

**KINGSTON PLANTATION MASTER ASSOCIATION, INC.**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**SATURDAY, OCTOBER 20, 2018**

**LANDS END – 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
Canterbury Court – Gary Smetzer	Margate Tower – Harvin Bullock (Absent)
Canterbury Court III – Jane Fellows	North Hampton – Jim Gryck
Cumberland Terrace – Seth Smith (Absent)	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 – Colby Reeves
Canterbury Court III – Larry Tucker (Absent)	North Hampton – Bill McCormick
Cumberland Terrace – Jeffrey Johnson	Richmond Park – Joe Misiak
Declarant / Dev. – TBD	South Hampton – Don Matheson (Absent)
Declarant / Dev. – TBD	St. James Park – Joan Fischer
Gloucester Terrace – George Hanna	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. Approval of Margate Delegate and Alternate**

President Watkins called on Mr. Barenberg who stated that the Margate Subordinate Association had requested approval of Mr. L. Harvin Bullock and Colby Reeves,

respectively, as the Margate Director and Alternate to the KPMA Board of Directors as Mr. Waers had sold his unit at the Margate. He noted that the Declarant approved of these appointments.

### 3. **President's Report**

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

### 4. **Approval of Minutes**

- **Board of Director's Meeting Minutes – August 18, 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. Upon a motion made by Mr. Barenberg, seconded by Mr. Bramlett and unanimously approved, it was:

**MOVED; to dispense with reading the minutes out loud and move forward with approval of the minutes.**

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

**MOVED; to approve the minutes of the August 18, 2018 KPMA Board of Directors meeting as presented.**

### 5. **Reports**

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

Chairman Taylor called on Ms. Pauline Carrig who reported on the current financial position as of September 30, 2018.

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

Ms. Carrig reported on the financial status of the Association as of September 30, 2018. She reviewed the operating balance sheet (**EXHIBIT A**) and noted there was a current year net income of \$67,875. She next reviewed the operating income statement (**EXHIBIT B**). She explained that general maintenance and materials was over budget due to unexpected electric and lighting repairs and added that as the Plantation aged the need for repairs would increase. She explained that insurance was \$19,427 under budget due to a reduction in the insurance premium and 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 reviewed the major reserve repairs completed in 2018 (i.e. completion of the

vehicle bridge, replacement of the seawall at Gloucester on the Point and tree replacements).

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

### **o Richmond Park Chimney Repairs**

Chairwoman Fellows reported that the ASC had approved the request to finish the structural repairs to the interior chimneys on buildings 8, 9, 18, 20 and 23. She noted there would be no change in the exterior appearance or color of the chimneys.

### **o Cumberland Terrace Golf Cart Charging Stations**

Chairwoman Fellows reported that Santee Cooper had installed the electric meters to power the charging stations and that they were now available for use by Cumberland Terrace POA electric golf cart owners. It was noted that the installation of these meters was paid by Cumberland Terrace POA.

### **o Requests to Architectural Standards Committee**

Chairwoman Fellows reminded Board members that all repairs to the exterior of buildings needed to be submitted to the KPMA ASC for approval before work commenced. She added that **emergency repairs** to the exterior of buildings must be reported to the KPMA management office within twenty-four (24) hours.

### **o Christmas Decorations – Call for Volunteers**

Chairwoman Fellows stated that volunteers were needed to help decorate the Plantation and asked that Board members share this information with their owners and managing agent. She added that decorating would take place on November 14, 15 and 16 and that times and staging area information was forthcoming. She requested that the names of volunteers be forwarded to the KPMA management office.

## **C. Security Committee Update**

### **o Golf Cart Rules & Regulations**

Chairman Fleming reported that the Security Committee had reviewed these rules and regulations and made a few minor changes for 2019, attached as **“EXHIBIT E”**. He added that committee members and security were concerned with the number of underage golf cart drivers and requested that owners, approved golf cart vendors and guests be proactive and ensure that their golf carts were operated only by drivers who were a minimum of 16 years of age AND had a valid driver's license.

### **o Incident Report Summary**

Chairman Fleming stated that the summary of incidents (**EXHIBIT F**) included those that were responded to by police, fire or emergency personnel since the August 2018 Board meeting.

He reported that during saturation patrols, ASG continued to find unlocked pool chemical room doors and unit doors left open. He reported that managing agents were notified, via email, when chemical room doors were found unlocked/open. Additionally, he noted that the Security Committee had recommended that Subordinate Associations install self-closing, locking doors.

Mr. Fleming reported that the Security Committee was working on a towing policy for Kingston Plantation.

Mr. Millar shared that a part of the handout packages distributed to guests entering Kingston Plantation included two (2) *Welcome to Kingston Plantation* flyers which featured the phone number for Security. He noted that guests and owners were asked to contact the Horry County Police Department in the case of emergencies.

