



MINUTES

KENSINGTON PARK MASTER ASSOCIATION

Meeting of the Board of Directors

September 17, 2009

Wyndemere Country Club – Board room

PRESENT:

Directors- Bill Lutz
Denis O'Brien
Joe Dyer
Glenn Wise – via telephone
Steffi Portman – via telephone
Bud McMullin – via telephone

Manager- Gail Surgen
NEWELL PROPERTY MANAGEMENT

Certification of Quorum of Directors & Proof of Notice

President Bill Lutz called the meeting to order at 3:03 pm and declared a quorum of Directors present. Proof of Notice was provided to KPMA members via conspicuous posting in the community and on the KPMA website.

Reading and Disposal of any Unapproved Minutes

There was a motion by Denis O'Brien, seconded by Joe Dyer to waive the reading and approve the minutes of the last Board of Directors meeting dated August 20, 2009. The motion passed unanimously.

Administrative/Management Report – Gail Surgen for Bill Newell

Management reported that a new Certificate of Deposit was purchased for the Reserve Account at Regions bank for \$100,000 (one year at 1.77%)

The cost of the Bulkhead Repairs (\$92,970) was transferred from the Reserves Account to the Operating Account at the Board's request, improving the operating surplus considerably.

Cash – Operating Account	\$266,000
Cash – Reserves	\$ 50,000
CD's Reserves	<u>\$260,000</u>
Total Reserves	\$310,000

Accounts Receivable – The only serious owner that is delinquent is James Gendreau, who owes \$3564. Yorktown paid in August (original check lost in the mail). Andrew Tennent from Lancaster 3 paid his account in full (Lancaster 3 paid Kensington in full).

Late fees (18% per annum) are now being charged on all overdue accounts.

Reports of Officers

Insurance Report (Bill Lutz)

Mr. Lutz reported the Association secured an insurance package which includes property, general liability and automobile insurance through Dave Sumner of Insurance & Risk Management Services. The policy is with Tower Hill Insurance with an annual premium of \$10,656.

It is recommended the Association obtain an appraisal to identify the insurable replacement cost value of all items owned by the Association. Once known, the limits of insurance based on the appraisal can be adjusted.

Mr. Sumner will also provide quotes for crime, umbrella and worker's compensation policies.

It was also suggested by the insurance agent that the Association install three (3) No Swimming signs near locations around the lakes.

COMMITTEE REPORTS

Access & Patrol (Bud McMullin and Lois Ricci)

Mr. McMullin will follow-up regarding the Eatonwood gate which was experiencing problems with the computer monitoring. He stated he has received positive feedback regarding the change over to Kent Security.

Architectural Review Board (Steffi Portman)

Ms. Portman stated beginning October 1, there will be another review and letters to follow. The Association continues to receive complaints about the unfinished home at 5057 Kensington High Street.

Infrastructure (Joe Dyer)

Mr. Dyer reported the front wall was cleaned and target date for painting is October. The color should be coordinated with the painting of the clubhouse.

Mr. Dyer reported the bulkheads are handling the heavy rains very well except for a 15ft x 4ft section at 3000 Gardens Blvd. The soil is washed out and the tiebacks are exposed. Corey McDonough sent pictures to the Saunders Company so that they may review and offer a solution. It was suggested a program of replacing bulkheads be started.

The Saunders Company has completed the storm drain and downspout hook-up repairs. The Association bore the cost for the main pipe system, but 22 catch basins had to be installed.

After discussion, there was a motion by Joe Dyer, seconded by Bill Lutz that the Board send a letter to the 22 homeowners that have had storm drains/downspout hook-ups installed by the Saunders Company informing them that the Board will be preparing a special assessment on their property at the October meeting. The motion passed unanimously.

Landscape Committee (Denis O'Brien)

Denis O'Brien presented a report, which is attached to these minutes.

After discussion, there was a motion by Denis O'Brien, seconded by Bill Lutz that the Board approve the expenditure of \$5,400 for the upgrading of rotor zones in the gardens and grassed areas opposite Yorktown. The motion passed unanimously.

There being no further business to discuss, there was a motion by Bill Lutz, seconded by Bud McMullin, to adjourn the meeting at 3:59 pm. The motion passed unanimously.

Respectfully submitted by:
NEWELL PROPERTY MANAGEMENT

Gail Surgen

Gail Surgen

REPORT OF THE LANDSCAPE COMMITTEE
KPMA BOARD MEETING – September 17, 2009

1. Sod replacement

At the August meeting the Board approved an additional expenditure of \$10,150 for replacement of sod. Two areas (south of Eatonwood Lane to the southeast corner and Eatonwood Lane at the approach to the Gardens) will be completed this week. A third area (north of Ashley Grove opposite Yorktown) has been deferred until we have some resolution of irrigation issues in that area.

2. Irrigation

With the replacement of a broken mainline valve in the Lancaster area we are experiencing a major improvement in water pressure in the area impacted by the completion of the loop several months back.

On the grassed area opposite Yorktown we are still getting insufficient water to all of the plantings because of the placement and inadequacy of the sprinkler heads. This is the area where we have deferred sod replacement as mentioned earlier. In order to correct the problem **we propose that the Board approve the expenditure of \$5,400 for the upgrading of rotor zones in the gardens and grassed area opposite Yorktown.** Approval of this project will enable us to protect the new plantings in the area, complete the replacement of sod and take some minor remedial action to try to fill the gaps in the ficus hedge which runs the full length of the area.

4. Replacement of Royal Palm

At the August meeting the Board approved the replacement of a large Royal Palm to the right of the Front Entry which had died. The palm has been replaced.

5. Grass buffer to the north of Lancaster 1

At the August meeting we raised the issue of ownership of this area. Bill Newell provided drawings which seem to indicate that ownership rests with Lancaster. In November, Bill Newell and I will meet with the President of the Lancaster HOA to try to resolve this.

September 2009 Access and Patrol Report

The month of August had 17 driveway violations and 1 street parking violation. The incident report has 9 alarms, 1 suspicious person, and 1 medical. We also had a lightning strike at the back gate.

Kent Security started handling our security on September 1. The transition seems to be going along smoothly. "We have had a few technical problems and are working our way thru them. We expect the new computer for visitor access to be in by the end of the month.

Respectfully submitted

Bud McMullin

Lois Ricci