

12' KINGSTON PLANTATION MASTER ASSOCIATION, INC.
REGULAR ANNUAL MEETING OF THE BOARD OF DIRECTORS
SATURDAY, AUGUST 20, 2018
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
 Treasurer – John Taylor

Delegates:

Brighton Tower – Sherry Love	Market Place – Jim Robinette (Absent)
Canterbury Court – Gary Smetzer	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. – Cartarwa Jones (Absent)	St. James Park – Mike Krause
Gloucester Terrace – Cheryl Hunt	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
Canterbury Court III – Larry Tucker (Absent)	North Hampton – Bill McCormick
Cumberland Terrace – Jeffrey Johnson (Absent)	Richmond Park – Joe Misiak
Declarant / Dev. – TBD	South Hampton – Don Matheson (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, Leslie A. Styles, Pauline M. Carrig and Sarah Kjosa

2. President’s Report

President Watkins requested that Board members please forward to the management office the names of broad-minded owners who would be effective committee members.

3. Approval of Minutes

- **Board of Director's Meeting Minutes – May 19, 2018**

President Watkins stated that the minutes had been emailed to Board members and that they could be read aloud in the meeting or a motion made. Mr. Barenberg made a motion, seconded by Mr. Smith, to dispense with reading of the minutes out loud and move forward with approval of said minutes. Mr. Love requested confirmation that the two (2) revisions, submitted by he and Mr. Waers, had been made and were in the version distributed at this meeting. Mr. Millar confirmed that the revisions had been made and were included in the version Board members had in front of them. Upon a motion made by Mr. Barenberg, seconded by Mr. Smith and unanimously approved, it was:

MOVED; to dispense with reading the minutes and approve the minutes.

4. Reports

A. Audit & Budget Committee Report

Chairman Taylor called on Ms. Pauline Carrig who reported on the current financial position as of July 31, 2018.

- **Current Financial Position as of July 31, 2018**

Ms. Carrig reported on the financial status of the Association as of July 31, 2018. She reviewed the operating balance sheet (**EXHIBIT A**) and noted there was a current year net income of \$45,690. She next reviewed the operating income statement (**EXHIBIT B**) and stated there were no major variances. She explained that general maintenance and materials was over budget due to unexpected electric and lighting repairs. She explained that insurance was \$11,193 under budget due to a reduction in the insurance premium and added that this variance would continue through the remainder of the year. She noted that the variance in the cable line item was the result of added taxes and franchise fees charged by the cable company. She next reviewed the reserve balance sheet (**EXHIBIT C**) and the reserves income statement (**EXHIBIT D**). She noted KPMA had \$1.9M in reserve assets as of July 31, 2018. In response to Mr. Smith's question, Ms. Carrig stated that construction deposits were not deposited into interest bearing accounts

B. Architectural Standards Committee Report

- **Plant Replacement Update**

Chairwoman Fellows stated that quarterly landscape inspections had begun. She added that replacement of dead plants would be done in coordination with the landscape architect's design plan and would be done on a case-by-case basis. She next explained the two (2) handouts prepared by the landscape architect, Environmental Concepts LLC (EC). She noted that design work would be completed on a sub-association by sub-association basis.

Mr. Millar added that the Blue Ribbon Committee (BRC) was scheduled to meet with EC in the coming weeks and that these handouts and future progress would be reported on the association website, www.kingstonplantationhoa.com. He added that the Declarant had offered to host a meeting with the landscape architect for Board members and interested homeowners. Mr. Barenberg thanked Mr. Millar for his update and requested that the managing agent continue to provide Board members with sub-association landscape updates at future quarterly meetings. Mr. Millar confirmed that \$107K of the \$116K had been identified. He added that the Association the entire \$116K would not be billed in 2018 because it was unlikely that the design plans for all of the sub-associations would be completed in 2018.

Mr. Smith asked how KPMA would fund landscape replacement over the next few years. Mr. Millar explained that after KPMA received the EC landscape design plans, we would have a better idea of the cost because the design software that EC utilized provided an estimated cost for plant replacement but at this time we did not a hard dollar amount. Mr. Millar stated that KPMA had put money aside in the current reserve study for landscape replacement. Board members asked if sub-associations could put up the dollars to have the work done in their area more quickly and how many years it would take to complete the landscape replacement. Mr. Taylor stated that our options could include a special assessment or borrowing the funds from the reserves. Mr. Barenberg added that we may have a better idea of the cost at the October Board meeting.

C. Security Committee Update

Mr. Sherry Love provided the Security Committee update and shared that Mr. Dennis Fleming, Security Committee Chairman, would be updating the Board moving forward.

- **Bike Weeks**

Mr. Love stated that from a security standpoint both bike weeks went very well. He noted that over Memorial Weekend motorcycle trailer owners paid a \$50 fee to park their trailers in the 2001 parking lot.

- **Active Summer**

Mr. Love noted there was an increase in the number of reported incidents due to the number of guests staying on Kingston Plantation this summer. A- Services Group (ASG) officers had done more saturation patrols and were doing a good job of documenting incidents. Officers verified that contractors were where they said they were going to be working. He shared with the Board that there was an excellent level of cooperation between ASG and hotel security staff.

- **Unlocked Doors**

Mr. Love shared that ASG was finding too many unlocked chemical room, electrical room, roof entry and fire control room doors. He requested that Board members please go back to their building managers and request that mechanisms be installed on those doors so that the doors closed completely. He next suggested that the locks be changed so that the doors always locked to prevent someone from accessing those rooms.

