



MINUTES

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KENSINGTON PARK MASTER ASSOCIATION

Meeting of the Board of Directors

January 20, 2011

Kensington Clubhouse

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PRESENT:

Directors-	Bill Lutz	President
	Bud McMullin	Director
	Denis O'Brien	1 <sup>st</sup> Vice President
	Bob Reilly	2 <sup>nd</sup> Vice President
	Jolene Mirena	Secretary
	Lois Ricci	Director
	Lois Lewis	Director
	Bob Powell	Golf Club Liaison

Security- Adoni Kokkinos, Vice President  
KENT SECURITY

Representative-

Kara Kaleta  
SIGNCRAFT

Manager- William Newell  
NEWELL PROPERTY MANAGEMENT

President Bill Lutz called the meeting to order at 3:00 pm and declared that a quorum of the Board was present. Notice of this meeting was posted on the property.

Ms Ricci made a motion to waive the reading of and approve the minutes of the Board Meeting of December 16, 2010. The motion was seconded by Mr McMullin, and passed unanimously.

### **Access & Patrol Committee Report (Bud McMullin & Lois Ricci)**

Ms Ricci reported on the past month's incident reports. Her committee had submitted a complete report to the Board of Directors. She reported that she had constructed an excel spreadsheet to track parking violations, which would highlight repeat offenders.

There was discussion on the recent incident whereby a homeowner had removed cones to gain entrance to the back gate after 11:00 pm. It was agreed to obtain a quote from an electrician to install a timer which would shut off the barcode reader between 11:00 pm and 7:00 am, which would preclude a repeat of this type of incident. As an alternative, Mr McMullin suggested that if installing a timer proved too complicated, that an on-off switch in a lock box would perhaps work,

There was discussion about the walkie-talkie phones which had been recently purchased. Mr Kokkinos was investigating whether the UHS phones received by vendor error would be better or worse than a VHS model. A decision would be made shortly on whether to use a UHS system or a VHS system.

### **Infrastructure Committee Report (Bob Reilly)**

Mr Reilly introduced Ms Kaleta from Signcraft, and explained that the committee had met with her before this meeting, and requested recommendations on replacement of street lights in Kensington. Ms Kaleta handed out data to the Board Members and several alternatives were discussed by the Board. Ms Kaleta was to meet again with the committee and management to obtain more precise specifications and costs and time frames. The committee would then again discuss the matter with the Board of Directors. Mr Newell was asked to meet with an electrician to obtain installation costs and report back.

Mr Reilly reported that Johnson Engineering had reviewed the proposal to install a circulation loop in the Wellington lake, and had recommended against the idea on the basis that it would not be effective.

Mr Reilly stated that sidewalk repairs had again been recently made to eliminate tripping hazards.

### **Financial Report (Glenn Wise)**

Mr Wise reported on the year-end financials for KPMA. He stated that the association had finished the year over budget, but that the overrun had been caused by the installation of the fence on the west side of Kensington. This was expected, and had been compensated in 2010 by a transfer of \$50,000.00 from the Reserves to the Operating account. Reserves remained fully funded, and were approximately \$370,000.

## **Management Report (Bill Newell)**

Mr Newell reported that there had been instances of Kensington Gardens homeowners expecting KPMA or Golf Course staff to intervene to solve their sprinkler problems. It was agreed that individual homeowners were responsible for their own sprinkler problems, and that the only obligation of KPMA was to report the problem to the homeowner. It was agreed that a letter should be sent from the President of KPMA to the President of Kensington Gardens to request that their association remind its homeowners of this situation.

Mr Newell circulated a Comcast Cable TV digital converter box, and explained how homeowners could obtain their own by mail (by calling Comcast at the telephone number appearing on the Travel Channel). Mr Newell stated that it was his understanding that the first two television converter boxes would be free of charge, but there would be an approximately two dollar charge per box per month after that.

Mr Newell reported that the KPMA 2011 Annual Meeting would be held at 3:00 pm, March 31, 2011, at the Kensington Clubhouse. Reservations had been made, and notices to all members had been sent.

## **Landscape Committee Report (Denis O'Brien)**

Mr O'Brien stated that there had been some minor damage from the recent palm tree trimming project, but all damage was expected to grow out naturally.

He reported that the Yorktown ficus hedge trimming project was complete. Recently, some roses had been transplanted successfully.

Mr O'Brien stated that the Landscape Committee had recommended a refurbishment of the parkette at Ashley Grove at a budgeted cost of approximately \$4,890.00. Mr O'Brien then made a motion to proceed with the Ashley Grove parkette project, which was seconded by Ms Lewis, and passed unanimously.

## **Architectural Review Board (Jolene Mireнна)**

Ms Mireнна reported that there had been several problems with a certain homeowner with regard to several architectural items, but that the owner had complied with virtually all the requests from KPMA.

Dirty Roofs continued to be a problem, but letters continued to be sent, and that the committee had obtained almost 100% results from fines and letters.

There being no further business to discuss, the meeting was adjourned at 5:10 pm.

Respectfully submitted by

*William Newell*

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William Newell  
Newell Property Management Corporation

[xxx.ken/February 2, 2011]