FirstService
RESIDENTIAL

FirstService
RESIDENTIAL

WYNBROOKE HOMEOWNERS ASSOCIATION, INC.

April Board of Directors Meeting

April 29, 2025 3:30 PM
FirstService Residential
11822 Hwy 17 Bypass S
Murrells Inlet, SC 29576

MINUTES

Directors Present

Anthony Shottenkirk - Director at Large
Gail Addenbrooke - President
Marion Keeble - Member
Walter Mullon - Director at Large
Joseph Galluccio - Vice President/Treasurer
Curtis Gray - Secretary

Directors Absent

None

Additional Attendees

Jessie Lewis, CMCA
Community Manager, FirstService Residential

I. ESTABLISHMENT OF QUORUM & CALL TO ORDER

History

The meeting was called to order at 12:48pm.

II. EXECUTIVE SESSION

History

Motion to enter executive session.

First Motion

Motion to exit Executive Session.

Motion: Marion Keeble
Second: Curtis Gray
AYEs: Curtis Gray, Joseph Galluccio, Walter Mullon, Marion Keeble, Gail Addenbrooke, Anthony Shottenkirk
NAYs: None

▶ ***Resolved***
The motion passed

Second Motion

Motion: Marion Keeble
Second: Gail Addenbrooke
AYEs: Curtis Gray, Joseph Galluccio, Walter Mullon, Marion Keeble, Gail Addenbrooke, Anthony Shottenkirk

NAYs: None

▶ ***Resolved***
The motion passed

III. MEETING MINUTES

Motion to approve minutes of the special meeting held April 2, 2025.

Motion: Curtis Gray
Second: Gail Addenbrooke
AYEs: Curtis Gray, Joseph Galluccio, Walter Mullon, Marion Keeble, Gail Addenbrooke, Anthony Shottenkirk
NAYs: None

▶ ***Resolved***
The motion passed

IV. REPORTS

A. PRESIDENT'S/TREASURER'S REPORT - GAIL ADDENBROOKE

History

See attached report. Exhibit A.

Supporting Documents

Treasurers Report.pdf 6

V. OLD BUSINESS

A. PARKING GUIDELINES

History

The Board discussed additional specifics for the new parking guidelines. Ms. Addenbrooke will send a final draft of the communication to the community, to the Board to approve. This will be distributed after approval.

B. BAKER ROOFING INSPECTION STATUS

Ms. Addenbrooke noted the status of the roof assurance inspections. Baker roofing advised to hold the quadrant 2 repairs estimate until the quadrant 3 & 4 inspections are completed and a combined proposal may be an option. The Board will hold a meeting with Baker when all quadrants' inspections are completed.

C. RULES AND REGULATIONS - ADDITIONAL INFO

The Board approved several changes to the Rules and Regulations at the April special meeting. A few additional topics were mentioned:

- Quiet enjoyment: The Board agreed to leave at 11pm.
- Open Flames: The Board agreed to updated wording to include more than wood.
- Front Porch Rules: The Board agreed to add clarification that the Board reserves the right to reserve conditional approval of these items.
- Children's play items: The current rules are sufficient. No changes are being made.
- Grass Area: No personal items—including but not limited to potted plants, solar lights, flags—may be placed or left in any common area in a manner that obstructs or interferes with landscaping, maintenance, or other authorized services. Any items found obstructing such services may be removed by the HOA without notice.
- Solar Lights: The Board would like to expand on the condition of solar lights.

- Parking: The Board would like to note, homeowners are responsible for their guests parking in the street.
- Wildlife: The Board would like to add any migratory birds.
- Glass at the Pool: The Board agreed to add a separate fine for having glass at the pool. The fine will be an instant $100 per instance for offenders.
- Garage Doors: The Board wanted to add confirmation that garage window decals are permitted.
- Bug zappers: The wanted to add bug zappers must be located in the back.
- Fence: The Board would like to update the wording that the total fence height must be 4 feet, not just a 4 foot panel.

Motion: Curtis Gray
Second: Joseph Galluccio
AYEs: Curtis Gray, Joseph Galluccio, Walter Mullon, Marion Keeble, Gail Addenbrooke, Anthony Shottenkirk
NAYs: None

▶ ***Resolved***
The motion passed

VI. NEW BUSINESS

A. HANDYMAN COMMITTEE

The Board directed Management to reach out for a legal opinion on the Handyman Committee. Due to the liability, the attorney advised against this.

Motion to disband the Handyman Committee.

