

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

REGULAR MEETING OF THE BOARD OF DIRECTORS

DECEMBER 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 Thursday, December 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 was 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 3:05 p.m.

OWNERS' FORUM

Ron Brugge also attended the meeting.

COMMITTEE REPORTS

Social

On November 22, the community hosted a pancake breakfast in support of the Georgetown Sheriffs department Christmas program for needy families in Georgetown County. Over one hundred people attended the breakfast which was prepared by volunteer residents led by Dick Culver. Thanks also goes out to Frank D'Amato TPOA President, Ron Eaglin event coordinator, Jack Ross and Ed Sheldon who served as cooks for the event. A check for \$700.00 was presented to Sheriff Cribb.

Covenants – Under review with Kim Campbell, legal council concerning language, may require a vote. Tabled until March 2009.

ARB – No report at this time

Willbrook Blvd. – An email letter of complaint was sent to Jerry Oakley and Glen O’Connell concerning the maintenance of Willbrook Blvd., along with additional concerns regarding drainage in the area along Kings River Road where the proposed bike path is planned. Response was that a meeting along with a complete walk through will be conducted once the path area is staked, prior to any construction.

B & G – Art Voltaire – (Exhibit A)

Approval of Minutes

Upon a motion by Bill Renault and seconded by Merry Cotton, the minutes of the November 18, 2008 Board meeting were approved as written.

Financial Report - Laura Kniffin – (Exhibit B)

Upon a motion by Bill Renault and seconded by Tom Ellison the November 2008 financials were accepted as submitted.

UNFINISHED BUSINESS

1. Clubhouse expansion: Upon discussion the Board is planning on sending out a survey to see what community interest is there for this endeavor.
2. School Traffic – Frank D’Amato to contact Georgetown County police inquiring the possibility of hiring off duty police during the morning hours to enforce the “No U Turn” signs.
3. Flag Poles – will be installed in 2009.

NEW BUSINESS

1. Waiver form for clubhouse and contractors: Laura to email template to Board for review and adaptation.
2. Proposed Clubhouse, pool, and tennis courts guidelines. (Exhibit C)
3. New code pool drains are on order.
4. Annual Meeting set for February 24, 2009 at Waccamaw High School.
5. Merry Cotton to review website for volunteer appreciation.

NEXT MEETING

The next meeting is scheduled for Thursday, January 26, 2009, at 3:00 p.m.

ADJOURNMENT

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

Laura Kniffin, CMCA, AMS
Recording Secretary

Approved:

Thomas Ellison, Secretary

Date Approved

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: JANUARY 16, 2009

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

FINANCIAL STATEMENTS – DECEMBER 2008

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

Balance Sheet - Operating

The operating cash position was \$15,042.13 with an additional \$31,639.91 in savings money market, plus \$30,007.83 in savings CD.

Accounts Receivable Maintenance Assessments totaled \$700.00.

The ARB deposits were \$6,757.09.

The Petty Cash balance was \$500.00.

Statement of Operations Variances

Total operating revenues YTD actual were \$222,095.27 vs. budget \$221,900. for a positive variance of \$195.27.

Total operating expenses YTD actual were \$216,739.61 vs. budget \$2221,900 for a positive variance of \$5,160.39.

Balance Sheet – Reserves

The restricted reserve account ended the month with a balance of \$380,053.17

Statement of Reserve Variances

None at this time.

Comments

Certificate of deposit is coming up on January 25, 2009. Will keep you informed.

Insurance had an additional expense of \$1,250.00 to John Bartha for “Risk Management Consultation.”

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.

Laura Kniffin, CMCA, AMS
Association Manager

LK/ja
Attachments

TRADITION CLUBHOUSE, POOL & TENNIS COURT
RULES

December 18, 2008

	AREA	RULES
	1. Eligibility for use of CLUBHOUSE, POOL, TENNIS COURTS and GROUNDS	Only TRADITION residents, their house guests, visitors & renters may use the facilities. Local area resident friends are permitted to accompany Tradition residents & renters on a limited basis.
	2. Facilities utilization	The CLUBHOUSE may be reserved on a continuing basis, at no charge, by groups that are open to all residents. These groups may include a limited number of local area residents. There will be an annual signup in the fall by all groups using the CLUBHOUSE on a continuing basis. Conflicts will be resolved by the BOARD. The POOL cannot be reserved except for special purposes approved by the BOARD (e.g. Water aerobics classes, fireman training, school swim teams, etc.). The POOL is maintained all-year-round for the hearty ones but is not heated & the furniture is stored for the winter months. The TENNIS COURTS can only be reserved by residents using the sign up board at the entrance. They can be used by their relatives & in-house guests. Local area residents may play with a Tradition resident present. Children under 12 must be accompanied by a responsible adult. Shoes must be smooth & rubber soled which do not leave marks on the court. Bicycles, skates and skate boards are not allowed. Pets are not permitted in any of the facilities.

3. Private event rentals		<p>The CLUBHOUSE can be reserved for private events at a cost of \$25 per day/night plus a \$100 deposit that will be returned or voided following satisfactory inspection of the facility. The charge may be waived by the BOARD for certain events such as funerals. Checks should be made out to "TPOA" and given to Tom Ellison (575 Tradition Club Dr) or future BOARD designated coordinator. The coordinator will provide a key for temporary use. Private use will be available on a first-come first-serve basis (Often times you may successfully negotiate with currently approved users). Outside subcontractors (e.g. caterers) must have liability insurance</p>
4. Private event restrictions		<p>The CLUBHOUSE cannot be used for business or political events. The CLUBHOUSE is not available to residents that wish to sponsor functions for local area events (e.g. dances, club meetings, etc). Charitable fund raising events, sponsored by a Tradition resident, may be permitted with BOARD approval. CLUBHOUSE equipment (e.g. chairs & tables) may be borrowed for outside events with BOARD approval.</p>
5. Detailed instructions		<p>Specific detailed instructions for use, safety & cleanup of the facilities are posted in the POOL, CLUBHOUSE & TENNIS COURT areas. (Note that the posted "POOL RULES" are required by the state.) The CLUBHOUSE is a NO SMOKING facility A checkoff list & sign out sheet is located in the kitchen. Outdoor barbeques are permitted only at the south east corner of the tennis courts.</p>