

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

**REGULAR MEETING OF THE BOARD OF DIRECTORS
November 17, 2011**

MINUTES

The monthly meeting of the Board of Directors of Tradition at Willbrook Plantation POA, Inc., was held on Thursday, November 17, 2011, at the Owner's Clubhouse.

I. Opening of the Meeting

Present were Board of Directors Members:

Frank D'Amato, President

Thomas Ellison, Vice President

Merry Cotton, Director

Absent were:

David Rubin, Treasurer

John Bartha, Secretary

Also present were Alex Herndon, Mr. Donald Perry and Phil McLeod from Kuester Management Group. Mr. McLeod served as recording secretary.

A quorum was established and the meeting was called to order at 3:00 p.m. by President Frank D'Amato.

Mr. Perry of 94 Low Country Lane addressed to the Board of Directors his concern over vehicular traffic exceeding posted speed limits and failing to fully stop at stop signs. Mr. D'Amato advised that the Board of Directors would include a public service notice in the next newsletter reminding owners of their responsibility to follow street traffic signs.

II. Committee Reports

A. Social – Christmas Decorating – Ms. Cotton and volunteers will decorate on December 3 at 8:30 a.m. Ms. Cotton submitted a receipt to Mr. McLeod in the amount of \$66.31 for red bows.

B. Covenants – 55 Boatman Drive - The rust on the back of the house and tank has been removed.

C. Willbrook Blvd. – Nothing to report.

D. B&G – Mr. Herndon submitted a Building and Grounds Report entered as Exhibit A.

III. Approval of October 27, 2011 Minutes

Upon a motion by Ms. Cotton, seconded by Mr. Ellison and unanimously accepted, the minutes for the October 27, 2011 meeting were approved.

Motion Passed

IV. Kuester Financial Report

Upon a motion by Ms. Cotton, seconded by Mr. Ellison, and unanimously accepted, the October 2011, financials were approved.

Motion passed.

V. Unfinished Business

- A. Seal Coating 2012 – This item is tabled until the work begins next year.
- B. Winter Plantings – 30 azaleas were planted throughout the entrances.
- C. December Mailing – Mr. D’Amato will provide the cover letter to Mr. McLeod.
- D. Helping Hands – The Tradition POA donated \$500.00 - \$290.00 of which came from a pancake breakfast – to the Georgetown Helping Hands.
- E. Newsletter – The winter edition of the newsletter is near completion.

VI. New Business

- A. Tree Removals - Upon a motion by Ms. Cotton, seconded by Mr. Ellison, and unanimously accepted, tree removals were approved for the following properties – 23 Crabtrap Ct (6 trees), 673 Tradition Club Dr. (6 trees).
- B. Operating CD - Upon a motion by Ms. Cotton, seconded by Mr. Ellison, and unanimously accepted, the Board of Directors approved moving the balance of a Certificate of Deposit in the amount of \$30,248.64 from Capital Bank to North State Bank to purchase a 12 month CD.
- C. Upon a motion by Mr. Ellison, seconded by Ms. Cotton, and unanimously accepted; the Board of Directors approved a check request in the amount of \$41.94 to Celise McLaughlin for website fees.
- D. Upon a motion by Ms. Cotton, seconded by Mr. Ellison, and unanimously accepted; the Board of Directors approved reimbursement to Mr. D’Amato for the purchase of a new printer.
- E. Kitchen Upgrade – Mr. D’Amato is meeting with contractor to obtain a quote to upgrade the kitchen to allow parties to successfully cook for groups of 25 or more.
- F. The Board approved a \$100.00 Christmas bonus for Patti Shubrick.

Next Meeting

The next regular BOD Meeting is scheduled for Monday, December 19, 2011, at 3:00 p.m.

Adjournment

Upon a motion by Mr. Ellison, seconded by Ms. Cotton, and unanimously approved, the meeting was adjourned at 4:05 p.m.

Phil McLeod
Recording Secretary

Accepted:

Frank D'Amato, President

Date Approved and Signed

EXHIBIT A

Tradition POA Building and Grounds Report

November 17, 2011

Alex Herndon

- Main part of tree work around light poles and common areas is complete
- Azalea are planted at all 5 entrances
- Pumps will be drained by the end of November
- Rust stains will be removed after pumps are drained for the winter