

**Litchfield by the Sea Community  
Association, Inc.**  
**QUARTERLY MEETING OF THE BOARD OF DIRECTORS**  
Friday, April 16, 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, April 16, 2021, 9:00 a.m. via Go To Meeting video conferencing at the Waccamaw Management office, 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  
Bruce Allan, Director

**WACCAMAW MANAGEMENT**

Lisa Hergenrother, Community Association Manager  
Kailey Rivera, Community Specialist

**CALL TO ORDER and COMMENTS**

Mr. Postiglione called the meeting to order at 9:00 a.m. and a quorum was established.

**BOARD APPOINTMENT**

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

**MOVED: To formally accept the resignation of John Bartha.**

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

**MOVED: To accept the appointment of Bruce Allan to fill the remainder of John Bartha's term until 2023.**

### **APPROVAL OF MINUTES**

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

**MOVED: Minutes from the February 5, 2021 Board Meeting be approved as presented.**

### **FINANCIAL REPORTS**

Dr. Player reviewed the January and February 2021 financials and variance reports. As of February 2021, Assets total \$887,752.83 with Liabilities of \$550,598.40 and Reserve Funds of \$1,351,568.41. Account #9250 reflects a payment of \$4,403.28 for the new front gate motor at River Club. Account #9230 reflects a payment of \$4,500 for the repair of an irrigation main line and repair of the roadway.

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

**MOVED: January and February financials be approved.**

### **MBN AGREEMENT**

The agreement with Myrtle Beach National expired at the end of last year (2020). If the agreement is reconstructed, it must be sent back to the LBTS membership for approval.

### **BEACH HOUSE**

The board discussed the liability issues involved with opening the Beach House. The Association does not have the staff to police social distancing during events. The board is still waiting on Senate Bill S147 to pass before opening the Beach House. It will remain closed until further notice.

Owners and renters need to continue to bring their own chairs to the Beach House Deck.

### **CONCESSION STAND**

A vendor approached the board about serving cold menu items from the Beach House kitchen during tourist season, from Friday to Sunday. The board decided to continue with the food truck on the weekends.

### **RIVER CLUB POOL**

The 2021 budget includes \$15,500 for a pool attendant to monitor cleanliness and social distancing. Owners will be required to wear masks when not in the pool. There will be separate in and out gates and the restrooms will be cleaned once a day.

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

**MOVED: On Memorial Day, the River Club pool will be open with a pool attendant and half of the deck furniture.**

### **RIVER CLUB PROPERTY LINES**

Mrs. Hergenrother hired a surveyor to draw up property lines in Aspen Loop. It would only be a trespassing allegation if the association takes legal action.

### **LBTS TRASH CONTRACT**

The current trash contract was discussed, as well as the possibility of switching trash companies. If LBTS moves away from holding the bulk trash contract, each sub-association will need to pursue their own bulk services and agreements.

### **UPDATE ON CAPITAL PROJECTS**

#### **Fishing dock repair**

The fishing dock repairs will be completed this week.

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

The road drainage work at the front gate has been completed.

#### **Front gate fountain repairs**

There have been some issues with the fountain at the front gate of LBTS. The vendor is trying to repair a leak without digging up the concrete.

### **RIVER CLUB ROAD PROJECT**

The road project will require removing some Pine Trees from the medians to preserve the integrity of the new roads. The trees must be removed prior to completing the road work. Jonathan Keyser created a landscape design of the medians where trees will be removed. The Road Committee felt the design contained too much landscape material in the medians.

### **PREPARATIONS FOR ANNUAL MEETINGS**

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. The Nominating Committee has reviewed candidates for Virginia's position.

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

**MOVED: To accept David Uhazie and Larry Ferguson as Nominees for the Board of Directors.**

The 30 day notice will be mailed mid-May. 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.

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

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

**MOVED: To include the 8<sup>th</sup> Amendment on the proxy.**

**LANDSCAPE UPDATE**

Directly in front of the sitting area at the fishing dock there is no grass. When it rains, everything on the asphalt road rolls down into the pond, washing the grass away. A channel drain from the parking lot all the way down to the pond is needed. Mulch will be installed in lieu of grass and stepping stones will be added.

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

**MOVED: To approve and proceed with the installation of sod, mulch, stepping stones and the channel drain for up to \$10,000.**

**TENNIS COURT WORK NEEDED**

Dr. Player and Dr. Figlar will meet with Jack Moran who is on the Tennis Committee to discuss the two proposals received for the revamping of the tennis courts.

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

**MOVED: To approve up to \$10,000 for the revamping of the tennis courts.**

**SECURITY REPORT**

As of January 1, 2021, the Association has been charging \$20 per new barcode. This has already generated approximately \$11,700. A barcode committee will be put together to discuss the renewal fee and how the communications and implementation will be managed.

Updating the Gatehouse Solutions visitor, resident and realtor management software systems to a cloud based platform will take place in the fall.

**ADJOURNMENT**

With no further business to come before the Board, and upon a Motion made by Mrs. Paccadolmi, seconded by Mr. Gilman and approved with no objections, the meeting was adjourned at 12:15 p.m.

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Bob Postiglione, President

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Virginia Paccadolmi, Secretary