

TRADITION AT WILLBROOK PLANTATION

BOARD OF DIRECTORS MEETING

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MINUTES

October 22, 2020

The Tradition at Willbrook Plantation Board of Directors held a Board of Directors meeting on Thursday, October 22, 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 3:15 p.m. Directors Baughman, McLaughlin, Moeller, and Mandroc were present. Ms. Renda with Kuester Management Group was also present.

Mr. D'Amato determined a quorum was established.

**II. HOMEOWNER FORUM**

Mr. Franco attended to meeting to discuss the new community website that he has been updating. The Board thanked him for his work and requested to review the website before it goes live. Mr. D'Amato also asked that Mr. Franco attend the training session for the virtual annual meeting given his experience with the web.

**III. COMMITTEE REPORTS**

a. Social

Ms. Moeller will be taking over the Christmas Lighting Display until she can form new teams to assist with Social Committee events. The Golf Cart Parade will not move forward as there is no Committee or support to coordinate the event due to COVID-19. There was discussion related to COVID-19 as the Board has been monitoring the number of cases and fatalities. It was determined that the Clubhouse would remain closed due to the virus. The Social Committee Report is attached as **"Exhibit A"**

b. Willbrook Blvd - No dues increase

Mr. D'Amato has been informed that there will be no increase to the Willbrook Blvd. assessments. The budget was drafted with an increase in the budget.

c. Litchfield by the Sea

Mr. D'Amato updated the Litchfield By the Sea Annual Meeting that was held via virtual conference. He summarized that Tradition dues will increase from \$37 to \$39 a month. In addition, there will be a onetime assessment in the amount of \$47. Anyone with a barcode to get into a gate will be charged \$20 annually for each barcode that is assigned to him or her.

d. ARB - Colors

Mr. McLaughlin received a complaint regarding a home within the community with door and shutter paint colors that appear to deviate from the originally approved colors. The Architectural Control Board coordinated communication with the owner and updated the Board. Mr. McLaughlin visited Sherwin Williams to ensure that the existing and approved paint colors were still available today for purchase, and it was determined that they were. Mr. McLaughlin obtained a palate of newer/modern colors from Sherwin Williams and provided the palates to the Board. The new colors were approved by the Board to be used by Owners.

The Architectural Review Board Chair, Mr. Civitarese presented an issue with owners having access to approved colors. Ms. Renda recommended the Sherwin Williams Homeowners Association Color Archive site be updated to include Tradition at Willbrook Plantation, once updated, the link to the colors can be advertised on the community website. Mr. McLaughlin will coordinate with Sherwin Williams. Mr. Civitarese informed the Board that an Owner received a vague approval letter to paint their door and misinterpreted the intended language. The Board will pay for new paint as the error was on the side of the Architectural Review Board. A request to remove 11 trees was received. The Architectural Guidelines require that the Board approve tree removal requests of more than two (2) trees. Mr. D'Amato will schedule an inspection.

e. B&G – Drainage Work Continues

Mr. D’Amato updated that there is a total of (4) four small sinkholes outstanding currently. Coastal Asphalt has been asked to use rubber tire backhoes to prevent ruts in yards where repairs are taking place. Mr. Herndon has started trimming bushes along Kings River Rd. and Crepe Myrtles along the back entrance. Low hanging limbs throughout the community will be trimmed as well as troublesome trees in common areas, weather permitting. Mr. McLaughlin received a complaint regarding pine straw, he also updated that progress is being made with the drainage along the bike path, and the repairs are being completed by Georgetown County. The full B&G report attached as **“Exhibit B.”**

#### IV. APPROVAL OF MINUTES

The Board reviewed the September 24, 2020 open Meeting Minutes. **Ms. Moeller motioned to approve the September 24, 2020 Meeting Minutes; Mr. Baughman seconded. All in favor, motion passed**

#### V. TRADITION FINANCIAL REPORT

a. Deposits/Receipts

Mr. McLaughlin submitted ARB deposits in the amount of \$3,250. Mr. Baughman submitted a receipt for reimbursement in the amount of \$105.42 for handbook printing expenses.

b. CD’s

Mr. D’Amato reviewed the status of the investments. Interest rates remain low and reinvestment with higher interest rates is unlikely. Board did not budget for substantial interest income for next year due to rates.

c. Approve September Financials

Mr. Baughman presented the September 2020 Financial Overview and Comments. Account balances, variances in budgeted expenses, and accuracy of reserve expenses were reviewed. The cash position is \$60,651.91. It was noted that the Reserve Balance is currently \$889,099.70 Mr. D’Amato set a goal to increase the reserve balance to \$900,000 by the end of 2020, and that goal is nearly met. Mr. Baughman reviewed invoices from Grand Strand Water and Sewer. Mr. D’Amato requested Mr. Mandroc monitor the water meter readings once a week for the next two months. Mr. Mandroc agreed. The full financial report attached as **“Exhibit C.”** **Mr. Mandroc motioned to approve the September financials as stated; Mr. McLaughlin seconded. All in favor, motion passed.**

#### VI. UNFINISHED BUSINESS

a. Sidewalk Repair – Bench Bases – November

Mr. D’Amato will move forward with ordering benches as hurricane season has come to an end. There will be an additional cost to fasten the benches into the concrete.

b. Decorative Curbing – November – Color

Remains scheduled to be completed in the coming weeks.

c. Kings River Road Pond – November – Color

The golf course has not been responding to the attorney request to discuss the pond. Mr. D’Amato requested the Associations legal representation continues to move forward with pursuing a discussion relating to insurance coverage and expenses.

d. Covenants Update – In Workshop

Ms. Moeller stated that progress is being made on the Covenants update, nearing completion.

e. Newsletter Advertising Costs – Amendment

It was determined that website advertising costs needed to be reduced from the previously set amount. Mr. D’Amato recommended \$30 for a full-page ad, \$15 for a half page ad, and \$5 per card. **Ms. Moeller motioned to approve the decreased pricing for website advertising costs. Mr. McLaughlin seconded, all in favor, motion passed.**

f. Front Entrance Landscaping

Mr. D’Amato will be meeting with True Blue for recommendations to replace the front entrance plantings. Reserve funding for replacement plants are still available for the 2020 budget year.

## VII. NEW BUSINESS

### a. Approve 2021 Budget

Mr. D'Amato prepared and distributed the 2021 Budget letter for review. There were no requested changes or additions. The 2021 Budget workshop has occurred, and the final budget drafted by the Board. **Mr. Baughman motioned to accept the 2021 budget as presented, Mr. McLaughlin seconded. All in favor, motion passed.**

## VIII. ADJOURNMENT

**Ms. Moeller motioned to adjourn the meeting; Mr. Baughman seconded. All in favor, motion passed. Meeting adjourned at 5:22 PM.**