

**TOWNHOMES ON SHELLBANK  
ANNUAL MEETING  
MINUTES  
February 8, 2025**

Pursuant to call, the Annual Members Meeting of the Townhomes on Shellbark Homeowners' Association, Inc. was held on February 8, 2025. The meeting was held at North Myrtle Beach Historical Museum, North Myrtle Beach South Carolina.

John Butler, President opened the meeting and welcomed everyone in attendance.

**Roll Call:**

Roll was taken at the door. There were 36.81% of the membership present and 36.81% represented by proxy with a total of 73.62%, therefore a quorum was established.

**Proof of Mailing:**

Pam Bane presented the Proof of Mailing of the Formal Notice to James Cooke, Secretary, and after review was instructed to file the document with the records of the meeting.

**Approval of Minutes:**

Susan Bliss made a Motion to approve the Minutes of the February 3, 2024 Annual Meeting. James Burnette seconded the Motion and the Motion carried.

**Report of Officers:**

John Butler, President reported the Board did everything possible to prevent dues increases, but insurance cost keep going up as well as other cost. Pam Bane reported since the beginning of January we are starting to see some decreases in insurance cost. Some things owners may also need to be aware of and insurance companies are starting to ask questions about the age of hot water heaters. If it is older than 10 years old it needs to be replaced. Some insurance companies are now checking this. Smoke Detectors also need to be replaced if they are older than 10 years.

Pam Bane reported as of December 31, 2024 there was \$33,602.15 in the Reserve Account, \$28,917.31 in the Operating Account. The CD was cashed in to pay for roof replacements for 4 buildings in 2024. A copy of the 2024 audit was also included with the handout today. The reserve schedule has been updated in the audit to reflect the estimates we received in 2024 to replace each roof.

Funds are transferred from operating to the reserve account on a monthly basis so we can build the reserves to have funding for the next roof replacements.

**Election:**

There are currently two vacancies to the Board of Directors, as Dan Green and Dan

Vignone's terms expire today. These positions will be for two-year terms. Dan Green & Dan Vignone have submitted their names for consideration. Pam Bane opened the floor for nominations or volunteers. Having no further nominations, James Burnette made a Motion to close the nominations. Jerry Hoover seconded the Motion and it carried. James Cooke, Secretary cast one ballot to elect Dan Green and Dan Vignone to the Board of Directors.

**Unfinished Business/New Business:**

Joyce Pritts asked why are the owners not allowed to store jet skis in the garage, when owners are allowed to store golf carts in the garage. She does not understand why this is an issue when it is out of site. The Board explained this is in violation of the rules and regulations as owners are not allowed to have watercraft or trailers. There is already an issue with parking and if we start having boats and trailers parked in driveways it is going to make the situation worse. The quad building is already limited on parking as they do not have a garage. The Board did advise they would visit this issue while the rules are being revisited for updates.

Parking is an issue that is going to get worse with the new construction. Currently some owners do park at the end of the street, but we will lose those parking spaces. Something needs to be done to make parking more equitable. One of the issues is people not using their garages for parking. If an owner would park a car in the garage, they would have more parking in the driveway. Currently you are not allowed to park on the street in a manner that blocks an owner from being able to get in and out of their driveway. Everyone needs to be considerate of their neighbors when parking on the street. Connie Burnette stated the new town homes will have larger parking pads in front of each unit. This may be something we need to look into doing in the future.

When owners as well as the Association hire contractors they need to make sure they clean up nails and any other debris. Joyce Pritt stated she had two flat tires due to nails not being cleaned up.

If you have hired a contractor to do work in your unit, you as the owner need to make accommodations for them to park. There was an issue this past week with a contractor parking at the quads. Again, the Board is going to revisit the rules and will try to accommodate as best as possible in regards to additional parking.

Susan Bliss asked if the owners have any input into rule changes and do the owners get to vote on them prior to them taking effect. Pam Bane explained that the Board has the right to make Rules and Regulations as long as they do not conflict with the Master Deed and By-laws without a vote of the owners. If you change the Master Deed and By-laws, the changes need to be decided on, reviewed by an attorney and then the owners have to vote to approve these before they are recorded. The Board is looking at some Master Deed and By-law revisions. Connie Burnette is going to chair this Committee if an owner would like to volunteer to work on this project.

There was a question of the color of the door could be changed as they are all the same color. This is done to keep the buildings uniform in appearance. It was noted the landscaping in front of all the units is no longer uniform due to owners being allowed to make changes. Owners that have made changes are required to maintain these flower bed areas. Connie Burnette stated the Board would review and possible select colors that would be allowed for owners to use to paint their front doors. These would be limited to a few colors. It was noted that one unit is now vacant most of the time and the flower garden is not being properly maintained. The owner will be notified and if there is a reason they are unable to maintain it, several owners volunteered to clean it up and at least eliminate the weeds.

Jerry Hoover asked if the tree in front of his unit was his responsibility or the Association's. He would like to add curbing to his landscaped areas and did not know if it would be allowed to go around the tree. There was discussion regarding removing the tree, but no decision. The Board reminded everyone before you make any changes such as the curbing you must submit an Architectural Change request and have it approved prior to the start of the work.

There was discussion on expanding the driveways in front of the units. This is common area, which is owned by everyone. Pam Bane believes the owners would have to all agree to this type of change. The Board may send out a survey to see if owners are interested and if they would approve such a change.

There is extra parking available at the pool during the winter months only while the pool is closed. If you need to use this parking area, please contact property management as it is chained off to prevent people that are not authorized from being there.

Since we replaced the roofs on several buildings last year, the Board revised our reserves to be able to replace two roofs every two years with funds that are available due to increased cost of replacement. The ones that were recently replaced were determined to be in the worst shape. If you notice a roof leak, please report it as soon as possible so that it can be addressed.

Now that the pond is working again we need to have it chemically treated. There is a tree from across the ditch line that overhangs that needs to be cut back. We do not own that property and it is also wetlands, so our Association is unable to cut anything in this area.

If there is a decrease in insurance when we renew, anything extra will be moved to the reserve account.

Owners seemed to all be pleased with the change in pest control service. The technicians with Wiley are all very professional and are doing a great job with spraying the units. They also treated the exterior perimeter of the homes on their last visit. Owners were advised not to store brown paper bags, especially near warm areas as they tend to breed bugs. Corrugated boxes are also breeding grounds for pest.

**Adjournment**

James Burnette made a Motion to adjourn. Jerry Hoover seconded the Motion and the meeting was adjourned.

Respectfully Submitted,

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***Pam Bane***

Recording Secretary

Property & Association Management Co., Inc,