

KINGSTON PLANTATION MASTER ASSOCIATION, INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

SATURDAY, AUGUST 17, 2019

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
Canterbury Court – Dennis Marcello	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 (Absent)
Declarant / Dev. – Simon Mais (Absent)	St. James Park – Mike Krause (Absent)
Gloucester Terrace – To Be Determined	West Hyde Park – Ron Bicicchi
Kingston Lakes – Joe Flesch	Windermere by the Sea – Bill Kolibash (Absent)

Alternates:

Brighton Tower – Gail Coffey	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 (Absent)	Richmond Park – Joe Misiak
Declarant / Dev. – TBD	South Hampton – Don Matheson
Declarant / Dev. – TBD	St. James Park – Joan Fischer
Gloucester Terrace – George Hanna	West Hyde Park – Roy Sizemore
Kingston Lakes – David Straub	Windermere by the Sea–William Elmore (Absent)

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

President Watkins welcomed all to the meeting of the KPMA Board of Directors. For the benefit of the new Board members and owner attendees, he reviewed the protocol for cell phones and recording devices. He stated that all cell phones should be silenced or turned off and that no

recording devices were permitted. Attendees who needed to accept a phone call were requested to step outside of the meeting room to do so.

2. Approval of Minutes

President Watkins stated that the minutes had been emailed to Board members and that they could be read aloud or motions made to dispense with reading and entertain a motion to approve.

- **Regular Meeting of the Board of Directors – May 18, 2019**

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

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

- **Special Meeting of the Board of Directors – June 20, 2019**

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

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

President Watkins next called on Mr. Fred Fellows, KPMA Secretary. Mr. Fellows reported that the Association was in the fifth (5th) year of a five (5) year contract with the Association's Managing Agent, LITUS* To Let. He stated that a Request for Proposal (RFP) had been mailed out and that several vendors had responded. He reported that members of the KPMA Audit Committee and Declarant representative were reviewing the submitted proposals and that they would present their recommendation for approval at the October 19, 2019 KPMA Board of Directors meeting.

3. Reports

A. Audit & Budget Committee Report

- **Financial Position for the Period Ending July 31, 2019**

Chairman Taylor called on Ms. Pauline Carrig who reported on the financial position for the period ending July 31, 2019. She reviewed the operating balance sheet (**EXHIBIT A**). She stated there was a current year net income of (\$34,142) which was expected as a result of the approved \$116K expenditure for the landscape architect. She shared that of the \$116K, \$67,920 had been paid leaving a balance due of \$48,080. She stated that there were excess funds currently in the insurance escrow account to pay the remaining balance. She next reviewed the operating income statement (**EXHIBIT B**) and explained that maintenance contract was \$25,588 under budget and that a variance would continue through the end of the year. She

noted that contract landscape maintenance included the monthly adjustment to spread mulch instead of pine straw around the buildings. She explained that legal and other professional services included \$10.3K in unexpected, unbudgeted legal fees for Burr Forman McNair for the needed easement and amendment issues. She next reviewed the reserve balance sheet (**EXHIBIT C**) and the reserves income statement (**EXHIBIT D**).

Ms. Carrig stated that the construction deposits were held in a non-interest bearing (holding) account. These deposits were refunded back to the subordinate associations, less damages to KPMA common areas if applicable, once repair work was completed. She confirmed that interest on CDs was posted when they matured and that the Association had moved funds from TD Bank to UCB into CDARs and the Association was receiving a higher rate of return. Ms. Carrig confirmed that the expenses for the Kings Road fence had been a part of the reserve study. She explained that reserve studies were guides and that the projections could vary based on the timing of when the study was completed and the work was actually done. Mr. Millar stated that KPMA would have a new reserve study done at the end of 2020.

B. Architectural Standards Committee Report

o Landscape Architect Update

Chairwoman Fellows updated Board members on the status of the landscape redesign project. She stated that the redesign plans by Environmental Concepts (EC) were in progress and that after the plans were complete, the cost for the project would be identified. She reported that the Blue Ribbon Committee (BRC) was working with Mr. Duckworth on a landscape redesign presentation for homeowners so that they could see what the project included. In response to feedback that had been received, redesign plans would include saving whatever plants could be saved, rather than using a clean slate approach. By using this philosophy, the overall cost for the project could be reduced. Chairwoman Fellows reminded all that some of the bushes and plants were now thirty (30) years old and in need of replacement.

Mr. Barenberg thanked the Blue Ribbon Committee for the hours of their personal time they had spent working with the landscape architect on the Board-approved redesign project. He encouraged Board members who disagreed with the direction of the project to bring their concerns before the full Board for discussion, rather than participate in invitation-only tele-conferences.

Mr. Hanna inquired if he could share with Board members the landscape feedback he received from a guest who stayed in his unit. Mr. Hanna was encouraged to forward the information to the KPMA ASC for their consideration.

In response to Board members' concerns, if the redesign program was delayed, Chairwoman Fellows stated that, even though the ASC operated within an approved budget, plants that died would be replaced. She further

stated that Starwood would work with the landscape architect to identify the type of plants which would replace any dead / dying plants.

- **Sub-Association Requests**

Chairwoman Fellows reported that the ASC had approved a request from South Hampton POA to paint and change the color of the building's exterior. She shared that work would commence mid-September and be complete before Memorial Day 2020.