Motion: Marion Keeble
Second: Gail Addenbrooke
AYEs: Curtis Gray, Joseph Galluccio, Walter Mullon, Marion Keeble, Gail Addenbrooke, Anthony Shottenkirk
NAYs: None

▶ ***Resolved***
The motion passed

B. VIRTUAL MEETINGS

The Board discussed the homeowner's invitation to future meetings. They agreed a virtual meeting would be a better option than the standard closed meeting.

Motion to set up virtual meeting for the community to be in attendance for future Board meetings, until further notice.

Motion: Gail Addenbrooke
Second: Anthony Shottenkirk
AYEs: Curtis Gray, Joseph Galluccio, Walter Mullon, Marion Keeble, Gail Addenbrooke, Anthony Shottenkirk
NAYs: None

▶ ***Resolved***
The motion passed

C. ANNUAL MEETING

Ms. Addenbrooke expressed her concerns on the lack of quorum and what options the Board has for electronic voting. Ms. Lewis confirmed the new standard for FirstService protocol is to include the QR on the Annual meeting documents along with the electronic proxy form to be submitted.

D. WATER LEAK

The Board discussed the higher water invoices at Building 6. Ms. Addenbrooke advised to confirm if we have access to these units and if so, she directed Management to send Vines out to assess each unit.

VII. NEXT BOARD MEETING

The next Board of Director's meeting is scheduled for May 27, 2025, at 1:30 and the meeting will be virtual for homeowners.

VIII. ADJOURNMENT

The meeting was adjourned at 2:25 pm.

Motion: Joseph Galluccio
Second: Gail Addenbrooke
AYEs: Curtis Gray, Joseph Galluccio, Walter Mullon, Marion Keeble, Gail Addenbrooke, Anthony Shottenkirk
NAYs: None

▶ ***Resolved***
The motion passed

Gail C Addenbrooke — 5/27/25

APPROVED — DATE

Treasurers Report.pdf

Dear Residents of Wynbrooke ,

Your board is currently continuing to beautify the community which quite frankly has been lack luster over the past few years.

Very large insurance premiums and other factors could not fund the appropriate upkeep that should have been occurring over the last few years. Without assessing huge assessments.

The first duty of any board is to retain the value of the community which entails planning and funding when necessary.

There are always emergency expenses which are impossible to budget but yet we have to address those as well.

A budget is not etched in stone,, it is an educated guess based economy guidelines, past expenses and future plans.

We have had unexpected water breeches, roof leaks, concrete safety issues, siding issues.

When the new insurance premiums came in substantially lower than the +20% increase , I quickly stopped the assessment and used the monies collected (from that assessment) to address the sorely needed maintenance issues. That $32K assessment allowed us to perform the much needed repairs and maintenance.

This years work either in progress or coming:

The painting of the columns, gables and vents in the Knowsleys an Windsors is being done currently. This same work was done 2 years ago in the Villas and The Loop..

Tree maintenance has not been done in many years. (Much has been done to data) The community as a whole will be evaluated and hopeful done within this year and next year.

The Roof Inspection Project is geared to avoid items of the roofing that lead to leaks and costly repairs. This was researched and Roof Maintenance programs are highly recommended by all HOA Publications and should save us expensive roof repair leaks. (the community should note , no other company other than Baker, can be on our roofs at any time! No homeowner can hire anyone to go on our roofs, stiff fines will be issued.

Concrete walkways were in dire need of repair. Especially on the boulevard...(safety issues)

Irrigation system has over the few years had a major overhaul, and we have a great licenses contractor to handle the repairs etc, who is working well with us to keep down cost.

We have contacted lawn maintenance company about the weed population, but we are aware and addressing same. This is the first time in years that the berms have been cleaned. Overall we are very happy with their performance.

Power washing and mulch are scheduled, dates to be announced.

Since our reserve fund has the outdoor porch lights scheduled over the next four years we will being a quoting process for the replacement of the communities porch lighting.

There is also some asphalt work recommended in the reserve study we will address.

Our current Income Statement shows YTD 3mo 5 sales.. So we are on target for the YTD $40K budgeted for Working Capital Fee. We currently have 9 currently for sale.

The accounts received still remains high. The one older unit we are all aware of has been sold. We did not recover any funds from that and we know we wouldn't, but at lease now we have a dues paying owner. The AR was adjusted appropriately. We are active extremely aggressively with the remained of past due accounts We have initiated liens and foreclosures. Our goal is to get this under control. We have been too lax.....This money could be used for many beneficial uses.

We will schedule a new Reserve Study later in the year .

Gail C Addenbrooke Pres

Joe Galluccio VP/Treasurer