

TRADITION AT WILLBROOK PLANTATION

BOARD OF DIRECTORS MEETING

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MINUTES

November 24, 2020

The Tradition at Willbrook Plantation Board of Directors held a Board of Directors meeting on Tuesday, November 24, 2020 at the clubhouse located at 1095 Willbrook Boulevard, Pawleys Island, South Carolina.

**I. CALL TO ORDER**

Mr. D'Amato called the meeting to order at 9:27 a.m. Directors Baughman, McLaughlin, Moeller, and Mandroc were present. Ms. Renda, and Mr. Chaffin with Kuester Management Group were also present.

Mr. D'Amato determined a quorum was established.

**II. HOMEOWNER FORUM**

Mrs. D'Attilo was unable to attend the meeting as previously scheduled.

Mr. McLaughlin relayed correspondence he received from 1 (one) homeowner as it pertains to drainage, landscaping, architectural guidelines, and governance of the Association.

**III. COMMITTEE REPORTS**

a. Social - Christmas

Ms. Moeller advised that to date she has spent \$4,300 from Christmas budget. Mr. D'Amato provided approval on additional expenses. Ms. Moeller updated that snowy owls will be installed at the back gate and the Candyland theme at the clubhouse will remain for 2020, a winter wonderland theme is being tentatively planned for in 2021. Ms. Moeller stated that she purchased supplies that can be interchanged between the two themes to reduce expenses and will return any decorations that are faulty. Mr. Baughman and Mr. Herndon stated that there is an issue with the electrical box out front. Mr. Baughman and Mr. Herndon will continue to inspect the electrical issues and schedule additional repairs if required. Mr. D'Amato asked that a Board Member be present when the electrician is on site. He also asked that, if possible, all holiday decorations are active by thanksgiving and fastened down securely.

b. Willbrook Blvd

Mr. McLaughlin advised that the Willbrook Road Meeting will be streamed.

c. ARB Colors – New House

Mr. McLaughlin reported that Mrs. McLaughlin generated a list of approved colors and the list has been posted to the website to allow for easy access for Owners interested in submitting an architectural application for painting.

d. B&G – Drainage Work Continue

Mr. Herndon presented the B&G report updating that the front entrance bridge and back entrance walls were cleaned for Christmas decorations to be installed. Curbing has been installed at the front entrance and Flowers will be delivered in the very near future. Lastly, he assisted with the installation of the Christmas decorations. Ms. Moeller thanked Mr. Herndon for the great work and commended him and his team for their diligence.

Mr. D'Amato reviewed the sinkholes, stating that the sinkhole on Opera Ct. has been repaired, the blacktop will be installed once the work site has settled. The sinkholes in the backyards will be scoped with cameras in the coming weeks.

#### IV. APPROVAL OF MINUTES

The minutes from the October 22, 2020 open meeting were reviewed. **Ms. Moeller motioned to approve the October 22, 2020 Meeting Minutes; Mr. Mandroc seconded. All in favor, motion passed**

#### V. TRADITION FINANCIAL REPORT

##### a. Deposits/Receipts

Mr. D'Amato provided three (3) checks totaling \$898 from donations for the new benches. He requested that the checks be deposited into the reserve account and credited against the same code in which the bench's was expensed. Mr. McLaughlin provided eight (8) checks totaling \$220 in income generated for website advertisements as well as one (1) check totaling \$500 for a refundable architectural project.

Mr. Baughman supplied a receipt for reimbursement totaling \$165.30 for waterproof electrical boxes. Mr. McLaughlin supplied a receipt for reimbursement totaling \$68.27 for website service fees.

##### b. CD's

Mr. D'Amato invested \$100,000 into an additional CD with Edward Jones There is a CD that matures at the end of the month that Mr. D'Amato can reinvest at a 1.04% interest rate, however it would be for a period of three (3) years. Due to the market, returns on investments are yielding minimal interest. He recommends the 3-year investment to maximize returns.

##### c. Approve September Financials

Mr. Baughman reviewed the period ending October 31, 2020 Operating and Reserve balance sheets. Additionally, he reviewed the Statement of Operations Variances, the full report to be posted on the website. Mr. Baughman reviewed the variances for buildings and grounds, amenities, and utilities. He commented that the overall financial standing of the community is good. Mr. D'Amato discussed the increased revenue that has been generated in 2020, most notably has been the increased income from capital contributions due to home sales. **Ms. Moeller motioned to approve the September financials as stated; Mr. McLaughlin seconded. All in favor, motion passed.**

#### VI. UNFINISHED BUSINESS

##### a. Sidewalk Repair – TCD

Project is on hold.

##### b. Decorative Curbing – November

The decorative curbing project has been completed. Mr. Herndon will install flowers later in the week to boost aesthetics.

##### c. Kings River Road Pond – November

Currently with the attorney and in review.

##### d. Covenants Update – In Workshop

Currently in progress.

##### e. Benches – 5 Donations to TCD

The Board thanked those that donated to the project, including George and Joan Baker, Nick Riccio, Tony and Joan Gallagher, Joe and Flo Gatto, and Debbie and Francis Moeller. The Board may investigate additional bench installations in the community given the positive feedback from the most recent install. Mr. Baughman volunteered to take pictures of the benches that were donated so they can be posted to the website.

##### f. Front Entrance Landscaping

Mr. D'Amato met with True Blue Nursey recently and supplied the Board with a diagram that includes landscaping drawings for the clubhouse entrance and the center island to the front entrance. The diagram details the planting recommendations from the nursery. Mr. D'Amato requested bushes be installed that can

withstand holiday decorations. Mr. D'Amato would like to also see the rose bushes at the guardhouse transplanted to a new location.

The total cost to update the clubhouse and island landscaping was quoted at \$4,264.47. All Board Members were in favor of the expense and project. Mr. D'Amato and Mr. Herndon will be looking at the community entrance to ensure there are no sight issues. **Mr. D'Amato motioned to approve the True-Blue Nursey proposal in the amount of \$4,264.47, Mr. Mandroc seconded. All in favor, motion passed.**

## **VII. NEW BUSINESS**

### a. Community Letters – December – January

Mr. D'Amato provided Kuester Management with the 2021 budget letter to be distributed. Ms. Renda advised that it was processing and Owners should be in receipt of the correspondence in the coming days.

### b. Annual Meeting

Mr. D'Amato would like to have the Board at the clubhouse to host the virtual annual meeting. Voting by mail in ballot as it relates to the election, minutes, tax resolution and any other matters that may come before the Board will be required due to Covid-19.

The next Board of Directors meeting is scheduled for Thursday, December 17<sup>th</sup>, 2020 at 9:15 a.m.

## **VIII. ADJOURNMENT**

**Ms. Moeller motioned to adjourn the meeting; Mr. Baughman seconded. All in favor, motion passed. Meeting adjourned at 10:41 A.M.**