

TRADITION AT WILLBROOK PLANTATION

BOARD OF DIRECTORS MEETING

MINUTES

November 23, 2021

The Tradition at Willbrook Plantation Board of Directors held a Board of Directors meeting on Tuesday, November 23, 2021 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 9:12am. Directors Moeller, Mandroc, McLaughlin and Baughman were present. Lisa Klein with Kuester Management Group and Alex Herndon were also present.

Mr. D'Amato determined a quorum was established.

II. HOMEOWNER FORUM

- A. Five (5) owners in attendance to discuss tennis court use by non-members. Multiple complaints that there are many non-owners using the courts without an owner present or "guest" currently staying at the home of an owner. Items discussed; *They want to remedy to non-owner usage *Suggested limiting the number of guests allowed *Board recommended that "guests" or unknown users not be confronted, that they should contact a board member *One owner will have a talk with folks at the community recreation center that has been known to use the tennis court *Board reiterated that owners are not to give out keys to the courts and that unless guests are staying at owner's home and guests not staying with owner cannot use the courts without the owner present *Board will create rules and add signs at courts regarding such *One recommended posting playing / league times *After rules finalized, owners will be invited back as Board reviews rules and signage for input.

III. COMMITTEE REPORTS

- a. **Social** – Mrs. Moeller gave an update:

Oktoberfest – Ms. Moeller provided Ms. Klein with receipts for reimbursements to volunteers. Alex and crew removed and stored away all items and were very helpful.

Christmas Decor – Now Alex and his crew are helping with retrieving all Christmas décor which will be up by November 24, 2021. Will discuss removal of Christmas décor after January 1, 2022. Alex will be assessing issue with rear gate electrical box.

Sing a long – A lot of owners have volunteered. Alex will bring tarps again and will possibly provide propane heaters.

- b. **B&G** –

A board member was asked by an owner about changing the "Litchfield" sign to "Tradition". Board discussed and stated this is not possible because "Litchfield" is the area designation and cannot be changed.

Mr. Herndon reported the following:

*Winter flowers are planted *All irrigation pumps are drained, except front and back. *Dead pine tree near tennis courts needs to come down. *Bushes along Kings River Rd. will be trimmed next week. *Home Team Pest Control is re-spraying 11/23/21. *Sidewalk repairs are complete. * Drainage work on Deacon is still on the list.

Mr. Herndon submitted a receipt for reimbursement to Ms. Klein

- c. **ARB**

Mr. McLaughlin announced that there is one (1) opening for the ARB Board and submitted document for \$2,000.00 in ARB refunds. Also, there is currently an owner considering solar panels.

APPROVAL OF MINUTES

Mr. Mandroc made a motion, Mr. D'Amato seconded, all in favor and it was moved that:

The minutes from the October 28, 2021 open Board meeting were approved.

IV. FINANCIALS

a. Deposit/Checks/Reimbursements

- Mr. D'Amato submitted two (2) checks for \$25.00 each for clubhouse rental to Ms. Klein.
- Mr. D'Amato submitted one (1) check for \$10.00 for a license plate.
- Mr. D'Amato submitted one (1) receipt for \$20.66 for reimbursement
- Mr. D'Amato discussed insurance premium of \$23,961.26, which is to be paid in full out of reserves, to be paid back out of operating, and invoice submitted to Ms. Klein for immediate payment.
- Mr. McLaughlin will bring deposits/checks to Ms. Klein's office.
- Mr. D'Amato discussed authorized signors. Will provide to Ms. Klein who will have accounting take care of.
- Mr. D'Amato wants his Emburse Card canceled and have one issued to Richard Baughman. Ms. Klein notified accounting and is underway.

b. Financials

Mr. Baughman presented the October financials to the Board, stating that Traditions is under budget on several accounts.

**Mrs. Moeller made a motion, Mr. McLaughlin seconded, all in favor, and it was moved that:
The October 2021 financials are approved**

V. UNFINISHED BUSINESS

a. Current Trash/Recycle

12/24/21 is the last recycle pick-up
12/28/21 is the last trash pick-up
1/7/22 – All bins will be picked up and must be empty.

BFS

12/27 AND 12/28 – New BFS cans will be delivered
1/17/22 – 1st day of trash pick-up and every Friday after that
1/10/22 – 1st of day recycle pick-up and every other Monday after that

Mr. D'Amato submitted the ratified BFS Contract to Ms. Klein for files.

b. Pool – New Contract

Ms. Moeller submitted the ratified Pool Contract to Ms. Klein for files

c. Tennis Court Repairs

Mr. D'Amato has been in communication with Howard Jones and the tennis court repairs will be soon.

VI. NEW BUSINESS

Annual Meeting

- a. The Annual Meeting is tentatively scheduled for 2/22/22. Call for candidates must go out by December 22, 2021 with a deadline of January 21, 2022 and Notice to be mailed 1/22/22.
- b. **Call for Candidates** – Mr. Mandroc and Mr. McLaughlin’s terms are ending but they will be running again. Ms. Klein to provide DRAFT of Call for Candidates to Board.

Reserve Study

- a. Board has approved and Ms. Klein will sign proposal on behalf of the Board and get it scheduled.

The next Board of Directors meeting is scheduled on Thursday, December 16, 2021.

VII. ADJOURNMENT

Ms. Moeller motioned to adjourn the meeting, Mr. McLaughlin seconded, all in favor, motion passed. Meeting adjourned at 5:25 pm.