WYNBROOKE HOMEOWNERS ASSOCIATION, INC.

September Board of Directors Meeting

September 30, 2025 1:00 PM
FirstService Residential
11822 Hwy 17 Bypass S
Murrells Inlet, SC 29576

MINUTES

Directors Present
Gail Addenbrooke - President
Marion Keeble - Member
Walter Mullon - Director at Large
James Prince - Director at Large
Joseph Galluccio - Vice President/Treasurer

Directors Absent
None

Additional Attendees
Jessie Lewis, Community Manager, FirstService Residential.

I. ESTABLISHMENT OF QUORUM & CALL TO ORDER

The meeting was called to order at 1:05pm.

II. TREASURER'S REPORT

No report presented.

III. OLD BUSINESS

A. OPEN ROOF PROPOSALS

The Board reviewed proposals for roof repairs at 972 Williston Loop and 904 Williston Loop and approved both. Ms. Lewis will notify Baker to schedule the work.

Motion to approve proposals for roof repairs at 904 Williston and 972 Williston.

Motion: James Prince
Second: Walter Mullon
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

▶ ***Resolved***
The motion passed

B. 2026 TREE WORK

The Board discussed concerns regarding tree maintenance throughout the community and anticipates this will be a large project. They agreed to obtain evaluations of all trees and develop a phased plan for the work. Mr. Prince will lead the effort with support from landscape committee volunteers.

C. RESERVE STUDY UPDATE

The Board made adjustments for pool repairs completed in 2022 and updated the 2026 starting balance. They are awaiting the next draft version of the study.

D. SCREENS

Since the documents indicate that the Association is responsible for screen repairs, the Board will develop a policy for screen replacement. Ms. Keeble noted that Ace Hardware provides screen replacements at a very low cost. Mr. Prince has reached out for additional information and will provide updates to the Board. Following this, Ms. Lewis will draft a policy to implement a more efficient process for screen repairs.

E. SIDING

The Board reviewed three proposals presented by Management and approved the FirstService proposal to complete siding repairs for units with current open work orders. Ms. Lewis will coordinate scheduling with the vendor. The Board also discussed ways to reduce future damage caused by landscaping activities and will request proposals from the landscaper for review prior to spring.

Motion to approve FSR quote to repair siding for open work orders.

Motion: Gail Addenbrooke
Second: Joseph Galluccio
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

- ***Resolved***
  The motion passed

IV. NEW BUSINESS

A. 2026 BUDGET

The Board is continuing to review the draft 2026 budget prepared by Management. It was noted that an insurance increase is expected this year due to updated appraisal values. Reserve contributions will also be adjusted in accordance with the new reserve study. As in prior years, the budget will remain tentative until the insurance renewal in March, when final numbers are confirmed. The Board will schedule a budget meeting with Management to finalize the budget within the required timeframe.

B. 2024 DRAFT AUDIT

The Board reviewed the draft 2024 audit and approved it with the adjustments recommended by the accountant.

Motion to approve the 2024 draft audit with adjustment of $289522.01 from Due to/from to be written off.

Motion: Gail Addenbrooke
Second: James Prince
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

- ***Resolved***
  The motion passed

C. CD RENEWAL

The Board reviewed information from FirstService Financial regarding the upcoming CD and voted to renew it for a 12-month term.

Motion to approve recommendation.

Motion: Joseph Galluccio
Second: James Prince
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

▶ ***Resolved***
The motion passed

D. POOL CAMERAS

The Board is reviewing options for updating the pool cameras prior to the next pool season and directed Management to obtain quotes. Management will work with the Board to finalize the scope before proceeding.

E. HTC BILLING

The Board noted that the most recent HTC invoice included an additional charge for the 'Gagacenter,' which HTC explained is for equipment removed by a previous owner when selling their unit. Per a prior discussion with HTC, these charges should be billed directly to the homeowner. Ms. Lewis will contact HTC to have the invoice adjusted.

V. COMMITTEE REPORTS

A. ARC COMMITTEE

The Committee is now fully composed of volunteers and will continue to review completed applications in a timely manner

B. SOCIAL COMMITTEE

The Social Committee currently has a Board liaison, Ms. Keeble, and a chairperson, Georgette, and is seeking additional volunteers. The committee will meet with Ms. Addenbrooke to discuss potential events and clarify what is permissible.

C. WELCOME COMMITTEE

The Welcome Committee, led by Ms. Keeble, has been well received by new residents. The committee visits homes to introduce themselves and provides a detailed welcome packet containing comprehensive HOA information.

VI. HOMEOWNER SESSION

Blessing - Do the ponds get lowered ahead of a storm? Ms. Lewis confirmed they do not have the control structure to be able to lower. Also mentioned HTC and receiving information regarding getting new boxes. Ms. Lewis will reach out to HTC and provide any information received to the community.

VII. NEXT BOARD MEETING

The next Board of Director's meeting is scheduled for October 28, 2025.

VIII. EXECUTIVE SESSION

First Motion
Motion to enter executive at 1:46pm.

Motion: Gail Addenbrooke
Second: James Prince
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

▶ ***Resolved***
The motion passed

Second Motion
Motion to exit executive at 2:29pm.

Motion: Marion Keeble
Second: James Prince
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

- ***Resolved***
  The motion passed

IX. ADJOURNMENT

The meeting was adjourned at 2:30pm.

Motion to adjourn meeting at 2:30pm.

Motion: Gail Addenbrooke
Second: James Prince
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

- ***Resolved***
  The motion passed

APPROVED **DATE**

▶ *Resolved*
The motion passed

IX. ADJOURNMENT

The meeting was adjourned at 2:30pm.

Motion to adjourn meeting at 2:30pm.

Motion: Gail Addenbrooke
Second: James Prince
AYEs: Joseph Galluccio, James Prince, Walter Mullon, Marion Keeble, Gail Addenbrooke
NAYs: None

▶ *Resolved*
The motion passed

Gail Addenbrooke
APPROVED

October 2, 2025
DATE