



THE TRADITION



Home & Property Owners

30th

Annual Meeting

Welcome

February 20, 2025



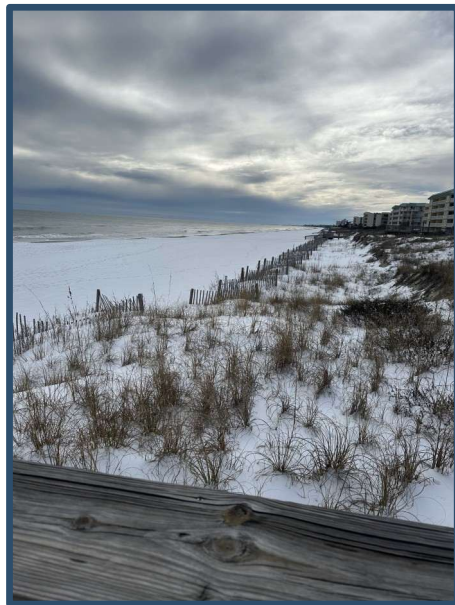
Agenda



- Introductions
- Annual Business
- Committee Reports
- Volunteer Committees and Acknowledgements
- Communications
- Capital Projects Completed
- Projects Planned for 2025
- New Volunteer Committees
- Treasurers Report
- Conclusion Questions and Comments
- Motion to Adjourn



Introducing the Board and Support Staff



John McLaughlin

President

Debbie Moeller

Vice President

John Gaston

Secretary

Brian Kramer

Treasurer

Mike Petscavage

Director

Lisa Klein

Kuester Management



Annual Business

As Required by Our Bylaws

Presented by John Gaston



Confirmation of Quorum

Proof of Mailing—Annual Meeting

Board Vacancies and Nominations from Floor

Voting Results

Board of Director Results

Tax Results

Minutes from 2024 Annual Meeting



Committee Reports

Presented by Committee Chairs

**Social
Committee**
Debbie Moeller

**Architectural
Review Board**
Charlie Zelinsky

**Finance
Committee**
Brian Kramer

**Willbrook
Corridor
Beautification
Association**
Scott Manhoff



**Litchfield
Beautification
Foundation**
Ken Dewell



Volunteer Committee and Members

Architectural Review Board

Charlie Zelinsky, Chairman: Al Britsch, Bob Hammond,
Jim Jackson & John McLaughlin

Communications, Eblasts & Website

Vince Franco

Neighborhood Directory

Doug Armour

Clubhouse Scheduling

Donna Rawlings

Key Card Facilities Manager

Celise McLaughlin

Newsletter

Celise McLaughlin, Linda Smith

Welcome New Residents

Celise McLaughlin, Julie Mackenzie

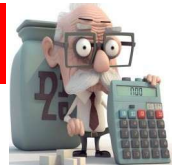




Volunteer Committees Formed in 2024

Finance Committee

Assists with budgets, actuals, auditing and financial planning



Brian Kramer, Dick Baughman, Sue Gaston,
Mike Petscavage, Dave Philips,
John McLaughlin

Community Assistance

Assists homeowners with yard work when they are disabled



John Gaston, Greg Akers, Scott Manhoff,
Bob Misa, Ted Wroth

Community Outreach

Helps residents with Celebration of Life events at the club



Robin Wigham, Debbie Moeller,
Celise McLaughlin



Volunteer Acknowledgements

Durable Medical Equipment

Monique Philips

Coordinating temporary use of available Medical Equipment to residents

On-site Civil Engineers

Jeff Albright,
Dave Philips

Advises the Board on road improvements in the Community

Flyer Distribution

Linda Butler, Al Carline, Marion Culpepper,
Dale Guzlas, Bev Jackson, Les Pitzer

Delivering flyers and community directories to all residents' paper boxes

Tradition License Plates

Dale Guzlas





Communications

<https://www.tradition29585.com>

Webmaster: Vince Franco

Eblasts from

qualitykid@gmail.com

- ▷ Activities and Contacts
- ▷ Board of Directors
- ▷ Architectural Review Board
- ▷ Community Calendar
- ▷ Golf Groups
- ▷ Newsletter
- ▷ Link LBTS, Litchfield Beautification, Webcams and other key sites



