconded by Mr. Barenberg and approved, it was:

**MOVED; that the Managing Agent inspect the landscaping in each regime quarterly and the managing agent will issue a written report. If available, a Starwood representative and regime representative are to be invited to the inspection**

Mr. Barenberg noted that agenda items 7A and 7B were out of order and recommended they be moved up under the ASC Update. Upon a motion made by Mr. Bramlett, seconded by Mr. Waers and approved, it was:

**MOVED; that Agenda Items 7A and 7B be considered out of Order and be discussed next.**

#### **7A. Landscape RFP Update**

Mr. Millar updated Board members on the Blue Ribbon Committee (BRC). He noted that the committee members included Mr. White Watkins, Mr. Fred Fellows, Mrs. Jane Fellows, Mr. John Taylor and Mr. David Straub. He stated that the committee had researched and identified area landscape companies that had the ability to service Kingston Plantation's 140 plus acres. He noted that an RFP had been prepared, sent to five (5) landscape companies and that five (5) proposals had been received. Committee members reviewed the proposals and three (3) companies were invited to participate in a one-hour interview with the BRC members. At these interviews each company representative(s) made a presentation to the committee and responded to committee member's questions. Mr. Millar stated that the BRC met on May 14, 2018 to again review the proposals and discuss the interviews.

Mr. Millar stated that the BRC members recommended that the contract for landscape services be awarded to Starwood for one 3-year period, with two 1-year options at a rate to be negotiated. He noted that contract highlights included 3 years (2019, 2020 and 2021) at the 2018 price; a 2-year warranty on all new plants installed by Starwood; placement of chocolate mulch around buildings, with pine straw in the common areas away from the buildings; and an increased annual planting allowance from \$100 to \$1,000 per sub-association. He further added that the contract did include a 90 day opt-out with a 30 day right to cure. Mr. Millar confirmed that Starwood was the mid-price vendor. During a lengthy discussion Board members again agreed that there was a

need for quarterly walk-throughs of each sub-association. Mr. Barenberg noted that there needed to be a flexible mechanism in the budget for the managing agent to spend plant replacement money, if it needed. Mr. Bramlett suggested the \$1,000 per sub-association be revised to say \$13,000. Mr. Fellows concurred noting that a smaller sub-association may never spend the allotted \$1,000 and it could then be used by another sub-association. Board members were asked to forward to Mr. Millar and the BRC any other suggestions. Upon a motion made by Mr. Barenberg, seconded by Mr. Smith and unanimously approved, it was:

**MOVED; to approve that the Blue Ribbon Committee finalize and award the landscape contract to Starwood. The awarded contract would be for a period of 3-years at the 2018 price with two 1-year options and include all of the items mentioned above.**

#### **7B. Landscape Architect Update**

Mr. Millar stated that the Board had approved up to \$5K to hire a landscape design firm; and if the BRC found that the approved amount was insufficient, they were to return to the Audit & Budget Committee with a recommendation and request for additional funds. He noted that the Blue Ribbon Committee (BRC) had identified and contacted five (5) landscape architect firms and received two (2) proposals for consideration. The BRC met with the representative from Stantec out of Charleston and Environmental Concepts from Myrtle Beach. As a point of reference, Mr. Millar noted that Stantec had designed the new landscape plan for the entrance to Kingston Plantation and the Landing and that Environmental Concepts had designed the landscape plans for the Embassy Suites and Hilton Hotel.

The two proposals received were:

Stantec - \$681,815.88 which did not include any reimbursable costs, travel or lodging for their staff

Environmental Concepts - \$116,000 which did not include any reimbursable costs. Mr. Millar noted that since they were a local company, there would be no expense for travel or lodging

Mr. Millar stated that the selected design firm would create a specific design plan for around the buildings, parking areas, roadways, common areas and entranceways to each subordinate association and take into consideration the Plantation's tree canopy. Mr. Millar noted that KPMA would be billed after a sub-association's design plan was completed. He next stated that when complete, KPMA would have a design plan for the Plantation. Mr. Millar next stated that funding for the installation of the plants would be phase 2 of the project. He noted that Ms. Carrig had been asked to identify how to fund the design phase of this project. Upon a motion made by Mr. Waers, seconded by Mr. Bramlett and approved, it was:

**MOVED; to authorize the Blue Ribbon Committee (BRC) move forward into the contracting phase with Environmental Concepts, LLC for a contract not to exceed \$116K. If successful, bring the contract back to the Audit & Budget and Executive Committees for approval / signature.**

Mr. Barenberg noted that by taking this step, we would speed up the timing on this project. Mr. Love agreed that all contracts of this size needed to be submitted to the Audit & Budget and Executive Committees.

#### **4C. Security Committee Report**

- **2018 Bike Weeks**

Chairman Love updated Board members on the plans for the 2018 bike weeks; he noted that Harley week ended on May 20. He stated that the Horry County Sheriff's Department and ASG officers would again provide security at Kingston Plantation. He added that all costs would be split with the hotel. He noted that the 2001 parking lot had been reserved for Kingston Plantation guests to park their motorcycle trailers, at a cost of \$50 per trailer. Chairman Love next noted that a plan for unloading / loading motorcycle trailers at the Plantation had been identified. He added that the exit lanes to the left of the new guardhouse would be blocked off and used for overflow motorcycle parking if the parking area at The Landing and Spa were full.

