

KINGSTON PLANTATION MASTER ASSOCIATION, INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

SATURDAY, FEBRUARY 16, 2019

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 (Absent)
Canterbury Court – Gary Smetzer	Margate Tower – Harvin Bullock (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	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 (Absent)
Canterbury Court III – Larry Tucker (Absent)	North Hampton – Bill McCormick (Absent)
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	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

President Watkins requested that Board members please forward to the management office the names of responsible owners who would be effective committee members. He next reminded attendees that cell phones should be silenced or turned off and that no recording devices were permitted.

2. Approval of Minutes

- **Board of Director's Meeting Minutes – October 20, 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 Mrs. Fellows and unanimously approved, it was:

MOVED; to dispense with reading the minutes out loud and approve the minutes as presented.

3. Reports

A. Audit & Budget Committee Report

- **Financial Position for the Period Ending December 31, 2018**

Chairman Taylor called on Ms. Pauline Carrig who reported on the financial position for the period ending December 31, 2018. She reviewed the operating balance sheet (**EXHIBIT A**) and the operating income statement (**EXHIBIT B**). She stated that the Association ended 2018 with an unaudited net income of \$49,127. She reviewed the reserve balance sheet (**EXHIBIT C**) and the reserves income statement (**EXHIBIT D**).

- **Current Financial Position as of January 31, 2019**

Ms. Carrig reported on the financial status of the Association as of January 31, 2019. She reviewed the operating balance sheet (**EXHIBIT E**) and noted there was a current year net income of \$17,466. She next reviewed the operating income statement (**EXHIBIT F**) and explained that maintenance contract was \$9,472 under budget because we were still short one (1) maintenance staff member and only two (2) of the current staff were enrolled in health insurance. She explained that this account would come in line when the fourth (4th) staff member was hired and all staff was enrolled in health insurance. She next reviewed the reserve balance sheet (**EXHIBIT G**) and the reserves income statement (**EXHIBIT H**).

At the request of Board members, Ms. Carrig was requested to confirm whether or not construction deposits made payable to KPMA could be deposited into interest bearing accounts. She stated she did not believe that they could be, would verify the ruling with Mr. Wayne Fussaro, CPA and report back to Board members.

B. Architectural Standards Committee Report

- **Sub-Association Requests**

Chairwoman Fellows reported that the Cumberland Terrace stair replacement project had been completed. She reported that the ASC had approved a

new request from Cumberland Terrace to install a sidewalk between Cumberland Terrace and Windsor Court.

She next reported that the ASC had approved a request from North Hampton to re-roof the wave building and noted there would be no changes to its exterior appearance.

- **Landscape Architect Update**

Chairwoman Fellows updated Board members on the status of the landscape redesign project. She stated that members of the Blue Ribbon Committee (BRC) had met with and received from Greg Duckworth a phasing systematic plan for the implementation of the planting and sample building designs and schedules for three (3) buildings (i.e. Richmond Park building 20, St. James Park building 6 and West Hyde Park building 10). She next stated that the three (3) sample buildings were close to the road and easily visible for everyone to see. She added that a draft timeline called for redesign work for these buildings to begin in March with the estimated completion prior to the May 18, 2019 Board meeting. She added that a copy of this material, including the cost per building, were included in Board members' meeting packets (**EXHIBIT I**).

It was noted that the cost for the full project was not yet available and how the project would be funded had not been determined. Mr. Taylor stated that the Audit Committee would meet between now and the May Board meeting to identify funding options. Mr. Love and Ms. Carrig confirmed that KPMA had been setting aside funds in accordance with the reserve study and that KPMA had \$113K set aside from the old reserve study which was moved over to the new reserve study. It was noted that the entire cost for the landscape refurbishment had not been included in the reserve study because the number was not known at the time. The \$113K was a part of the current reserve study and it was separate from the funds being paid to the landscape architect. Mr. Love added that the timeline to implement the project may be two to three (2 to 3) years.

Chairwoman Fellows noted that Board members had approved spending up to \$116K for the landscape architect and now needed to approve implementation of the landscape plans for the three (3) buildings. Upon a motion made by Chairwoman Fellows, seconded by Mr. Barenberg and unanimously approved; it was:

MOVED; to approve the implementation of the landscaping plans proposed by Environmental Concepts for Richmond Park building 20, St. James Park building 6 and West Hyde Park building 10 at a cost not to exceed \$81K using Reserve Funds previously funded for in landscape refurbishment.

- C. **Security Committee Update**

- **2019 Bike Weeks**

Chairman Fleming updated Board members on the plans for the 2019 bike weeks; he noted that Harley week ran from May 10 to May 20 and Atlantic Beach Bikefest May 24 to May 29. He stated that a section of the Club Status (formerly 2001) parking lot had been reserved for Kingston Plantation guest's trailer parking on a first-come basis. The price per trailer was \$50.

