

**KINGSTON PLANTATION MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING**

**SATURDAY, OCTOBER 16, 2021
WINDSOR BC - EMBASSY**

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	Wayne McAlarney	Carol Kozlowski
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 9:05 AM in the Windsor BC room at the Embassy.

2. Opening Comments

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

Mr. Barenberg presented Wayne McAlarney and Carol Kozlowski as new members for the Board of Directors and David Beatty as the new Chairman for the Security Committee.

Upon a duly made motion, and second, the new members, Wayne McAlarney, Carol Kozlowski and David Beatty were unanimously approved.

4. Approval of KPMA Board of Directors Meeting Minutes

The August 21, 2021 meeting minutes were reviewed by the Board.

Upon a duly made motion, and second, the meeting minutes were unanimously approved without changes.

5. Committee Reports

A. Architectural Standards Committee

a. Sub-Association Requests – Items Approved

Mrs. Jane Fellows reported on approved application requests.

- West Hyde Park – ratify chimney replacement
Approved
- Cumberland Terrace – extend pathway between buildings 11 & 12
Approved

b. ASC Ad-hoc Committee Report – Seth Smith

Mr. Seth Smith presented an explanation of CCR's and noted that before making any changes to the exterior of a unit, an owner must submit an application to the Subordinate Association's Board for its review and approval.. The Ad-hoc committee extracted language from the CCR's and created a Rules and Regulations document.

Upon a duly made motion, and second, the Rules & Regulations document were unanimously approved without changes.

c. Holiday Decorations

Mrs. Fellows announced that the 2021 holiday decorating dates would be November 16, 17 and 18 and volunteers were needed to help fluff wreaths and bows.

B. Security Committee

a. Security Statistics

Mr. David Beatty, the new Security Chairman, presented the latest incident reports.

b. Contractor Rules & Regulations

Mr. Beatty requested that the board ask their regimes to familiarize themselves with the Contractor Rules and Regulation that are included in the meeting packet and to reiterate the hours that contractors are allowed to work onsite as there have been a few exchanges between homeowners and security.

c. Golf Cart Ad-hoc Committee

Mr. Beatty explained that the ad-hoc committee is in discussions on how best to cap the number of golf cart stickers to be sold and to the possibility of raising the fees. The new golf cart stickers for 2022 will include the regime name on the stickers.

C. **Audit Committee**

a. Statement for the Period Ending September 30, 2021

Ms. Pauling Carrig reported on the financial position for the period ending September 30, 2021. She reviewed the operating balance sheet and the operating income statements as well as the reserve balance sheet.

Ms. Pauline Carrig reported that there was over \$~2.3 million in reserve cash and CDs and that the current year net income was \$~99,991 of which \$36,366 is from additional revenue mostly due to the sale of decals.

b. Accounts Receivable

There was one association that was late with their September dues at the end of the month; however they paid them in October.

6. **Unfinished / New Business**

a. Ad-hoc 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. The purpose of the proposal is to save owners money on their internet bill by having own bulk bill and to upgrade their internet speeds.

b. Proposed Operating Budget and Reserve Projects for 2022

Mr. Taylor and committee members reviewed and discussed the proposed 2022 operating budget. Increases/decreases to the 2022 budget were explained to the Board members. The main increases were in the landscaping and security contracts and property taxes have increased by nearly 10k over what was anticipated.

Upon a duly made motion, and second, the KPMA Board of Directors approved the proposed 2022 operating budget.

Mr. Taylor presented the proposed Reserve budget for 2022.

Upon a duly made motion, and second, the KPMA Board of Directors approved the proposed 2022 Reserve budget.

7. Manager's Report

a. Fall Plant Inspections

Mr. Millar reported that fall plant inspections are in process and should be completed shortly.

b. Tree Trimming Continues

Mr. Millar reported that an arborist/tree service has been hired and is on site to examine all trees for diseases.

c. Lawn Art and Lighting Enforcement

Mr. Millar stated that there has been an increase in lawn art and lighting violations. Violation letters will be sent to owners for the removal of these items.

d. Sticker Letter – Homeowner Mailing

Mr. Millar shared that the 2022 sticker letter is in the final edit stage and should be mailed before Thanksgiving.

8. Adjournment

Upon a motion made, seconded and approved, the meeting was adjourned at 10:05AM

White G. Watkins, President

Helen Comeau, Recording Secretary