

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

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**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**NOVEMBER 18, 2008**

**MINUTES**

Pursuant to call, the Board of Directors for Tradition at Willbrook Plantation Property Owners' Association, Inc. held their regularly scheduled meeting on Tuesday, November 18, 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 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**

Ron Brugge also attended the meeting.

**COMMITTEE REPORTS**

**Social**

Piggly Wiggly is contributing \$50.00 toward the Charity Pancake Breakfast on November 22, 2008.

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

**Covenants**

Legal council Kim Campbell informed Laura Kniffin that any changes including formatting and word usage in the Covenants Guidelines, if different in any way from original, would require a community vote.

**ARB** – No report at this time

**Willbrook Blvd.** – Voting for Directors to the Willbrook Plantation Road Maintenance District is taking place.

**B & G** – Art Voltaire – (Exhibit A)

### **Approval of Minutes**

Upon a motion by Bill Renault and seconded by Merry Cotton, the minutes of the October 30, 2008 Board meeting were approved as written.

**Financial Report** - Laura Kniffin – (Exhibit B)

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

### **UNFINISHED BUSINESS**

1. Capital Improvement Program passed with an in favor vote of 289, not in favor 29 and two unsigned. Amendment to be filed in December 2008 to go into effect January 1, 2009.
2. Insurance – Change in carrier will be effective on December 1, 2008.
3. Board members - two seats coming up. No applications received to date; Frank D'Amato and Tom Ellison will submit bios to Laura Kniffin for the mailings.
4. Newsletter – By popular request, the Board decided to continue offering the newsletter in hard copy along with availability on the website.
5. School Traffic – Laura Kniffin to contact Georgetown County Police concerning the contracting of off duty police for traffic enforcement.
6. Rental increase rate for the Clubhouse was discussed and tabled until the December meeting.

### **NEW BUSINESS**

1. Flag Poles – the American flagpoles will be installed at both entrances to fly the American flag.
2. The Garden Club will perform the Christmas decorating.
3. 2009 Board Meeting schedule was reviewed.

4. Bill Renault and Tom Ellison attended the Litchfield By The Sea meeting.  
(Exhibit C)

5. Irwin – fire

Upon a motion by Bill Renault and seconded by Tom Ellison, all late fees are to be waived until further notice was passed.

**NEXT MEETING**

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

**ADJOURNMENT**

Upon a motion by Tom Ellison, and seconded by Bill Renault, the meeting was adjourned at 4:30 p.m.

\_\_\_\_\_  
Laura Kniffin, CMCA, AMS  
Recording Secretary

Approved:

\_\_\_\_\_  
Thomas Ellison, Secretary

\_\_\_\_\_  
Date Approved

NOV. BOARD MEETING NOTES 11/20/2008 BLDG. & GRNDS.

Items completed

- 1.) Fall flowers completed.
- 2.) Plantings behind #9 tee box completed and mulched. Clay put the plants and mulch in . I moved the sprinklers. We paid for the plants and mulch.
- 3.) shut all well pumps down except the deacon drive unit which covers the area behind #9. Will keep the water on the new plants until dec. 15<sup>th</sup> or so to make sure they are rooted. Worked on the rust issue at that location as well and with some adjustments appears to be resolved.
- 4.) scheduled J & L pressure washing to do the sidewalks and curbs Nov. 24 th. Bob Thompson will be checking on him as I will be away until the 29<sup>th</sup>.
- 5.) fall cleanup and pool closed on Nov.8<sup>th</sup>.
- 6.) Had to install new pump motor for sprinklers at main entrance . This is one of two systems that stays on all year to water the flowers . Completed 11/13.
- 7.) Fall A/C work completed for clubhouse, filters changed on 11/12

M E M O R A N D U M

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

FROM: LAURA KNIFFIN, CMCA, AMS

DATE: NOVEMBER 14, 2008

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

FINANCIAL STATEMENTS – OCTOBER 2008

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Attached are the Association's Financial Statements for the month ending October 31, 2008. Please note the following:

**Balance Sheet - Operating**

The operating cash position was \$14,701.66 with an additional \$31,548.29 in savings money market, plus \$30,007.83 in savings CD.

Accounts Receivable Maintenance Assessments totaled \$1,141.00.

The ARB deposits were \$6,736.58.

The Petty Cash balance was \$500.00.

**Statement of Operations Variances**

Total operating revenues YTD actual were \$183,817.92 vs. budget \$184,850.00 for a negative variance of \$1,032.08.

Total operating expenses YTD actual were \$173,435.71 vs. budget \$185,329.00 for a positive variance of \$11,893.29.

**Balance Sheet – Reserves**

The restricted reserve account ended the month with a balance of \$369,273.12.

**Statement of Reserve Variances**

None at this time.

**Comments**

Certificate of deposit that matured on October 26, 2008 was rolled over, with interest going into the operating account.

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](mailto:tradition@chicora.net).

LK/ja  
Attachments

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Laura Kniffin, CMCA, AMS  
Association Manager

**LTBS Association Meeting 11/14/08** - Tom Ellison

Bill Renault and I attended. Here are some of my notes.

1. LBTS consists of 29 associations with 2660 members. About 24 associations were represented at the meeting. President Henry Jobe and the board are pleased with association cooperation. Our board representative is Bill McElroy.
2. The transition from the Litchfield Co is nearing completion. The Heron Marsh pool complex was improved with new fencing, landscaping and an equipment building. Additional parking for 55 cars will be added near tennis courts by the Litchfield Co at a cost of \$137,000. All tennis courts were recoated and wind screens added. There are some drainage issues that need to be resolved. The many individual deeds are being combined into one. A new beach attendant will be available May through September this year. A new backup irrigation well was installed near the pond at the Pig. The pool at the River Club, which belongs to all of us, was improved at a cost of \$45,000. Some beach club decking was replaced and will continue. (Someone suggested composite decking which lasts longer. Henry indicated that, aside from the higher cost, it is reported as being very hot.) New bathroom stalls, counter tops and fixtures will be installed. They are studying how to fix the windows (Presently they are screwed shut and sealed on the outside.) They also expect to add an equipment store room at some point.
3. Landscaping long term plan: Three firms have been interviewed and they feel that one is clearly the best. They are looking at new technologies to eliminate sprinkler head plugging from silt and debris in the pond at low water levels.
4. Bike-the-Neck: The bike path along River Rd will be completed down to All Saints Church by 6/1/2009.
5. Waccamaw Management has sold their landscaping business to "Starwood", a respected Myrtle beach company. They had an employee walk-out problem back in August - October but this has been resolved. Starwood has all three of our accounts, LBTS+Willbrook Road Maintenance+Route 17 Beautification. They have a proposal from Waste Industries to provide recycling pickups twice per week. Cost not given yet. People that don't use Waste Industries should be able to use the service.
6. The 2009 annual budget was presented. It proposes a 5% increase in total operating expenses. Most of this results from a 24% increase in reserve fund contributions. This increase was recommended based on a reserve assessment by an independent firm. The board plans on updates every 3 years. A number of individual associations (e.g. Shipyard and Charleston Grant) have also done reserve assessments. The current LBTS reserve fund is \$922,000.