

**KINGSTON PLANTATION MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SATURDAY, AUGUST 21, 2021
PALLADIUM AB - BRIGHTON**

MEETING MINUTES

KPMA Officers: President, White G. Watkins
Vice President, Sherry L. Love
Secretary, Fred Y. Fellows
Treasurer, John D. Taylor

Delegates and Alternates:

Brighton Tower	Gail Coffey	Mike Kelly
Canterbury Court	Gary Smetzer	Michael Tucker
Canterbury Court III	Jane Fellows	Mary Ann Tucker
Cumberland Terrace	Seth Smith	Jeffrey Johnson
Declarant / Developer	Bob Barenberg	TBD
Declarant / Developer	Simon Mais	TBD
Gloucester Terrace	George Hanna	Jim Elliott
Kingston Lakes	Joe Flesch	David Straub
Margate Tower	Harvin Bullock	Michael Roberts
Market Place	James Robinette	Lorene Paragallo
North Hampton	Jim Gryck	Patrick Weaver
Richmond Park	Chris Bramlett	Joe Misiak
St. James Park	Mike Krause	David Neal
South Hampton	Hank Cigolle	Robert Jones
West Hyde Park	Ron Bicchichi	Vickie Davis
Windermere by the Sea	Bill Kolibash	William Elmore

Managing Agent: LITUS*: Doug Millar, Pauline Carrig, Helen Comeau, and Sarah Kjosa.

1. Call to Order

White G. Watkins called the meeting to order at 9:00 AM in the Palladium AB room at the Brighton Tower.

2. Approval of New Board of Director(s) and New Committee Member(s)

Mr. Watkins presented David Williams from Canterbury Court as a new member for the Board of Directors and TJ Hackett as a new member for the Security Committee.

Upon a duly made motion, and second, the new members, David Williams and TJ Hackett were unanimously approved.

3. **Approval of KPMA Board of Directors Meeting Minutes**

The May 15, 2021 meeting minutes were reviewed by the Board.

Upon a duly made motion, and second, the meeting minutes were unanimously approved.

4. **Committee Reports**

A. **Audit Committee**

a. **Statement for the Period Ending July 31, 2021**

Ms. Pauline Carrig reported on the financial position for the period ending July 31, 2021. She reviewed the operating balance sheet and the operating income statements, as well as the detailed Variance Report as attached herein to the Committee.

Ms. Carrig reported that there was over \$~2.1 million in cash and CDs on the balance sheet and that the current year net income was \$~65,680 of which \$31,855 is from additional revenue mostly due to the sale of decals

b. **Accounts Receivable**

There were no accounts receivables for the month.

c. **2022 Budget Preparation**

Mr. John Taylor stated that work will begin soon on the 2022 budget.

B. **Architectural Standards Committee**

a. **Sub-Association Requests – Items Approved**

Mrs. Fellows reported on approved application requests.

- Canterbury Court – replacement garage door signs
Approved
- Canterbury Court – patio blind installation
Conditionally Approved, must be white
- Margate Tower – retaining wall along front of building
Approved
- Margate Tower – replacement of pool fence
Approved
- North Hampton - pool enclosure repairs – emergency
Approved
- Windermere BTS – rebuilding trash enclosures
Approved
- Windermere BTS – replacement windows
Approved

C. Security Committee

a. Security Statistics

Mr. Fleming presented the latest incident reports and requested Board members not to get involved in incidents when the security company is responding to a call.

b. Incident Report Summary

Mr. Fleming reviewed the latest incident reports.

c. 2021 Bike Weeks Reports

Mr. Millar reported that Bike Week ran smoothly with no incidents.

d. RFP – Five Year Security Contact 2022-2026 Bid Results

Mr. Millar reported that out of the six requests for proposals to provide KPMA with security services for the plantation for five years, there were only two contractors that responded, ASG and Securitas. Mr. Millar stated that the Security Committee recommended that the Committees approve the contract to ASG.

Upon a duly made motion, and second, the security services contract was awarded to ASG and unanimously approved.

5. Unfinished / New Business

a. Adhoc Internet Committee Report

Mr. Sherry Love reported that he is waiting for Spectrum to submit a proposal and that he is waiting on HTC and ATT to respond to his requests. He should have a proposal to submit to the Board of Directors at the October meeting.

6. Manager's Report

a. Back Gate Handout

Mr. Millar reported that contractors will be using the back gate during construction that is scheduled to start after Labor Day. Mr. Barenberg stated that he will also have security at the back gate.

b. 2022 Reserve Study

Mr. Millar stated that a company has already been chosen for the Reserve study.

c. ASC Applications – Submission Two Weeks in Advance

Mr. Millar requested that all submissions be submitted two weeks in advance of the meeting date. He also stated that some of the applications that are being submitted are incomplete. Many applications are missing the proper accompanying details, specs and explanation of the improvements requested.

d. "Emerson" and Other Unapproved Party Lights

Mr. Millar reported that he has requested security, while on their rounds, to make note of any party lights on patios. Security will then submit a report to Mr. Millar so that he can follow up with the homeowners.

e. Golf Cart Covers, Required Parking Away From Buildings

Mr. Millar stated that 206 golf cart decals have been sold so far in 2021 and another 50 have been ordered. He is also requesting that golf carts, when not in use be parked away from building.

7. Adjournment

Upon a motion made, seconded and approved, the meeting was adjourned at 10:00AM.

Next meeting of the KPMA Board of Directors
Saturday, October 16, 2021 – 9:00 AM

DRAFT