

**LITCHFIELD BY THE SEA COMMUNITY ASSOCIATION, INC.**  
**Budget Meeting**

**Thursday, September 22, 2022**

Pursuant to call, the Budget Meeting of Litchfield by The Sea Community Association, Inc. was held on Thursday, September 22, 2022, commencing at 2:00 pm from the Waccamaw Management conference room located in Pawleys Island, South Carolina.

**BOARD MEMBERS IN ATTENDANCE**

Bob Postiglione, President- **virtual**  
Larry Ferguson, Vice President- **via phone**  
Dr. Vic Figlar, Vice- President  
Scott Manhoff, Secretary  
Bruce Allan, Treasurer  
Bob Gilman, Director  
Wayne Flowers, Director  
Dr. Vic Figlar, Director  
Royce King, Director- **absent**

**WACCAMAW MANAGEMENT**

Lisa Hergenrother, Community Association Manager  
Jill Lee, Community Association Assistant Manager  
Amanda Karchner, Community Specialist

**CALL TO ORDER**

Bob Postiglione called the meeting to order at 2:00pm.

**2023 BUDGET REVIEW/APPROVAL**

Mrs. Hergenrother stated the monthly HOA dues will need to increase by 6% to help cover rising material and labor costs and 9% inflation. This is the maximum increase the governing documents allow. As in years past, a 10% Special Assessment will also occur. The Board will review a list of potential projects at their November 10<sup>th</sup> Board Meeting that will be funded from the Special Assessment.

Mrs. Hergenrother stated the areas that will see a budget increases include a full time Association Manager, printing and postage, web site development, and security. Two new general ledger line items were created to support constituent relations and events at the Beach House. Mrs. Hergenrother stated the budget for security will see an increase of 3% due to a modest salary increase for the guards and the Bar Code Administrator. Mr. Flowers would like special recognition given to guard(s) that have complimented by owners and guests.

Mrs. Hergenrother reported level funding on all the Reserve categories and that those amounts exceed what is recommended by the Reserve Study.

Upon a Motion from Mr. Flowers, seconded by Mr. Manhoff and approved with no objections, it was:

**MOVED: To approve the 2023 budget as presented including the 2023 Special Assessment.**

### **RESORT FEE UPDATE**

The board has contracted with a consultant to advise on the best path forward for the Resort Fee program. Mrs. Hergenrother and Bob Gilman are working with TEM and the contracted consultant for the next steps in the process.

### **HOA PRESIDENTS VIRTUAL MEETING**

This meeting is scheduled for October 3, 2022.

### **BAD DEBT WRITE OFF**

Mrs. Hergenrother presented the board with a report which outlined several accounts that are uncollectable. The majority of these account owners are deceased.

Upon a Motion from Mr. Manhoff, seconded by Mr. Allan and approved with no objections, it was:

**MOVED: To approve the write off of bad debt totaling \$10,638.05.**

### **RIVER CLUB ROADS**

Bob Gilman stated that couple of years ago the board obtained info from an engineer to repave the River Club roads. At that time the estimate was \$650K.

Mr. Gilman stated that due to inflation and rising cost of building materials and fuel the cost of the project is now \$950K - Bob Gilman stated to keep the project going engineers would need to revise the scope of work to keep it in line with the \$650k price tag. From Abelia to Fairway is the worst section and it will be done in the first phase. The scope of work is being revised at this time by S&ME, the engineering firm working with the association on this road project.

Bob Gilman would like to see the job go out to bid in late October with bids coming back in November. Once a contractor is selected the project can be started early in 2023.

Mr. Gilman stated there will still be about 40 trees to take down. The tree work is estimated at \$40K and that will include stump grinding. Mr. Gilman will coordinate the tree work with the road work.

Plans for replacement landscaping were discussed with Waccamaw Landscaping and they will provide a proposal for this work. The trees will not be replaced tree for tree.

**RIVER CLUB CABLE UPDATE**

Mrs. Hergenrother stated that she has the Spectrum Cable contract ready for the board to sign. The new program will begin January 1<sup>st</sup>, 2023. The current bulk customers will be billed \$69.00 for the remainder of 2022 and the service will remain the same with no interruptions. The cost of the new service is \$50.00 per month which includes taxes and fees.

Upon a Motion from Mr. Gilman, seconded by Mr. Manhoff and approved with no objections, it was:

**MOVED: To approve the River Club Spectrum cable contract and authorize Bruce Allan to sign for the LBTS board.**

**FLOATING ISLAND IN IRRIGATION POND**

Large vegetative islands have developed in the irrigation pond that serves the Oceanside campus and Mike Jacobs has them secured at the time so they do not move around. This vegetation must be removed. If this work is not done, the islands could damage the irrigation pumps. Frank Cody will assist in finding the documents that give us permission to do this work to remove the vegetation. Mrs. Hergenrother and Mr. Flowers will explore an additional, competitive estimate for this job, and seek guidance from an engineer.

**BEACH HOUSE MIXER**

The Beach House Committee hosted the first Owner’s Mixer at the Beach House on September 20<sup>th</sup>. There was a great turn out of owners from the Westside and the Oceanside, approximately 120 owners were present. The September mixer was coupled with the South Strand Helping Hands office and the committee was able to make a very sizable donation that was greatly appreciated.

**ADJOURNMENT**

Upon a Motion from Mr. Manhoff, seconded by Mr. Gilman and approved with no objections, it was:

**MOVED: To approve adjourn the meeting at 3:47 pm.**

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Bob Postiglione, President

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Scott Manhoff, Secretary