

**Litchfield by the Sea Community
Association, Inc.**
QUARTERLY MEETING OF THE BOARD OF DIRECTORS
Thursday, October 7th, 2021

Pursuant to call, the Meeting of the Board of Directors of Litchfield by the Sea Community Association, Inc. was held on Thursday October 7th, 2021, 2:00 p.m. at the Beach House @ LBTS, located in Pawley's Island, South Carolina.

BOARD MEMBERS

Bob Postiglione, President
Dr. Vic Figlar, Vice-President
Scott Manhoff, Secretary
Dr. Carroll Player, Treasurer
Bruce Allen, Director
Bob Gilman, Director
Wayne Flowers, Director
Larry Ferguson, Director
Royce King, Director – Absent

VISITORS

Steve Goggins- Georgetown County Council
Jeff Wood, General Manager, Litchfield Beach and Golf (check title)
Benjamin Green, Litchfield Beach & Golf (get title)

WACCAMAW MANAGEMENT

Lisa Hergenrother, Community Association Manager
Amanda Karchner, Community Specialist

CALL TO ORDER

Mr. Postiglione called the meeting to order at 2:00 p.m. and a quorum was established. Mr. Postiglione spent a few minutes asking those in attendance to treat staff and board with respect and courtesy. In the event that a staff member feels threatened by an owner or guest, that staff member has been empowered to call the Georgetown County Sheriff's office for assistance up to and including pressing charges.

TENT BAN

Mr. Steve Goggins, Georgetown County Council – District 6, was asked to visit and speak about which organizations actually have jurisdiction on the beach at LBTS. Mr. Goggins reported to the Board that LBTS HOA has no jurisdiction for the beach in front of the LBTS Beach House. That property is actually owned by the State of South Carolina. Georgetown County Sheriff's Department has the jurisdiction for enforcement – large holes on the beach, drinking on the Beach. If the homeowners

want to see a ban on tents then that issue must be taken to Georgetown County. Mr. Goggins stated that the County is looking into such matters and that the Georgetown County Parks and Recreation Department would be the lead department to investigate and then bring such a matter to a vote before the County Council. A tent ban would have to go through three different public hearings before coming to the Council for a vote. Mr. Goggins does not see this happening until mid to late 2022.

A meeting is being set up with representatives of the LBTS Board, Waccamaw Management, and Allied Security to discuss the concerns expressed by LBTS owners and explore ways to mitigate these concerns. With a better understanding of the tent companies operations and establishing an open line of communication, the Board will be in a better position to know what changes can be made. Owners were particularly concerned about the size of the tents, the number of tents in a small area in front of the Beach House, and safety issues with long/large guide wires from the tents posing a safety hazard.

Mr. Postiglione thanked Mr. Goggins for attending. He discussed the small stretch of beach that most LBTS owners think of as their beach and how many owners want to use the same stretch of beach at the same time – particularly on holidays and summer weekends. LBTS cannot restrict owners from wanting to rent tents but the Board will investigate ways to limit size and number of tents in the area right in front of the Beach House.

COMMUNICATION COMMITTEE REPORT

Communications Chair Larry Ferguson gave the report on behalf of the Committee which met for the first time on September 23, 2021. All committee members were introduced and many of them were in attendance at the October 7th meeting. The committee will meet monthly for the foreseeable future.

We discussed short term and long term issues that hamper community understanding of LBTS operations.

Short- Term issues addressed:

1. Keeping the Website up to date.

Actions Taken:

Vince Franco posted the most recent Board Meeting Minutes.

Updated the listing of the 31 communities in LBTS.

Posted Bob Postiglione’s most recent letter,

Revised wording that LBTS is a “limited access, gated community.”

All owners are asked to use the LBTS website www.litchfieldbythesea.com as the official source of LBTS news and information.

2. There is a need to announce the dates and times of Board Meetings,

Action Taken: Waccamaw Management sent two separate Town Square announcements as to the October 7th meeting.

3. Revised a method of managing the audience at Open Board meeting.

Action: We established a protocol for audience questions in an orderly manner.

Long- Term issues addressed:

There is a need to understand how LBTS operates.

1. The Committee is researching the history, community membership, how it is governed and issues facing the community at large. We will develop a presentation for posting on the website and presented in person to the LBTS communities.
2. The LBTS and the community Boards need closer interactions and information sharing.

Action: The committee recommends that the LBTS Board hold a meeting with all LBTS Member Community HOA Presidents one month prior to all LBTS Board Meetings in order to share information, obtain feedback and work through the other member HOA Presidents to increase understanding of LBTS with each member community.