Neighborhood Directory

Doug Armour

**Resident database
updates, editing and
printing**





Capital Project Improvements in 2024

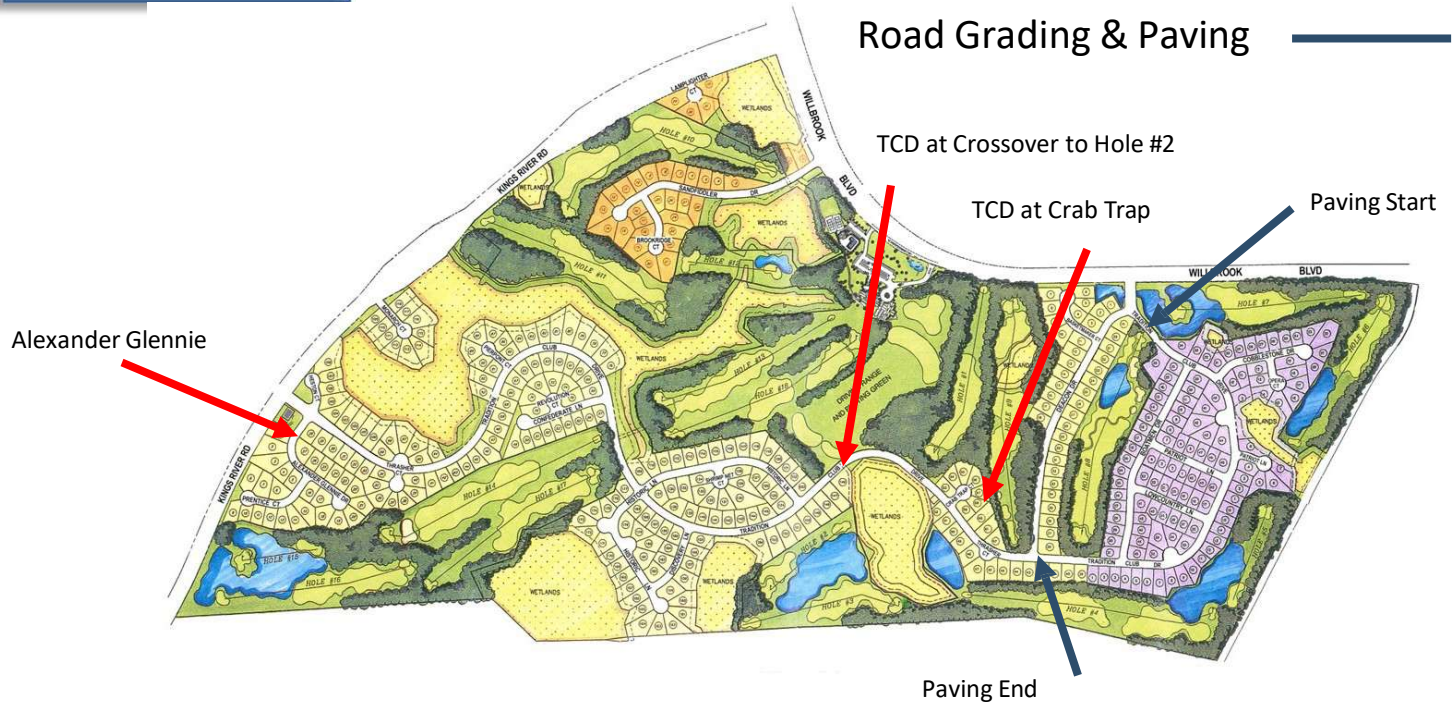
- Graded and paved TCD through to end of Deacon Drive
- Upgraded electrical wiring at back gate
- Installed security cameras at front and back gates
- Installed security cameras at club house and pool
- Replaced one HVAC unit at the clubhouse
- Completed key card access transition and distribution
- Replaced drainage pipe and landscaped in right-of-way
- Repaired damaged drainage pipes eliminating sink holes
- Cleaned out and redirected drainage to eliminate water build up on TCD





Capital Projects (continued)

Drainage/Sink Hole Repairs ———
Road Grading & Paving ———





Projects Planned for 2025

- Identify and contract for next phase of road grading and repaving
- Request for more frequent Sheriff patrols of our roads and stop signs
- Publish revised community handbook and make available to homeowners
- Monitor and tweak the community review process
- Task the Finance committee with contract reviews and requests for proposals (RFP)
- Implement two new volunteer committees:
 - ▷ **Rules and Regulations Committee**
 - ▷ **Communications Committee**



Volunteer Rules & Regulations Committee

PURPOSE: To advise and assist board with review and update of the existing CCRs

RESPONSIBILITIES:

- Review the entire CCRs document including any deeded changes since its inception
- Identify all inconsistencies
- Identify all obsolete references
- Realign the documented procedures and create an index for reference
- Advise the Board on recommended changes
 - Those that require board approval
 - Those that require a voting majority of the entire community
- Finalize the updated CCRs and make available to all the property owners in the community

DECLARATION OF COVENANTS AND
RESTRICTIONS OF WILLBROOK PLANTATION
COMMUNITY ASSOCIATION, INC.

This Declaration of Covenants and Restrictions of Willbrook Plantation Community Association, Inc. reflects the updated complete Declaration of Covenants and Restrictions as of April 16, 1987.

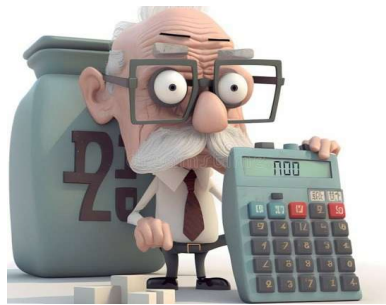


Volunteer Communications Committee

PURPOSE: To advise and assist board in keeping homeowners informed about community news, updates and events

RESPONSIBILITIES:

- Enable standard, timely and effective communication of relevant information between the Tradition homeowners and the Tradition board, committees and management company
- Ensure decisions regarding communication content, content ownership and timeliness of release is based upon approved policies and procedures
- Create and/or send out board approved regular updates and reminders to provide information on POA decisions, upcoming events and relevant community news
- Determine best means to distribute information to residents to include:
 - ▷ Email blasts
 - ▷ Newsletters
 - ▷ Website posting
 - ▷ Local mailings or local distribution
 - ▷ Other as required (TBD)



Treasurers Report

According to the Bylaws, the treasurer shall:

- Keep proper books of account
- Request annual audit at end of each fiscal year
- Prepare annual budget and statement of income and expenditures and present at annual meeting
- Copies available upon request

(Books are maintained by the contracted services of the management company)

2024 treasurer and finance committee accomplishments

- Audit of 2023 completed with issued final report received in September, 2024
- 2024 audit engagement letter received and submitted
- Annual budget prepared, review by board and approved November, 2024
- Resolved issues with management company's monthly reports by October, 2024
- Ensured interim reports were accurate and reflective of audit and accounting principles and posted monthly for homeowner access and review
- All interim reports are unaudited and subject to adjustment through the audit processes