



**Litchfield**  
BY • THE • SEA  
Community Association, Inc.

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## **Litchfield by the Sea Community Association, Inc.**

### **QUARTERLY MEETING OF THE BOARD OF DIRECTORS**

Friday, February 5, 2021, 9:00 a.m.

Pursuant to call, the Meeting of the Board of Directors of Litchfield by the Sea Community Association, Inc. was held on Friday, February 5, 2021, 9:00 a.m. at the Willbrook Resident's Club in Willbrook Plantation, located in Pawley's Island, South Carolina.

#### **BOARD MEMBERS**

Bob Postiglione, President  
Dr. Vic Figlar, Vice-President  
Dr. Carroll Player, Treasurer  
Virginia Paccadolmi, Secretary  
Bob Gilman, Director  
Royce King, Director  
Scott Manhoff, Director  
Wayne Flowers, Director

#### **WACCAMAW MANAGEMENT**

Lisa Hergenrother, Community Association Manager  
Kailey Mann, Community Specialist

#### **CALL TO ORDER and COMMENTS**

Mr. Postiglione called the meeting to order at 9:03 a.m. and a quorum was established.

#### **APPROVAL OF MINUTES**

Upon a Motion from Dr. Figlar, seconded by Mrs. Paccadolmi and approved with no objections, it was:

**MOVED: Minutes from the October 9, 2020 Board Meeting and October 10, 2020 Draft Annual Meeting Minutes be approved as presented.**

## **FINANCIAL REPORTS**

Mrs. Hergenrother reviewed the November and December 2020 financials and variance reports. As of December 2020, Assets total \$569,816.80 with Liabilities of \$532,543.80 and Reserve Funds of \$1,229,197.72. Account #5225 reflects a payment of \$24,905 for the installation of fall flowers on the Oceanside and \$4,650 for fall flowers at River Club. Account #9230 reflects a payment of \$2,687.65 to S&ME for the River Club road study work. Account #9070 reflects a payment of \$14,400 to Coastal Asphalt for two storm drain repairs on LBTS common property in the Charlestowne Grant neighborhood.

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

**MOVED: November and December financials be approved.**

## **BOARD RESIGNATION**

John Bartha submitted his resignation to the Board of Directors. The remaining board members will discuss how to fill this seat.

Virginia Paccadolmi was elected the position of Secretary.

## **REQUEST FROM OSPREY WATCH**

David Parr from Osprey Watch attended the Board Meeting to discuss concerns that have been raised by owners. Mr. Parr discussed that Osprey Watch is seeking support and assistance from the LBTS board to remedy the unintended consequences of the LBTS landscape design in the median of Retreat Beach Circle. The landscaping in the median has grown; obstructing marsh views from buildings 8, 9, and 10, and causing a left turn safety hazard. Mr. Parr discussed several options to remedy the owners' concerns. The board agreed to get an estimate on pruning the Crepe Myrtles in the medians on Retreat Beach Circle.

## **BOARD MEETING DATES FOR 2021**

The next scheduled board meeting is April 16, 2021.

The 2021 Annual Meeting will be held on June 12, 2021 via Go To Meeting.

## **LBTS COMMITTEES**

The LBTS Committee members were updated on the LBTS Committees sheet.

## **FOOD TRUCKS**

The board discussed having food trucks in the community on Saturdays and Sundays in April.

## **HOA PRESIDENT'S MEETING**

On January 20<sup>th</sup>, the board presidents of the Litchfield Associations had a virtual meeting hosted by Bob Postiglione.

## **Trash Collection**

In October 2020, LBTS was informed that GFL Environmental was going to reduce pick-ups from two days a week to one day a week beginning January 1, 2021. GFL made this decision based on volume. They were not seeing the same amount of trash generated on the second pick-up day.

Trash service has been offered as a voluntary service for two and a half decades. The LBTS board will decide if it wants to continue the trash program in 2022. If it continues to offer the program, it would remain optional. If LBTS doesn't continue with the trash program, each HOA will need time to consider obtaining their own contracts.

## **Bar Codes**

The board has been studying a number of ways to generate additional revenue. One way was looking at other resort communities in the area to get an idea of how revenue could be increased. Most communities are charging for barcodes which led the LBTS Board to do the same. Charging for barcodes will hopefully eliminate the need for a special assessment every year. At the end of a year, the LBTS board will be able to determine the revenue that barcodes are going to generate.

The board determined there is a need for a Barcode Committee. The Barcode Committee consists of Scott Manhoff, Bob Gilman and Bob Postiglione.

## **COVID-19 UPDATE**

Senate Bill S147 is working its way through the South Carolina legislature. This bill would make it easier for HOA's to reopen pools and clubhouses. Press Courtney is monitoring the movement of the bill and will inform the Board if and when the bill passes.