3. The LBTS Board should publicize the upcoming year scheduled Board meetings to all community members.

Action: All 2022 Board meetings will be posted on the website by the end of 2021.

Action: The committee is investigating ways to live stream all future meetings including technology upgrades to the Beach House to make this happen.

SECURITY COMMITTEE REPORT

Security Chair Bob Gilman gave this committee report. He thanked the owners in attendance for their passionate feedback at the last LBTS Board meeting and was pleased to report that significant progress had been made on many issues.

Charging for Bar Codes/Scanned Passes: The LBTS Board convened a group of representatives from various LBTS member communities. Upon the recommendation of this group, the LBTS Board will move forward with a plan to implement a daily fee of \$5.00 per day, per car for rental guests. Such a fee is similar to what many resort properties charge and call a resort usage fee. This program will require a partnership with the rental management companies as it will be them who will need to assess the charge, collect the funds and pay LBTS. The Board intends to launch this new program during the first or second quarter of 2022. Mr. Gilman reported that a homeowner can no longer issue a scanned pass for a period longer than 30 days. LBTS is working with TEM and GateHouse to fix any programming glitches that allow the issuance of a pass longer than 30 days.

At this time, the Board will not be implementing an annual renewal fee for bar codes. The Board felt it was important to draw in rental guests and rental management agencies as partners to increase resources for the care and maintenance of LBTS. The Board is still investigating the possibility of charging commercial vehicles for bar codes but this will not be taken up until the successful launch of charging

rental guests a daily fee.

Golf Carts: By November 15, 2021, the old blue golf cart sticker will no longer be accepted as a credential to enter LBTS property. Each golf cart must have a bar code which must be affixed to the cart. Owners with blue decals have been notified and are encouraged to see Christine Strembicki, Bar Code Administrator at Waccamaw Management to obtain a new bar code.

Trespassing: Mr. Gilman continues to work with the Security committee to stop trespassers from entering the LBTS campus. There will be Private Property signs and NO Trespassing signs installed around the campus. People who are caught on campus illegally will get one warning and if they are caught again then Security will call Georgetown County Police and charges will be filed.

There are communities such as Mingo that do not pay LBTS dues and are not allowed on the Oceanside campus. These communities have been put on notice that the Private Property-NO Trespassing will be enforced. Renters from True Blue and Pawleys Plantation are allowed to use Litchfield Beach and Golf amenities but not to enter the gated portions of LBTS.

The gate on the path near Summerhouse will stay locked at all time's effective immediately. The maintenance crews have been instructed that if they need to pass through even for a short time then gate has to be shut and locked. This will be a permanent practice. Additionally, LBGR is researching the cost of putting a gate in at this location.

Rental guests using the LBGR shuttle will be required to show a key card to use the shuttle (to and from the beach).

There will be two removable bollards installed on the path near Summerhouse and Retreat Beach Circle. The bollards will be up through the off-season and will be removed during the months that the shuttle is in use. LBGR is investigating the possibility of hiring additional security staff during the peak season for the property they own in the Summerhouse and Seaside Inn areas.

A local towing company has been contacted and there will be Towing signs installed at the parking areas of the Beach House. If a vehicle does not display a bar code or pass then Security will do their best to locate the owner of the vehicle before the Towing Company is called.

An audit of all real estate sales have been conducted to ensure that owners who no longer own LBTS property have had their bar codes disabled.

Security staff regularly engages walkers and bikers coming in through the front gate. These folks are asked to indicate where they live so the guard can check on whether they can enter the property as a member. Owners are asked to reply politely if the

guards ask you where you are from.

GateHouse Software Improvements: The Board had hoped to institute an anti-pass back function in the GateHouse software. This improvement will need to occur with the effort to charge for bar codes as each scanned pass will need to have a unique number in order for this to work.

The GateHouse software will be undergoing an upgrade to the Cloud – i.e. the software will live in a web based environment instead of on one person’s computer. This upgrade will allow a new bar code to be added and synced into the system much more quickly.

Staffing: Mr. Gilman will institute quarterly meetings with Waccamaw Management and Allied Security staff to continue to work on improvements and identify and solve process and system issues.

FINANCIAL REPORT

Board Treasurer Dr. Carroll Player presented the financial report for the period ending August 31, 2021. As of August 31, 2021, Assets total \$1,701,546.70 with Liabilities of \$1,231,667.00 and Total Operating and Reserve Accounts at \$2,400,307.22.

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

MOVED: August 2021 financials be approved.

NEW BUSINESS

APPROVAL OF MINUTES

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

MOVED: Minutes from the August 12, 2021 Board Meeting Minutes be approved as presented.