She next reported that the ASC had approved a request from North Hampton POA to install two (2) Dogipot stations. North Hampton POA has assumed all responsibility for cleanliness and maintenance of the stations. She shared that signs would be placed at the Dogipot stations to indicate that they were for owners use only, as only owners were permitted to have pets.

C. Security Committee Report

- **Security Statistics**

Chairman Fleming reported that 4,129 saturation patrols and 1,999 vendor checks had been completed through July 31, 2019. He explained that saturation patrols were conducted at varying times and that ASG officers walked around the exterior of the buildings. He shared that during the saturation patrols, ASG officers had reported open unit doors, torn screens, missing screen doors and windows, water leaks and light outages.

- **AED / CPR Training and Recertification**

Chairman Fleming reported that the ASG staff at Kingston had been trained and certified/recertified in CPR and the use of AED equipment.

- **Bike Week Update**

Chairman Fleming reported that 2019 bike weeks were a success and noted there were fewer attendees. He shared that the hot temperatures had caused the asphalt to become soft and a few kickstands sunk in causing some bikes to fall over.

- **Signage in Area of the Guardhouse**

Chairman Fleming reported that KPMA maintenance had installed signs in the area of the guardhouse in an attempt to reduce the number of drivers turning into the wrong lanes at the guardhouse.

- **Vehicle and Golf Cart Parking and Use of Back Gate**

Chairman Fleming reported that ASG had placed violation notices on incorrectly parked golf carts and vehicles. He next reported that the number of violations issued for rear luggage racks in the parking garages had been

reduced from 2018. He stated that vehicles exiting through the back gate continued to be an issue.

- **Incident Report Summary**

Chairman Fleming stated that the summary of incidents (**EXHIBIT E**) included those that were responded to by police, fire or emergency personnel since the February 2019 KPMA Board of Directors meeting.

D. Manager's Report

- **Upcoming Proposed Amendment to the Amended CC&Rs**

Mr. Millar reported that the Association attorney had been working on a proposed first amendment to the KPMA Amended & Restated CC&R's. The amendment would, if approved, permit trailer parking on the Plantation. He stated that the current CC&R's prohibit trailer parking on Kingston Plantation. He stated that the proposed draft of the first amendment had been provided to the Declarant for attorney review. It was planned to provide KPMA Board members with the proposed draft and a redline version prior to the October meeting.

- **Quarterly Landscape Inspections**

Mr. Millar thanked those who participated in the quarterly landscape inspections. He reported that the data compiled during the first and second quarters would be summarized and available shortly. He noted that as a result of the excessive summer heat, replacement planting had not taken place. He stated that a schedule of available dates for the third quarter landscape inspections would be emailed in the coming weeks and requested that all Subordinate Associations commit to an inspection date.

He stated there were a number of known drainage issues on the Plantation which were being addressed by KPMA maintenance. He shared that property managers had been asked to forward to the KPMA Association office lists of areas with drainage issues.

Board members inquired whether signs could be posted along the Kings Road fence encouraging golf cart drivers to drive on the opposite side of the road and not drive across the newly planted sod. Mr. Millar explained that the area was a SC DOT easement and that we would need approval to post signs. He shared that, even though it was a DOT easement, KPMA had always mowed the grass and kept the area free of trash.

- **Storm Debris Removal – Horry County and FEMA**

Mr. Millar reported that FEMA would provide some funding for the removal of storm debris from private roads. He shared that the application process was lengthy and that Horry County was still working through their first request to FEMA. He noted that KPMA would follow up with Horry County on their progress with the process.

Mr. Millar reported that Mr. Dee's Tree Service would be on the Plantation for three (3) days to begin trimming tree branches thirteen feet (13') up from the road surface at the request of Horry County Fire and Rescue.

Mr. Millar shared that KPMA had received a request to establish an area for recycling newspaper, plastic, glass and cardboard. He reported that the Horry County Solid Waste Authority (HCSWA) and Waste Industries were contacted for information on the types of containers each had available. HCSWA leased 8-yard containers for \$28 per month, plus tax; pick-up was free. He noted that HCSWA would not permit glass to be placed in the containers. Waste Industries offered a 96-gallon hard plastic can and they too would not permit glass in these containers. Use of a 30-cubic yard dumpster was explored; however it would not have a cover/lid and could attract wildlife, yellow jackets and would have an unpleasant odor. Mr. Millar noted that the Association Office would continue to explore additional options.

6. Unfinished Business / New Business

Mr. Millar reported that an email with the dates when a bulk item dumpster would be on-site would be forwarded to Subordinate Association property managers, who would be asked to email the dates to homeowners. Mr. Millar confirmed that the dumpster would be available only for a few days so that owners could discard old furniture, etc. These dumpsters were not for household trash. Mr. Barenberg added that the hotel would host the dumpster and that, if there were enough interest, a bulk item dumpster could be made available two or three times a year.

Mr. Barenberg reported that RLJ had sold their interest in Kingston Plantation to EOS, a private equity firm in New York City. EOS planned to begin refurbishment of the Hilton Hotel this fall and Embassy Suites in the fall of 2020. He shared that, at this time, there were no plans for condo towers. He reported that Mr. Simon Mais would represent EOS on the KPMA Board of Directors and would attend the October meeting.

As requested, a list of KPMA committee meeting dates will be provided to KPMA Board members.

7. Adjournment

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