Mr. Fleming reported that the Security Committee was working on Parking and Towing Policies.

- **Incident Report Summary**

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

He stated that A-Services Group (ASG) provided comprehensive security and safety for Kingston Plantation with their on-foot saturation patrols. During January 2019, ASG officers had completed 635 saturation patrols. He noted that officers continued to find unlocked pool chemical room doors and unit doors left open.

D. Manager's Report

- **Black Top Resealing and Restriping**

Mr. Millar stated reported that the black top resealing project was scheduled to begin on March 4, weather permitting. Email updates will be sent to KPMA Board members and Sub-association managers, who were asked to please pass the updates along to owners. He requested that owners be reminded to share the project updates with their guests and rental management companies. He added that the Association office would coordinate the timelines with the Kingston Condo Rental office. He stated that resealing and restriping would be done in sections (1/2 of a parking lot or road at a time), two (2) coats of asphalt would be put down and then the lines would be striped. He noted it could take approximately three days to complete a parking lot, weather permitting. Mr. Millar stated that golf cart and vehicle parking spaces would be restriped. Mr. Millar stated that the Association office would assist in the identification of owners' vehicles and golf carts so that sub-association managers could contact the owner(s) and request the vehicles/carts be moved. Mr. Millar stated that the parking area between North and South Hamptons would be done first to provide owners/guests with an area to park their vehicles/carts. He shared that the declarant representative, Mr. Barenberg, offered the bottom level of the Brighton parking deck as another parking location during this project.

- **Kings Road Fence Replacement Update**

Mr. Millar stated that the wooden fence along Kings Road would be replaced by a black, extruded aluminum fence with six inch (6") spikes; the total fence height would be four foot (4'). He further stated that the four foot (4') fence would allow a view of the golf course across the street. He next stated that

the wooden fence and bushes behind the entry monument would be removed, the black aluminum fence installed in its place. Sod and landscaping would be installed on both sides of the new fence.

Mr. Millar stated that this project was funded in the reserves and that ASG officers would patrol the Kings Road fence line while the old fence was removed and installation of the new fence completed.

- **Beach Club and St. James Pool Restrooms Refurbishment**

Mr. Millar stated that refurbishment of the Beach Club and St. James pools was fully funded in the reserves and that the previously approved project would start in three (3) weeks.

He next stated that both of the bathrooms were in dire need of refurbishment, which was scheduled in the reserve study for 2020. In response to a question posed by Mr. Barenberg, Mr. Millar stated that this project would not exceed the dollars in the reserve study and requested approval of the following refurbishment work:

St. James Pool: Walls repaired and repainted; tile installed on the bottom half of the walls; new partitions, fixtures and upgraded lighting installed.

Beach Club Pool: Walls repaired and upper sections repainted; new flooring tiles and wall sections installed; new partitions, bathroom fixtures and upgraded lighting installed.

On behalf of the KPMA ASC and Audit Committees and upon a motion made by Mr. Taylor and unanimously approved; it was:

MOVED; to approve refurbishment of the restrooms in the Beach Club and St. James pools for a total cost not to exceed \$46K, using reserve funds scheduled for 2020.

Mr. Barenberg noted that it may be prudent not to close both pools at the same time to ensure that one of the pools was operational in April during the Easter break. Mr. Millar stated that the Beach Club pool would be refurbished first and that the St. James pool would remain a handicap-accessible pool.

- **Golf Cart Parking Update**

Mr. Millar stated the new golf cart rules and regulations (**EXHIBIT K**), provided to homeowners with golf carts and golf cart rentals, advised that golf carts may not be parked directly in front of the villas.

6. Unfinished Business / New Business

Mr. Love reported that Sub-Associations were asked if they wanted specific golf cart parking areas. Mr. Millar added that Sub-Association representatives would

be contacted during the upcoming blacktop sealing project to identify where handicap parking spaces were needed or should be removed. Mr. Millar stated that the first quarter landscape inspection report would be included in the meeting packet at the May KPMA Board of Directors meeting.

Mr. Millar reported that homeowner requests for an onsite area to dispose of large household debris (excluding trash) was discussed and that plans were being made for an open-top dumpster to be brought onto the Plantation for a few days so that owners could dispose of old furniture, etc. This dumpster would be for homeowners use only. He added that, as soon as the dates and location were identified, an email would be sent to KPMA Board members and Sub-Association managing agents for homeowner notification.

Mr. Hanna and Mrs. Fellows stated that revisions to the 2019 Refurbishment Project Timeline were needed, as Gloucester Terrace and Canterbury Court III had been omitted.

7. Adjournment

There being no further business to come before the Board, the meeting was adjourned at 10:20 AM.

Meeting Commenced: 9:00 AM
Meeting Adjourned: 10:20 AM

White G. Watkins, President

Leslie A. Styles, Recording Secretary