2022 MEETING DATES

This item was tabled but the Board promised to post all 2022 meeting dates to the LBTS website by the end of 2021.

CHARGING FOR GUEST PASSES

Upon a motion by Mr. Gilman, seconded by Mr. Ferguson and approved with no objections, it was:

MOVED: To charge a daily fee for each vehicle owned by a rental guest and to work with rental management companies to charge and collect the fee.

LBTS BULK TRASH

The pricing for trash pick-up and recycling will not increase for 2022. With the exception of River Club single family homes, all other participating HOA's are making their own choice on trash service for 2022.

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

MOVED: River Club single-family homes will stay with GFL for 2022

2022 BUDGET

The 2022 LBTS budget will increase regular assessments by 6% increase and the small 10% special assessment will continue next year. This information will be posted on the LBTS website. Owners will receive their new coupons in early December.

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

MOVED: To approve the 2022 Budget

OWNER Q&A

Q: Will owners have to pay a fee for their guests?

A: No, owners will not have to pay a fee for a guest pass.

Q: Do you have an idea of how much you will charge rental guests?

A: The amount has not been finalized but we are considering \$5 per day per vehicle.

Q: What are the plans to improve the landscaping around the Beach House area?

A: LBTS Landscape Chair Dr. Figlar reported that the bush between the Beach House and Sandpiper building would be pruned with a large bush on the top of the dune removed. New plantings will be installed in the enclosed area by the Beach House. Dr. Figlar reported to the board that Starwood would put out fall and winter flowers by November 1, 2021.

Q: Can the North and South Gates be closed, forcing everyone to enter through the main gate? Can a pedestrian gate be installed at the main gate for bikers/walkers?

A: The main gate does not have a lot of room for cars to line up. The North Gate was installed as an alternative way for rental guests to enter the campus. Also there is no additional real estate at the main gate to add additional lanes. Many owners who live on the South Dunes side of the Oceanside campus use the South Gate to enter the property.

Q: The River Club roads are in awful shape. Why are you waiting to start that project?

A: In 2020, an engineering study was conducted by S&ME to develop a multi-year plan to mill and re-pave the roads in River Club which are owned by LBTS and are

the responsibility of LBTS to maintain. To complete this project \$1.2 million will be needed. LBTS needs more time to build the reserves to successfully complete this project without depleting the reserve funding. Right now, the plan is to start with the removal of about 40 pine trees in the fourth quarter of 2022. Specifications for the project are being developed by S&ME with the intent to go out to bid in the fourth quarter of 2022 with the project starting late in the first quarter of 2023.

Q: Can LBTS stop people from feeding birds on the beach?

A: LBTS does not have the enforcement jurisdiction for the beach.

Q: The internet connection at the Beach House serving the Beach House deck area is awful. What can be done to improve this? The questioner also offered his expertise in helping solve this problem.

A: The Board welcomes the offer of help, wants to improve the internet access at the Beach House and will need to improve the strength of the internet in order to livestream future meetings.

Q: How can the security issues at the South Gate be improved? I live near the South Gate and do not want to see it shut down. Can this gate be returned to an owner's only location?

A: The Board will take this under advisement and will investigate all possible ways of improving this area and others that impact security.

Q: Will the board consider another location for the vending machine?

A: The Board will take this under advisement.

Q: Did the Board go out to bid for management services or security?

A: The Board did not go out to bid for management services. Bids were sought several years ago for security and at that time, Allied Security was the low bid.

Q: Can recycling containers be placed at the Beach House deck?

A: The Board will look into whether this can be done and at what cost.

Q: I ride my bike to LBTS from River Club. What identification do I need to present to enter the Oceanside campus?

A: The security guards will ask you where you live. The board will consider if some sort of decal can be issued for bike riders.

Q: I appreciate the level of communication being displayed here today and it makes me feel hopeful. Please keep it up. You spoke about owners being disrespectful towards staff. At the last board meeting, some disrespect was shown from the Board to owners. We would ask the same.

A: The Board agrees that all people, board members, owners, rental guests and staff should be respectful towards each other.

Q: Please consider the development of a plan regarding large tents.

A: LBTS Board members are meeting soon with the tent companies and will report back.

In closing, President Bob Postiglione thanked everyone for coming.

ADJOURNMENT

With no further business to come before the Board, and upon a Motion made by Mr. Manhoff, seconded by Dr. Figlar and approved with no objections, the meeting was adjourned at 5:04 p.m.

Bob Postiglione, President

Scott Manhoff, Secretary