



First Notice of 2025 Annual Meeting and Call for Nominations
March 7, 2025

Dear Member,

In accordance with *Article II, Section 1* of the Litchfield-By-The-Sea Community Association ("Association") Bylaws and by a unanimous vote of the Board of Directors, this letter provides initial notice that the annual meeting of the Members will be held as follows:

DATE: Wednesday, June 11, 2025

TIME: 1:00PM

PLACE: Litchfield Beach & Golf Resort (ballroom adjacent to Coastal Dish)
14276 Ocean Highway
Pawleys Island, SC 29585

*Attendance information for those who wish to attend virtually will be distributed with the final meeting notice and election materials in May.

At the 2025 Annual Meeting, two people will be elected to serve on the Board of Directors ("Board"). Expiring terms this year are Bob Gilman (River Club) and Scott Manhoff (Tradition).

CALL FOR CANDIDATES

Anyone interested in serving on the Board of Directors should complete the candidate application found on our website at www.litchfieldbythesea.com.

Deadline for all candidate applications is 5:00PM on April 9, 2025.

Once candidate application forms have been received, the certification process for election to the Board of Directors is performed determined by the Nominating Committee, prior being presented to Homeowners for final election.

For more information on the role and responsibilities of elected Board members, please refer to the attached informational materials.



CALL FOR CANDIDATES Board of Directors Candidate Form

Are you interested in how your community is run? Would you like to get involved and help forge the future of Litchfield-By-The-Sea Community Association ("Association")? Consider helping to shape the future of our community as a member of the Board of Directors!

LBTS is looking for candidates to fill two expiring terms. The results of the election will be announced at the Annual Meeting of the Members on June 11, 2025 (meeting begins at 1:00PM). Those elected will serve a three-year term (2025-2028).

Eligibility to serve as a Director is contingent on agreeing to abide by the Code of Conduct and Code of Confidentiality. To ensure diversity, only one Director may serve on the Board from any individual Litchfield-By-The-Sea Community Association sub-section or community at the same time.

Additionally, the Association is subject to many laws and statutes including Codes of Ethics in the SC and DE Nonprofit Corporation Acts. The Code of Ethics for Directors of Nonprofit Corporations sets forth standards of behavior for directors. It is intended to assist them in fulfilling their duties under the law. The code includes six guiding principles and many topic areas, covering effective, ethical, and accountable organizations. For this reason, it is critical that each director has fiduciary responsibility to **only** the Association to avoid potential conflicts within the community or co-mingling of funds.

The Nominating Committee will hold a certification process for candidates. Please submit the following items to complete your candidate package:

- Application- Complete and return the Board of Directors Candidate Form. Incomplete and unsigned forms will not be processed.
- Election Statement- A summary statement, to be shared with all owners, of 200 words or less (on the fillable form or on a separate sheet of paper) about yourself and why the community would benefit from your service on the Board.
- Provide responses to the Short Answer questions.
- A photo (.jpg or .png that can be resized to 2"x 2").
- Deliver to info@litchfieldbythesea.com or 49 Wall St., Pawleys Island, SC 29585 by 5pm on April 9, 2025. All submissions will be date/time stamped. **The ballot will list certified candidates in the order in which they are received.**
- Late submissions will not be accepted.
- Once the window of submission closes, all packages and information submitted will be sent to the Chair of the Nominating Committee, who will schedule interviews and coordinate any other candidate-associated events.

CALL FOR CANDIDATES
Board of Directors Candidate Form
Due no later than 5PM on April 9, 2025

Name: _____

Address: _____

Section: _____

Date of Purchase: _____

of Years Resident: _____ Full Time or Part Time Resident: _____

Phone: _____ (h) _____ |

Email Address: _____

I certify that this information submitted is true and correct to the best of my knowledge and belief. I understand that I will be asked to resubmit my information if defamatory references are made to other people associated with the Association. I agree to uphold all duties as a fiduciary of the Corporation and abide by the Association's Code of Conduct and Code of Confidentiality.

Signature _____ Date _____

Election Statement- A summary statement, to be shared with all owners, of 200 words or less about yourself and why the community would benefit from your service as a Board Member.