In response to a Board member inquiry, Mr. Love noted that all Subordinate Associations were offered the opportunity to have golf cart charging stations installed and only one (1) had responded. Electric golf cart owners not having a garage or carport may not charge their cart with an extension cord from inside of their unit. He shared there were charging stations in the Market Place and owners were encouraged to make arrangements with the owner of the Market Place.

In response to comments from some owners, Sub-Associations were requested to identify where they wanted golf cart parking spaces marked. These areas should be identified prior to the upcoming blacktop resealing and restriping.

#### **D. Manager's Report**

##### **o 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 emailed and requested to please notify owners that the resealing/restriping would take place. 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 cart and parking spaces would be restriped. Roadways and pedestrian walkways would have reflective paint and the crosswalks will have reflectors installed. He stressed that roads were not being milled, that this was at least ten (10) years out. It was noted that the contractor was not going to seal around vehicles and golf carts which were not moved. Instead these vehicles would be towed at the owner's expense. When asked, Mr. Millar stated that

the Association office would assist in identification of owners' vehicles and golf carts so that sub-association managers are can contact the owner(s).

- **St. James and Beach Club Pool Repairs**

Mr. Millar noted that both pools were scheduled to be rehabbed this fall and winter. Automatic locking doors will be installed on chemical rooms.

- **Towing and Parking Policies**

Mr. Millar shared that towing and trailer parking policies were being worked on in the Security Committee and Board members will be kept apprised of their progress. He stated that offsite locations for trailer and R/V parking had been researched but to date the property owners were unable to commit to working with KPMA. He added that a per night fee to park trailers in the Arrowhead Court overflow lot had been discussed.

He shared that there continued to be an issue with vehicles exiting the Plantation from the construction entrance road. He stressed that emergency vehicles and the larger fire trucks entered the Plantation through this one (1) lane road and that in an emergency time was of the essence. The emergency vehicles would have to sit and wait while a car backed up down this one lane road. Board members were asked to please share that the back gate should not be used as an exit from the Plantation.

- **Emergency Operations Center (EOC) Storm Updates**

Mr. Millar shared that emails updates received from the EOC had been transmitted to managing agents and board members during the recent hurricane in an effort to keep the lines of communication open during the storm. Board members expressed thanks for the updates which were passed along to their homeowners. Mr. Barenberg requested that discussions take place during Security Committee meetings to identify positives and negatives and what could have been done differently.

- **Locking Chemical Room Doors and Rooftop Accesses**

Noting the life-safety issue, Mr. Millar stressed the need to ensure that chemical room, mechanical room and rooftop access doors were kept closed and locked.

## **6. Unfinished Business / New Business**

### **A. 2019 Proposed Operating Budget**

Ms. Carrig reported that the proposed budget represented a .85% increase over the 2018 budget which amounted to an increase of \$.27 per door, per month. The major change in the revenue was due to 2019 decal, bar codes and golf cart decals were going from \$10 to \$15 to offset the cost of printing the decals and the mailing. Maintenance & Materials going up due to the need for more day-to-

day maintenance materials, as the Plantation ages. Legal decreased because the need for legal services had decreased. She stated that water and sewer had increased 4% this past August. According to the KPMA bulk cable contract, Spectrum could not increase their cost by more than 5% but she noted that franchise fees and licenses were not included in the cap. Contributions to the general reserves increased in accordance to the current reserve study. Ms. Carrig noted that Horry County is now charging a fee for permeable land storm water runoff.

Mr. Taylor stated that the KPMA Audit & Budget Committee had approved the 2019 budget at their meeting. Upon a motion made by Mr. Taylor, seconded by Mr. Love and unanimously approved; it was:

**MOVED to approve the proposed 2019 operating budget as presented.**

**B. 2019 Proposed Reserve Projects**

Ms. Carrig stated that the KPMA reserve projects list included projects that were going to be completed in 2018. The 2019 projects included repair to the St James and Beach Club pools. She noted that KPMA had accumulated \$116K in funds from the prior reserve study for refurbishment of the landscaping. She noted that the numbers for future landscape refurbishment are not known until KPMA received the numbers from the landscape architect. Upon receipt of those numbers, they will be added to the current reserve study. Mr. Millar confirmed that KPMA will be fully funded in accordance with the new reserve study. Upon a motion made by Mr. Taylor, seconded by Mr. Barenberg and unanimously approved; it was:

**MOVED; to approve the proposed 2019 reserve projects as presented.**

**C. Award**

The National Signage Society Award was presented to Mr. Barenberg.

**7. Adjournment**

President Watkins noted that the next meeting of the KPMA Board of Directors was scheduled for 9 AM on Saturday, February 19, 2019. There being no further business to come before the Board, the meeting was adjourned at 10:35 AM.

Meeting Commenced: 9:00 AM  
Meeting Adjourned: 10:35 AM

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White G. Watkins, President

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Leslie A. Styles, Recording Secretary