

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

**SATURDAY, FEBRUARY 19, 2022
PALLADIUM A - 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	Wayne McAlarney	Carol Kozlowski
St. James Park	Mike Krause	David Neal
South Hampton	Hank Cigolle	Robert Jones
West Hyde Park	Ron Bicicchi	Vickie Davis
Windermere by the Sea	Bill Kolibash	William Elmore

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

1. Call to Order

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

2. Opening Comments

3. Approval of KPMA Board of Directors Meeting Minutes

The October 16, 2021 meeting minutes were reviewed by the Board.

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

4. **Committee Reports**

A. **Architectural Standards Committee**

a. Sub-Association Requests – Items Approved

Mrs. Jane Fellows reported on approved application requests.

1. Cumberland Terrace – pool building storage
2. West Hyde Park – minor wood repair/painting

B. **Security Committee**

a. Entranceway Backup Plan

Mr. Beatty reviewed a plan for periods of peak traffic weeks. The plan will be to open up the second lane at the security gate until traffic is no longer out onto the main road. During this time homeowners will be encouraged to use the homeowners' roundabout gate.

b. Security Overview

Mr. Beatty presented the latest incident reports and also reported that many homeowners did not know the phone number for the security shack. Mr. Beatty asked the Boards to share this information with their homeowners.

c. Golf Cart Ad-hoc Committee – Proposed Changes

Mr. Beatty stated that the Golf Cart Ad-hoc Committee has submitted the following recommendations:

1. The max number of golf cart decals to be issued will be 255 with an additional 35 vendor decals.
2. The 2022 decal fee will be \$45.00 (previously approved with the 2022 budget).
3. The application forms will be revised and made clear that a golf cart is not an amenity of a rental unit. Any owner that includes their golf cart as part of their unit rental will be in violation of the required vendor approval, and will be subject to the immediate revocation of their golf cart sticker for the remainder of the calendar year.

With the Golf Cart Ad-hoc Committees final recommendations submitted; the committee is now dissolved.

C. **Audit Committee**

a. Statement for the Period Ending December 31, 2021 and January 31, 2022

Ms. Pauline Carrig reported on the financial position for the periods ending December 31, 2021 and January 31, 2022. She reviewed the operating balance sheets and the operating income statements, as well as the detailed Variance Reports as attached herein to the Committee.

Ms. Carrig reported that there was over \$~2.3 million in reserve cash and CDs on the balance sheet and that the current year net income was \$~73,795 of which \$28,709 is from additional revenue mostly due to the sale of decals.

- b. Accounts Receivable
Ms. Carrig reported that all Sub-Association dues were current.
- c. Starwood Contract Extension
Mr. Love explained the Starwood contract extension to the committee. Starwood's landscaping contract has a 3% increase and is an eight year contract.

5. Unfinished / New Business

- a. Reserve Expenses
A reserve study will be completed this Spring and will be effective for 2023.
- b. Update of Projects from Reserve Study and Previously Approved
 1. Bulkheads around the plantation lake will be updated.
 2. Pumps in Pump House #3 between SJP and WBTS updated.

6. Manager's Report

- a. Sanitation Issues and Concerns

Mr. Millar reported that several homeowners have requested KPMA to clean up dog waste material. Mr. Millar advised that this is not a KPMA matter but rather an issue for the Board of Directors of each sub association. Mr. Millar recommended the installation of dog waste bag stations.

- b. Barcode abuses
Mr. Millar discussed an issue that he recently became aware of regarding a homeowner that gave their barcode to a contractor for him to use for entry into the plantation. This is against the Rules and Regulations.

- c. KPMA Golf Carts

Owners that include their golf cart as part of their unit rental will be in violation of the required vendor approval and will be subject to the immediate revocation of their golf cart sticker for the remainder of the calendar year.

- d. Committee Applications

Mr. Millar shared that he has received several self-nomination committee applications and reminded those Board members whose terms are coming up to submit an application.

8. Adjournment

Upon a motion made, seconded and approved, the meeting was adjourned at 9:55AM

White G. Watkins, President

Helen Comeau, Recording Secretary