## **FORMATION OF BYLAW REVIEW COMMITTEE**

The Bylaw Review Committee consists of Scott Manhoff, Royce King and Vic Figlar. The committee will review and present updates to the current by laws to the board.

## **LBTS TRASH & CABLE CONTRACTS**

Under the Covenants, LBTS cannot assess River Club differently for trash or cable services; The Reserve and Willbrook Plantation cannot assess their sub-associations differently than the master association. All owners must be assessed the same. This is why Litchfield by the Sea has remained in the trash and cable business for decades.

The Board discussed changing the Governing Documents to have River Club's single family homes listed as a neighborhood grouping. This would allow the owners to pursue a bulk cable and internet program with Spectrum.

## **UPDATE ON CAPITAL PROJECTS**

### **Fishing dock repair**

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

**MOVED: To engage companies to bid on the repairs needed for the fishing dock.**

### **TEM Upgrade**

The TEM upgrade to the cloud will be occurring by the end of the first quarter and beginning of the second quarter.

### **Flag Replacements**

The flags in front of the front gate and in front of the Beach House will be replaced.

### **Road/drainage work near front gate**

The storm drains near Tall Pines in River Club will be cleared out and cleaned.

## **RIVER CLUB ROAD PROJECT**

The road project will require removing some Pine Trees from the medians to preserve the integrity of the new roads. Jonathan Keyser has been asked to create a landscape design of the medians where trees will be removed. Once the landscape design has been drawn, the board will seek estimates on installing plantings.

Upon a Motion from Dr. Figlar, seconded by Mrs. Paccadolmi and approved with no objections, it was:

**MOVED: To approve the proposal from Jonathan Keyser for a landscape design for the medians where the Pine Trees are being removed.**

## **PREPARATIONS FOR 2021 ANNUAL MEETING**

The terms of Virginia Paccadolmi, Royce King and Carroll Player expire at this year's meeting. Royce and Carroll have agreed to run for another term. Virginia will be stepping down. It will be necessary to elect three (3) members to the Board this year. The annual meeting will be held virtually via GoToMeeting. Interaction will be limited by the format of the meeting. Questions should be submitted in advance. An email with instructions about how to participate in the video meeting will be sent to all property owners in advance of the meeting. Board members with an area of focus will give a report at the annual meeting.

## **SECURITY REPORT**

There have been ongoing issues with the back gate at River Club. Upon inspection, it was found that the motor had completely locked up. A temporary rebuilt motor has been installed and is warranted for 30 days.

Upon a Motion from Dr. Figlar, seconded by Mrs. Paccadolmi and approved with no objections, it was:

**MOVED: To approve the purchase of a new motor with a five year warranty from TEM.**

### **BEACH HOUSE**

The board is waiting on Senate Bill S147 to pass before opening the Beach House.

### **MYRTLE BEACH NATIONAL AGREEMENT**

The 2011 agreement with Myrtle Beach National expired at the end of last year (2020). Myrtle Beach National has chosen not to renew the agreement.

### **ARB UPDATES**

#### **Resignation of Ken Kreikemeier**

Ken Kreikemeier has resigned from the ARB.

#### **Stop sign request from Charlestowne Grant**

A proposal was received from Charlestowne Grant to install a four way stop at South Dunes Drive inside the Charlestowne Grant community.

Upon a Motion from Dr. Figlar, seconded by Mrs. Paccadolmi and approved with no objections, it was:

**MOVED: To approve the installation of a four way stop at South Dunes drive inside Charlestowne Grant.**

#### **Crabbing dock request from Charlestowne Grant**

A request to install a crabbing dock was received from Charlestowne Grant. Before LBTS can approve this request, Charlestowne Grant must get State and Federal approvals.

### **LANDSCAPE REPORT**

Dead plants and Crepe Myrtles were removed from the median at River Club. The removed plants were replaced with smaller plants.

### **RIVER CLUB UPDATES**

#### **Property Line Disputes**

A surveyor has been engaged to draw up property lines. Once the lines have been drawn, action will be taken.

#### **Drainage Report Work**

When it rains, 1022 Club Circle's front yard floods. The junction box needs to be raised to allow water inside.

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

**MOVED: To approve the conversion of the existing junction box to an open throat inlet with concrete apron on all sides.**

**Repair to Storm Drain Cover**

On the corner of Wexford and Old Pointe Road, a large piece of equipment ran over the drain pipe box concrete flat top.

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

**MOVED: To approve the removal of the damaged curb inlet lid and remove and place a concrete curb throat and install a new concrete lid with supports.**

**ADJOURNMENT**

With no further business to come before the Board, and upon a Motion made by Dr. Player, seconded by Mrs. Paccadolmi and approved with no objections, the meeting was adjourned at 2:08 p.m.

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Bob Postiglione, President

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Virginia Paccadolmi, Secretary