- **Underage Golf Cart Drivers**

Mr. Love shared that security had stepped up identifying underage golf cart drivers this summer. He noted that stiffer requirements for golf cart vendors in 2019 had been discussed. He acknowledged one of the golf cart vendors who retrieved carts from guests not abiding by KPMA's rules for golf cart operation. He stated that in 2019, if a golf cart vendor failed to retrieve a golf cart for a violation of the rules, the vendor's privilege to rent golf carts at Kingston Plantation could be suspended or revoked.

- **Golf Cart Parking**

Mr. Love stated that in an effort to keep golf carts away from the front of the buildings, a golf cart parking plan was being developed. He added that representatives from each sub-association had been asked to visit the Association manager's office to review the proposed golf cart parking areas. Mr. Love indicated that roadways and parking lots would be resealed and restriped this fall; and as a result, the golf cart parking areas would need to be identified before that time. Sub-associations were asked to notify the KPMA management office of handicapped parking space additions/deletions before the resealing and restriping commenced.

- **Vehicle Luggage Extensions**

Mr. Love noted that a mirror had been installed at the guardhouse so that security officers were able to identify vehicles with luggage extensions. When observed, those owners / guests were given a handout (**EXHIBIT E**) and requested to either fold the extension up or remove it while the vehicle was parked.

- **Incident Reports**

Mr. Love noted that the summary of incidents (**EXHIBIT F**) included those that were responded to by police, fire or emergency personnel since the May 2018 Board meeting.

Mr. Smith thanked Mr. Love for his Security Committee reports, during his tenure as Chairman of the committee.

D. Manager's Report

Mr. Millar shared that ASG officers at the guardhouse were distributing two (2) *Welcome to Kingston Plantation* flyers to owners and guests. He noted that

guests and owners were asked to contact the Police only in the case of an emergency.

- **Entranceway Signage**

Mr. Millar stated that representatives of the Declarant, ASG and the managing agent walked the entranceway in an effort to eliminate unnecessary signs. He next stated that white stanchions had been installed on the way to the guardhouse and from the guardhouse to Plantation Lake Drive. He noted that new Stop signs were to be installed; one at the guest entry by the owner gate and one after owner enter through roundabout gate.

- **Black Top Resealing and Restriping**

Mr. Millar stated that RFPs had been sent to six (6) companies and that this work would take place this fall. He added that some of this work may take place in the spring of 2019, depending on the weather this fall/winter. Sub-associations would be provided with thirty (30) days' notice of the start of work. Sub-association managers would be requested to please notify owners. Non-resident owners with stored vehicles are responsible for ensuring that someone had a key to move their vehicle. He added that resealing and restriping would be done in sections. Mr. Millar stated that golf cart and parking spaces would be restriped. Pedestrians walkways would be reflective white or yellow paint.

Mr. Bramlett requested that parking lots be checked for drainage issues before the resealing commenced. Mr. Millar stated that those areas would be repaired.

- **Trailer, Boat, R/V Parking**

Mr. Millar stated that the KPMA Amended & Restated documents prohibited parking of motorcycles, trailers, boats, recreational vehicles on Kingston Plantation. He shared that the association office and hotel management had met in an effort to identify possible locations for parking of those conveyances. Board members were asked to please share this information with owners. Owners, in turn, are responsible for advising their guests and rental management companies. He added that this information will, as done every year, will be included in the 2019 owner parking decal mailing. Golf carts coming in on trailers can be unloaded but the trailers must be moved offsite. Mr. Barenberg added that consistent communication on landscaping, etc. from KPMA to Board members and from KPMA Board members to owners was important. Mr. Bramlett shared that Richmond Park POA distributed a quarterly newsletter to their homeowners and offered to email their POA's newsletter to Board members. He noted that he would like to see others that were done. At the request of Board members their contact information will be emailed to all by the managing agent's office staff.

- **Trash Enclosures**

Mr. Millar shared that the amount of household trash in the enclosures his summer was a challenge. Trash had been placed on the ground inside and outside of the enclosures. It was noted that Waste Industries did not pick trash up from the ground. Trash outside of the cans was left until it was cleaned up. Also noted was many trash enclosures were in a state of disrepair and a number of sub-associations did not have on-site maintenance to pick up and clean the areas inside and outside of the enclosures. Sub-association managers were asked to please remind owners that trash enclosures were for household trash only. TV's, furniture, etc. had to be brought to a recycle center by the owner or their representative. It was suggested that sub-associations without on-site bulk maintenance staff might want to partner to clean up inside and outside of the enclosures and recycle non-household trash. Board members discussed the possibility of obtaining a list of recycle center locations and their hours of operation, scheduling dates for a Plantation-wide clean out of recyclables and hiring a contractor to haul off discarded items. Mr. Taylor added that Habitat for Humanity would pick up furniture and other bulk items in good condition. Mr. Barenberg suggested identifying two dates in the fall/spring that after the splash park closed where a dumpster could be located and bulk items discarded.

5. Unfinished Business / New Business

Mrs. Fellows expressed her thanks to the Declarant for the new sidewalk from the Plantation to Kings Road.

Mr. Puckett suggested that fans and deodorizers be installed in the restrooms at the beach club pool and that they be checked during the day for cleanliness.

Mr. Millar stated that the Kingston Plantation Hurricane Guidelines were posted on the website.

Mr. Barenberg addressed questions from Board members regarding RLJ selling the Plantation.

6. Adjournment

President Watkins noted that the next meeting of the KPMA Board of Directors was scheduled for 9 AM on Saturday, October 20, 2018. There being no further business to come before the Board, the meeting was adjourned at 10:30 AM.

Meeting Commenced: 9:00 AM
Meeting Adjourned: 10:30 AM

White G. Watkins, President

Leslie A. Styles, Recording Secretary