

MINUTES

KENSINGTON PARK MASTER ASSOCIATION INC

Meeting of the Board of Directors

12/17/09

Kensington Clubhouse

Present:

Directors	Bill Lutz Joe Dyer Peter Eschauzier Bud McMullin Denis O'Brien Steffi Portman
Owners	Allan Shinfield
Security	Adoni Kokkinos KENT SECURITY
Manager	William Newell NEWELL PROPERTY MANAGEMENT

The meeting was called to order at 3:00 pm by President Bill Lutz, who declared that a quorum was present. Notice of this meeting had been posted on the property and on the Kensington Website.

There was a motion by Ms Portman, seconded by Mr Dyer to waive the reading of and approve the minutes of the Board Meeting of 11/19/09. The motion passed unanimously.

Manager's Report (Bill Newell) -

Mr Newell reported the following items:

- 4-way stop add-on signs had been installed at main entrance.
- Gate House air conditioners had been serviced and were now on a maintenance agreement.
- The furniture and equipment has been moved from the rented storage locker, and the account has been closed.
- Pressure-cleaning of all sidewalks and street gutters was underway. Street signs would be added to the specs.
- Discussions with various contractors regarding Access & Patrol Golf Cart Rental Agreements were underway. It was perhaps possible for Kensington to enter into a turnkey contract for rental and service, which was expected to save money for the Association over the long run, over the current ownership of these vehicles.
- The new database (Safe-House) was being tested and was now being maintained by the Kent Security Personnel.
- The natural preserves are currently being cleared of exotics under a contract entered into previously.
- Lakes at Wellington 1 & 2 had been cleaned up.
- The insurance carrier for Kensington was requesting an appraisal of the property held by the association - cost would be \$960. The Board agreed to have this done.
- Late fees now being added to all overdue accounts (including sub-associations), commenced December 1 for the month of November 2009
- The association attorney is prepared to file foreclosure to collect the one large delinquent account, and will proceed as quickly as possible.

Mr Newell asked about a date for the upcoming Annual Meeting. It was decided that March 18, 2010 at 3:00 pm would be a good time and date if the space was available at the clubhouse.

Access & Patrol (Bud McMullin) -

- Mr McMullin invited Mr Kokkinos to address the Board on any issues involving Kent Security. Mr Kokkinos briefed the Board on the progress with setting up the “Virtual Guard” system, which would allow visitors and residents to enter the Livingston Road entrance without a guard being present in the gatehouse - the guard on duty at the Pine Ridge Road gatehouse could now see the visitors and identify them, and allow entrance for them. He also mentioned that ISN apparently had removed a computer from the main gatehouse and not returned it. Mr Newell would get an explanation of this.
- Then there was discussion about whether ISN should be retained for various services (bar-code reader/software, gate repair, etc.) It was decided to ask the company which set up the recent database system for a quote to perform these services. Mr Kokkinos would report back to the Board/Management about this. This would be discussed at the next Board Meeting.
- Mr McMullin reported the statistics for speeding, as well as the “incident reports” for the month of November 2009. Speeders were being sent letters for proceeding at speeds more than 10 mph over the speed limit in the neighborhood.

Landscape (Denis O’Brien) -

- Mr O’Brien discussed the dialogue between KPMA and Landscape Florida regarding the overgrown ficus hedge opposite Sheffield Villas. He would continue his negotiations on behalf of the Board to achieve a lower level of cutting for this hedge to allow the awabuki plants to get more light on the Kensington side.
- The strip of land on the Kensington High Street side of Lancaster 1 was discussed. Mr O’Brien stated that the plat maps indicated that Lancaster 1 owned the land up to the curb of Kensington High Street. Although the history has been such that the master association had taken care of it since the beginning, that Lancaster 1 should now be required to assume responsibility for this strip. As a compromise measure to assist Lancaster 1 in the transition, it was decided that KPMA would offer to continue maintenance of this strip, provided that Lancaster 1 would pay the approximate cost of this monthly maintenance (\$75.00 per month). Mr O’Brien would draft a letter and send it to Mr Szary, the President of Lancaster 1.

- Mr O'Brien stated that the hedge-row along the rear of Canterbury Green and Ashley Grove needed attention. Mr O'Brien then made a motion to appoint a sub-committee to examine this situation and make recommendations to the Board of Directors. This motion was seconded by Mr McMullin, and passed unanimously.

Architectural Control (Steffi Portman) -

- Ms Portman reported that the committee had again surveyed the roofs within Kensington, and found that although most homeowners had complied with former requests, there were still some homes which were resisting maintaining their roofs properly. The Board directed management to send out letters to the offending parties. Two homeowners had been asked several times to address their roof cleaning, and they had not complied. There was a motion to levy fines of \$100.00 per month on each of these two homeowners as long as their roofs were not cleaned, effective February 1, 2010. This motion was seconded by Mr Dyer, and passed unanimously.
- Ms Portman pointed out that The Hamlet's roofs were in need of cleaning, and asked management to write a letter requesting same to that association.

Infrastructure (Joe Dyer) -

- Mr Dyer reported that two more instances of bulkhead failure had been addressed - the Korowicki and Chung residences had needed attention.
- Bill Lutz and Joe Dyer met with a committee representing the homeowners living adjacent to the bulkheads to discuss the recent special assessment. They expressed concerns about the process of the assessment, as well as whether KPMA should have borne the entire costs for the downspout tie-ins and the catch basins installed on their property. The extensive dialogue between KPMA and the Garden's HOA President before the improvements were undertaken was outlined, and copies of numerous emails concerning the proposed assessments were shown to the committee members. The BOD's rationale for making the individual assessments was explained in detail, accompanied by an examination of relevant portions of the Covenants which authorized the assessment. It was also mentioned that KPMA had obtained a legal opinion from its outside counsel before voting on the assessment.

- Mr Dyer had met with along with Mr Newell and Mr Hinding with Bay Electric to discuss the deterioration of some of the street light fixtures within Kensington. Mr Dyer made a motion to proceed with a complete survey of all the streetlights on Kensington High Street, at an approximate cost of \$1,500.00. This motion was seconded by Ms Portman, and passed unanimously.
- Mr Dyer reported that there had been some paver settling on the south sections of Kensington High Street, and that this item would be attended to after pressure-cleaning of these pavers had taken place.
- There was discussion about the painting of the front wall, gatehouse, and gates. Several bids had been obtained by the Manager, and reviewed by the Board of Directors previously. Two additional bids were requested and obtained - from Spectrum Painting and Mario's Painting. After discussion it was decided to accept the Spectrum bid, since the Board agreed that the firm has done a good job with the recent Clubhouse painting project, and the contract price was competitive. Therefore, a motion was made by Mr Dyer, and seconded by Ms Portman to proceed with the re-painting project, to include the metal and concrete portions of the front wall, the front gate house and the front gates, using Spectrum Painting (either the existing specification will be used, or a specification using an electro-static process for metal surfaces will be used if financially acceptable). The motion passed unanimously.

There being no further business to discuss, a motion to adjourn was made by Mr Dyer, seconded by Mr O'Brien, and passed unanimously. The meeting was adjourned at 5:20 pm.

Respectfully submitted by

William Newell

William A Newell
NEWELL PROPERTY MANAGEMENT

[ken.minXXXX/January 22, 2010]