

**Litchfield by the Sea Community  
Association, Inc.**  
**QUARTERLY MEETING OF THE BOARD OF DIRECTORS**  
Friday, October 9, 2020, 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, October 9, 2020, 9:00 a.m. at the Seagrass Room in Pawleys Plantation, located in Pawley's Island, South Carolina.

**BOARD MEMBERS**

Bob Postiglione, President  
Dr. Vic Figlar, Vice-President  
Dr. Carroll Player, Treasurer  
John Bartha, Secretary  
Bob Gilman, Director  
Royce King, Director – **absent**  
Virginia Paccadolmi, 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 9:07 a.m. and a quorum was established.

**APPROVAL OF MINUTES**

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

**MOVED: Minutes from the August 14, 2020 Board Meeting be approved as presented.**

**FINANCIAL REPORTS**

Mrs. Hergenrother reviewed the August 2020 financials and variance reports. Assets total \$462,141.70 with Liabilities of \$409,763.65 and Reserve Funds of \$1,203,302.02. The Association is moving forward with legal action on three long-

term delinquent accounts. There was a seasonal bump in water and sewer due to increased irrigation.

### **APPROVAL OF CONTRACTS**

#### **Landscaping and Management**

The Starwood landscaping contract has been finalized. Irrigation rates have increased to \$55/hr. There will be a 1.5% increase in the base contract for year two with no increase in years three and four.

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

**MOVED: To approve the landscaping contract with Starwood.**

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

**MOVED: To approve the management contract with Waccamaw Management for five years.**

#### **Spectrum**

The board discussed the possibility of adding River Club to the bulk cable program.

#### **Bulk Trash Contract**

Trash services will be reduced to once a week beginning January 2021. Recycling collection will remain every other Friday for pick-up. Trash collection schedules will be as follows:

Tuesday: Tradition, River Club and Willbrook Plantation

Friday: Reunion Hall and The Reserve

### **2021 BUDGET**

The monthly assessments are being increased 6%. This increase is not nearly enough to maintain funding needs. A 10% special assessment will be implemented again in 2021 generating an additional \$267,098 in reserve funding. The Board is studying a number of ways to generate additional revenue.

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

**MOVED: To approve the 2021 budget and special assessment.**

### **UPDATE ON CAPITAL PROJECTS**

The 2020 special assessment projects left to complete are the storm drain repairs and installing the aerator for the River Club waterway. All other projects are in progress or have been completed. There will be a 2021 special assessment. A couple items the special assessment will fund are repairing a section of road at LBTS with added drainage and repairing a section of the Beach House deck. There was discussion on ways to increase revenue including charging for barcodes. Effective January 1, 2021, all new bar codes will carry a \$20 charge. Effective July 1, 2020,

all LBTS owners will be subject to a \$20 renewal charge for each bar code they have in their possession.

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

**MOVED: To implement a barcode fee of \$20 beginning January 1, 2021 and a yearly renewal fee of \$20 beginning July 1, 2021.**

### **BEACH HOUSE**

The Beach House will remain closed until social distancing laws are lifted. The rental rates have increased and will be implemented January 1, 2021.

### **RIVER CLUB PETITION**

A petition was received from River Club owners due to new home construction on Aspen Loop. When it rains, a large amount of fill dirt is spilling into the waterway necessary for drainage. The petition requests a privacy fence be installed to stop the builders from clearing. A request will be submitted to have Aspen Loop surveyed to verify property lines and Mrs. Hergenrother will report the violation of property lines to Georgetown County.

### **RIVER CLUB PROJECT UPDATES**

#### **Road Update**

In February 2020, the board approved for S&ME to assess the roads in River Club. Based upon S&ME's observations, core samples, and geophysical test results, they have grouped the streets into three risk categories. The next step is to determine the scope of work for the first construction project and to meet and formalize the scope of work with S&ME.

#### **Tree Removal**

There was discussion about removing the pine trees on Club Circle prior to the start of the road work. Mr. Gilman contacted Peter Stevens for a quote on the tree removal work. The board needs to engage with a landscaping architect to determine the total cost of replacing trees and re-sodding the landscaping and seek community feedback.

#### **Pool Pump**

One of the two pumps in the River Club pool has been replaced. The second pump is now in need of replacing.

### **SECURITY REPORT**

The board reviewed and approved the TEM upgrade proposal. Updating the Gatehouse Solutions visitor, resident and realtor management software systems to a cloud based platform will make them easier to navigate.

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

**MOVED: To approve the proposal from TEM for \$19,000 and upgrade to a cloud base platform in the first quarter of 2021.**

There have been ongoing issues with the back gate at River Club. Upon inspection, it was found that the internet speed was not great enough to handle the volume of traffic. The internet speed was updated and no further issues have been reported. TEM suggested having a battery back-up at the back gate in the event of a power failure.

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

**MOVED: To approve the purchase of a battery back-up from TEM for \$2,639.**

### **FOOD TRUCK**

Positive feedback was received about the Gnosh Pit food truck that was at Litchfield by the Sea on Labor Day. The board discussed having a food truck on site a few weekends during the summer months.

### **LANDSCAPE REPORT**

Dead plants were removed from the median at River Club. The removed plants will be replaced with smaller plants; sod will be installed where plants are not being replaced.

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

**MOVED: To approve the spending of \$4,000 for replacing plants and re-sodding.**

### **2019 AUDIT**

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

**MOVED: To approve the 2019 Audit.**

### **ANNUAL MEETING PREPARATION**

The 2020 annual meeting is being held virtually, via GoToMeeting. The board discussed the responses to homeowner questions that were submitted in advance.

### **NEXT MEETING DATE**

The 2021 Board Meeting schedule was discussed and will be finalized by the end of 2020. The meeting dates will be posted on the website.

**ADJOURNMENT**

With no further business to come before the Board, and upon a Motion made by Dr. Figlar, seconded by Mr. Gilman and approved with no objections, the meeting was adjourned at 12:40 p.m.

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Bob Postiglione, President

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John Bartha, Secretary