

**TRADITION AT WILLBROOK PLANTATION
PROPERTY OWNERS' ASSOCIATION, INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

OCTOBER 30, 2008

MINUTES

Pursuant to call, the Board of Directors for Tradition at Willbrook Plantation Property Owners' Association, Inc. held their regularly scheduled meeting on Thursday, October 30, 2008 at 3:00 p.m. at the Clubhouse. The following members of the Board were present:

**Frank D'Amato
Bill Renault
Thomas Ellison
Merry Cotton**

Ronald Eaglin was absent.

Also present were John Bartha, along with Colin Johnson and Deland Stevens from Insurance Peoples Underwriters, Art Voltaire and Laura Kniffin of Chicora Development, Managing Agent of the Association. Mrs. Kniffin served as Recording Secretary. President D'Amato called the meeting to order at 3:01 p.m.

OWNERS' FORUM

Maxine Tache is requesting follow up on compliance complaints against 55 Lowcountry.

COMMITTEE REPORTS

Social

November 22, 2008 is set for the Charity Pancake Breakfast; cost is \$5.00 per person, and charity will be Santa's Sleigh.

A Par 3 golf tournament is scheduled for December 6, 2008.

Covenants

Legal council Kim Campbell to inform Board status of the following:

1. Covenants Guidelines – Board decision or community vote required.
2. Wetland

3. Hold harmless clause for contractors and homeowners renting the Clubhouse.

ARB – No report at this time

Willbrook Blvd. – No report at this time.

B & G – Art Voltaire – (Exhibit A)

Upon a motion by Frank D'Amato and seconded by Bill Renault, maintenance staff to be reimbursed \$300.00 to cover gas expenses incurred on Association business. Motion passed.

Approval of Minutes

Upon a motion by Bill Renault and seconded by Tom Ellison, the minutes of the September 23, 2008 Board meeting were approved as written.

Financial Report - Laura Kniffin – (Exhibit B)

Upon a motion by Bill Renault and seconded by Tom Ellison, the September 2008 financials were accepted.

UNFINISHED BUSINESS

1. Capital Improvement Task Force – Two (2) town hall meetings were held and the CIP program overall well received. Ballots mailed out on Tuesday, October 28, 2008.
2. Insurance – John Bartha, introduced Clive Johnson and Deland Stevens from Insurance Peoples Underwriters. After a full explanation of benefits and cost, the following motion was made.

Upon a motion by Merry Cotton and seconded by Bill Renault, the insurance policies presented by Insurance Peoples Underwriters were accepted.

Laura Kniffin will contact present carrier and cancel as of December 1, 2008, and arrange for coverage to be supplied by Insurance Peoples Underwriters.

3. Clubhouse expansion is presently tabled. No immediate plans at this time.
4. Reserve Budget for 2009 revised to include preparation of a Reserve Study performed by Miller/Dodson, reserve specialist.

5. 2009 Budget reviewed.

Upon a motion by Bill Renault and seconded by Merry Cotton, the 2009 Budget was accepted and approved by the Board.

6. Tom Ellison to send a reminder out to the Community concerning two (2) seats opening on the Board.
7. Newsletter – Bill Renault reported that the newsletter is doing well on the website; cost is down as only 100 are printed up in hardcover and placed in the Clubhouse mailbox; will be informing advertisers of the change.

NEW BUSINESS

1. Pool drains to be brought up to new South Carolina law.

NEXT MEETING

The next meeting is scheduled for Tuesday, November 18, 2008, at 3:00 p.m.

ADJOURNMENT

Upon a motion by Tom Ellison, and seconded by Bill Renault, the meeting was adjourned at 6:40 p.m.

Laura Kniffin, CMCA, AMS
Recording Secretary

Approved:

Thomas Ellison, Secretary

Date Approved

Sept. Board meeting 9/23/2008

Items completed.

- 1.) Removed rust at the back of hole # 9 again.. Moved the zone to the first to run on the pump on deacon with the thought that the well was low on the 6th zone and that's where the rust came from, the last zone now will be by the pump station on deacon and there are no sidewalks there. Hope this works.
- 2.) Repaired pump on deacon, replaced foot valve and pump seal. Repaired the pump by bob Thompson's on tcd new foot valve and fixed leak. Repaired the pump by confederate, lost prime had to replace a valve and reprime appears to be ok we caught a break on this one.. Mike Welch from mike's well drilling and pumps assisted on these repairs, not sure of cost as I don't have a bill as on today.
- 3.) Installed with Jim Conway, new sign at front entrance to hopefully limit the uturns , private property etc. repaired the old sign at the back gate for the same sign will install when it comes in.
- 4.) Rewrite landscape contract and review pool contract. Meeting on both on Tuesday morning with frank.

MEMORANDUM

TO: TRADITION AT WILLBROOK PLANTATION PROPERTY OWNERS
ASSOCIATION, INC.
BOARD OF DIRECTORS

FROM: LAURA KNIFFIN, CMCA, AMS

DATE: OCTOBER 10, 2008

SUBJECT: TRADITION AT WILLBROOK PLANTATION PROPERTY OWNERS
ASSOCIATION, INC.

FINANCIAL STATEMENTS – SEPTEMBER 2008

Attached are the Association's Financial Statements for the month ending September 30, 2008. Please note the following:

Balance Sheet - Operating

The operating cash position was \$15,039.62 with an additional \$31,503.33 in savings money market, plus \$31,337.35 in savings CD.

Accounts Receivable Maintenance Assessments totaled \$1,099.00.

The ARB deposits were \$6,723.15.

The Petty Cash balance was \$500.00.

Statement of Operations Variances

Total operating revenues YTD actual were \$165,818.39 vs. budget \$166,367.00 for a negative variance of \$548.61.

Total operating expenses YTD actual were \$156,232.63 vs. budget \$167,104.00 for a positive variance of \$10,871.37.

Balance Sheet – Reserves

The restricted reserve account ended the month with a balance of \$364,600.69.

Statement of Reserve Variances

None at this time.

Comments

There are one(1) certificate of deposit that will mature this month on October 26, 2008. We will be checking on interest rates as we get closer to the due date.

If you have any questions, please do not hesitate to contact me at (843) 272-1123, Ext. 255, or by email at tradition@chicora.net.

LK/ja
Attachments

Laura Kniffin, CMCA, AMS
Association Manager