- **Entrance Gate Issues**

Chairman Love shared a few of the issues that had arisen since this new owner's bar code entry gate was put in place. He noted that hotel management had contacted the various GPS system providers and provided them with the updated coordinates. He stated that a camera and license plate reader had been installed at the roundabout owners' entry gate. He next stated that because the large HCFR truck found it extremely difficult to navigate around the circle, HCFR was provided with a remote to access the "back" gate off of Kings Road. Board members were asked to please share with their owners and guests to exit via the front entrances and not through the back gate.

- **Speed Bumps, Lane Dividers, Crosswalk Signage**

Chairman Love noted that because vehicles were approaching the new guardhouse entry too quickly speed bumps and pedestrian crossing signage had been installed and posted in an effort to slow vehicles down. He shared that road dividers had been installed by the guardhouse to discourage drivers from trying to enter through the exit lane. He added that these dividers may need to be extended from the guardhouse back to The Landing to prevent guests from doing U-turns across three lanes of traffic.

- **Emergency Issues and Security**

Chairman Love stated that the Security Committee had identified a broader plan to handle active shooters and emergency issues. The plan called for an ASG officer to be stationed at the intersection of Queensway Boulevard and the back gate to direct emergency personnel entering the property; one officer stationed at the front entrance to block people/cars from entering the property and one officer to "man the radios." After the incident was controlled, an "all clear" would be put out. Should an emergency issue be

reported, KPMA's managing agent will contact sub-association managers. They are responsible for contacting / emailing their owners to advise them to stay in place until an all clear was given. Chairman Love recommended that Board members encourage their management companies to have the up-to-date data base of owner email addresses.

- **Security Safety Issues**

Chairman Love requested that Board members remind their owners to please close and lock their unit doors, when leaving the premises. Additionally, please remind building managers and maintenance staff to ensure all that chemical and electrical room doors and doors to the roofs are closed and locked. Golf cart keys should be removed from the ignition while the cart is parked and please do not permit unlicensed, underage drivers to operate golf carts. Golf cart owners are asked to please park their carts either in their garage or carport (if applicable) or away from the front of the villas units.

Chairman Love shared with Board members that ASG would give to guests, when they enter the Plantation, a brief "Welcome to Kingston Plantation" handout to remind them that the "Safety of Our Owners and Guests is Our Priority."

Mr. Waers requested that we add a bullet noting that vehicle luggage extensions were prohibited. They should be folded up and secured to the vehicle or removed and stored inside of the vehicle or in the unit. Chairman Love added that ASG officers tied yellow tape to the carts, when they were found on the property, for pedestrian and vehicle safety. Additionally, a vehicle violation was put on the windshield and the extension.

- **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)**.

Chairman Love shared with Board members that he would no longer serve on the Security Committee. He next added that he would serve as the security committee's liaison to the Board of Directors. On behalf of the KPMA Board of Directors, Mr. Barenberg thanked Chairman Love for volunteering his many hours of service for the betterment of the Plantation.

Board members discussed why trailers, boats and RVs were parked in the West Hyde Park overflow lot, noting that it was a violation of the KPMA Amended & Restated CC&Rs. Chairman Love stated that prior to the new construction, trailers and boats were parked in the Declarant's parking lot past the health and sports club. Mr. Barenberg added that Board members and hotel staff should continue to educate owners and guests that there was no space available to park or store these items.

## **5. Election of KPMA Officers**

Mr. Barenberg thanked those in attendance for their dedication to Kingston Plantation. He then made a motion with a slate of nominees for Board officers. Upon a motion made by Mr. Barenberg, seconded by Mr. Waers and unanimously approved, it was:

**MOVED; to approve the following 2018 – 2019 KPMA Officers:**  
**Mr. White G. Watkins (Canterbury Court) - President**  
**Mr. Sherry Love (Brighton Tower) - Vice President**  
**Mr. Fred Fellows (Canterbury Court III) – Secretary**  
**Mr. John Taylor (St. James Park) - Treasurer**

## **6. Appointment of Committee Chairpersons and Members**

Mr. Barenberg announced the following 2018 – 2019 appointments of committee chairpersons and members:

### **AUDIT & BUDGET COMMITTEE MEMBERS**

John Taylor (Chairman)  
Fred Fellows  
Joe Flesch  
Sherry Love  
White G. Watkins

### **ARCHITECTURAL STANDARDS COMMITTEE MEMBERS**

Jane Fellows (Chairwoman)  
Carol Gryck  
Mary Maeser  
Joe Misiak  
Seth Smith  
David Straub

### **SECURITY COMMITTEE MEMBERS**

Dennis Fleming (Chairman)  
David Beatty  
Randy DeVaux  
Thomas Marucci  
Russ Riedell  
Roy Sizemore  
Sherry Love (Board Liaison)

### **EXECUTIVE COMMITTEE MEMBERS**

White G. Watkins, KPMA President  
Fred Fellows, KPMA Secretary  
Joe Flesch, Kingston Lakes  
Sherry Love, KPMA Vice President  
John Taylor, KPMA Treasurer  
Bob Barenberg, Declarant  
Debra Feldman, Declarant

Upon a motion made by Mr. Barenberg, seconded by Mr. Bramlett and unanimously approved, it was:

**MOVED; to approve the Committee Chairpersons and Committee Members for 2018 - 2019.**

**7. Unfinished Business / New Business**

It was noted that 7A and 7B were discussed earlier in the meeting under the Architectural Standards Committee Report.

**8. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 11:50 AM.

Meeting Commenced: 10:00 AM  
Meeting Adjourned: 11:50 AM

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White G. Watkins, President

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Leslie A. Styles, Recording Secretary