

TRADITION AT WILLBROOK PLANTATION  
BOARD OF DIRECTORS MEETING

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MINUTES  
JUNE 25, 2020

The Tradition at Willbrook Plantation Board of Directors held a Board of Directors meeting on Thursday, June 25, 2020 at the clubhouse located at 1027 Willbrook Boulevard, Pawleys Island, South Carolina.

I. CALL TO ORDER

Mr. D'Amato called the meeting to order at 3:06 p.m. Directors Baughman, McLaughlin, Moeller, and Mandroc were present. Mr. Chaffin and Ms. Renda with Kuester Management Group were also present.

Mr. D'Amato determined a quorum was established.

II. HOMEOWNER FORUM

No homeowners present.

III. COMMITTEE REPORTS

- A. Social Committee – The Social Committee submitted a bill for the hardware for the drapes. The yard sale is tentatively scheduled for September 12<sup>th</sup>, 2020. The Committee anticipates pulling the holiday decorations to organize and clean them in advance of the holiday season.
- B. Willbrook Blvd. – Mr. D'Amato advised that the Willbrook Blvd. assessments would increase to \$5 per month. The 2021 budget will need to reflect the increase.
- C. Architectural Review Board – The ARB stated that they have received some responses as it pertains to window Issues.
- D. Buildings and Grounds – The Buildings and Grounds Committee had several pool lounges re-strapped. Further, the ponds were treated, and the fountains cleaned. Mr. D'Amato requested additional information as it pertains to the pond contract. He requested that the pond contract be updated to include all ponds within the Association.

IV. MINUTES

The Board reviewed the May 28, 2020 meeting minutes. Upon a motion by Mr. Baughman, seconded by Ms. Moeller and unanimously approved it was:

MOVED: TO APPROVE THE MAY 28, 2020 BOARD MINUTES.

V. FINANCIALS REPORTS

- A. Deposits – There are no deposits currently. Previously submitted deposits were reviewed.
- B. Receipts - Mr. D'Amato charged \$5.19 to the Emburse card. Additional expenses include \$231.08 for sanitizing materials for the pool and clubhouse as well as \$527.64 for the re-strapping of pool chairs. Mr. Baughman will also be submitting a reimbursement request in the amount of \$56.70.
- C. May Financials – Mr. Baughman reviewed the financial statements including the balance sheet, operating and reserve income statements. Mr. Baughman commended Mr. Chaffin for the quality of the May 2020 Financials. Questions surrounding the trash bill for the clubhouse were asked and answered. Upon a motion by Ms. Moeller, seconded by Mr. McLaughin and unanimously approved it was:

MOVED: TO APPROVE THE MAY 2020 FINANCIALS AS PRESENTED.

## VI. UNFINISHED BUSINESS

- A. Sidewalk Repair – A sidewalk was missed on Tradition Club Dr. Coastal Asphalt installed Four (4) concrete pads in the amount of \$7,500 that has been submitted to management and is to be paid from reserves.
- B. Pool House Acoustics and Drapes – Mr. D’Amato reiterated that an invoice for the cost of rehangng the drapes would be supplied to management next week.
- C. Kings River Road Pond - Mr. D’Amato updated management that the Association has been attempting to sell a pond they own to the golf course. The golf course has been feeding their irrigation system from it. Due to COVID-19 discussion surrounding the sale has been tabled.
- D. Curb Cleaning - Mr. D’Amato has obtained a quote from Coastal Asphalt for this project, which will be further reviewed in the fall.
- E. Covenant Updates – Phase I has been reviewed, reviews and updates are ongoing.
- F. Fine Schedule - There is a need to update the fine schedule to encourage covenant violations be cured in a timely manner. The fine schedule is to be reviewed by the attorney, once approved it will be sent to the Membership and filed with Georgetown County in accordance with H.3886.
- G. COVD-19 Pool Update – The waiver for the pool has been generated and sanitizing solution obtained. The pool is to remain closed. The Board will continue to monitor the situation on a weekly basis. A notice explaining the reason for the closure and precautions taken is to be drafted in the coming days for distribution to the Members.
- H. Insurance - Mr. D’Amato has coordinated the purchase of a worker’s compensation and liability policy for Patti Shubrick to ensure proper coverage as she performs cleaning services for the Association.

## VII. NEW BUSINESS

- A. Decorative Curbing - Mr. D’Amato provided an estimate for the decorative curbing to be completed by Curbs capes.
- B. Next Board Meeting – Scheduled for Thursday, July 23<sup>rd</sup> 2020 at 3:15PM.

Upon a motion by Mr. Baughman seconded by Mr. McLaughlin and unanimously approved, it was:

MOVED: TO ADJOURN THE MEETING AT 4:36 PM