

**Litchfield by the Sea Community  
Association, Inc.**  
**QUARTERLY MEETING OF THE BOARD OF DIRECTORS**  
Friday, August 14, 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, August 14, 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 - absent  
Bob Gilman, Director  
Royce King, Director – via Go to Meeting  
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 9:00 a.m. and a quorum was established.

**APPROVAL OF MINUTES**

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

**MOVED: Minutes from April 17, 2020 Board Meeting be approved as presented.**

**FINANCIAL REPORTS**

Mrs. Hergenrother reviewed the June 2020 financials and variance reports. Assets total \$547,211.64 with Liabilities of \$506,171.05 and Reserve Funds of \$1,171,550.54. \$27k was borrowed from Reserves to pay the insurance premium in full. The due to/due from balance has been satisfied. The Association is moving

forward with legal action on five long-term delinquent accounts. Title searches will be completed on these accounts to determine other debt and/or liens. Mr. Manhoff will be the board point person as a resource to work with Mrs. Hergenrother on pursuing collection action on all of these accounts and to guide negotiations.

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

**MOVED: To authorize foreclosure activity on the five delinquent accounts pending title searches.**

### **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.

Upon a Motion from Mr. Manhoff, seconded by Mr. Gilman 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.**

### **EXECUTIVE SESSION**

The contracts with Waccamaw Management and Starwood are up for renewal. At this time the Board chose to enter into Executive Session. Waccamaw Management staff was excused.

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

**MOVED: To enter into Executive Session.**

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

**MOVED: To renew the Starwood Landscaping contract for four years with a 2% increase in 2021, a 1% increase in 2022, and no increase in 2023 and 2024.**

### **BEACH HOUSE**

A letter was received from The Bellamy Law Firm discussing concerns of Somerset Owners should the Beach House be converted into a restaurant. Some of the concerns mentioned were noise, smell, drinking, music, and congestion. Mr. Manhoff will contact David Gundling about Somerset's concerns. Mr. Flowers and Mrs. Hergenrother will work together on installing a vending machine at the Beach House deck.

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

**MOVED: To close the Beach House for the remainder of 2020. The 2021 calendar year will also remain closed until social distancing laws are lifted.**

### **RIVER CLUB POOL UPDATE**

The 2021 budget will include \$25,000 for a pool attendant to monitor cleanliness and social distancing. The pool attendant will be hired and the pool will be open from Memorial Day to Labor Day.

### **REQUEST FROM TENNIS PRO**

An email was received from Michael Zavacky asking to be a Resident Pro at LBTS, offering tennis lessons to residents and guests. The request was denied.

### **RIVER CLUB ROAD REPORT**

In February 2020, the board approved for S&ME to assess the roads in River Club. The road committee met with the engineer and developed a schedule to begin the work. A ground penetrating radar data collection was completed on March 2nd. An additional visual inspection and core sampling was completed on March 19<sup>th</sup> to validate the ground penetrating radar data. Based upon S&ME's observations, core samples, and geophysical test results, they have grouped the streets into three risk categories. Due to the high traffic and surface distress, Club Circle is category one being the highest risk. Category two, the second highest risk, is all inner roads. i.e. Old Pointe Road, Mackinley Circle, etc. Category three, the lowest risk, is Fairway Lane and Golf View Court. The next step is to determine the work for the first construction project and to meet and formalize the contract with S&ME.

There was discussion about removing the pine trees on Club Circle prior to the start of the road work. Mr. Gilman will contact Peter Stevens for a quote on the tree removal.

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

**MOVED: To approve repairing a section of road at LBTS with added drainage by Coastal Asphalt for no more than \$88,000.**

### **BEACH HOUSE DECK WORK**

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

**MOVED: To approve the repair of Beach House decking by Tom Tullo for no more than \$60,000.**

### **LBTS SIGN REPAIR**

The LBTS main entrance sign repairs will begin Monday, August 17, 2020. Repairs should take approximately three weeks to complete.

### **SECURITY REPORT**

The board reviewed the TEM upgrade proposal. TEM has suggested updating the Gatehouse Solutions visitor, resident and realtor management software systems for each of the admin and guard users to a cloud based platform. The total cost for the upgrade is \$19,000.

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

**MOVED: To accept the proposal from TEM and upgrade to a cloud base platform in 2021.**

### **2020 ANNUAL MEETING PREPARATIONS**

This year's annual meeting will be held virtually, via GoToMeeting. The primary purposes of the Annual Meeting is to elect directors, vote on the Tax Resolution, approve the 2019 annual meeting minutes and transact any other business. Questions that homeowners want to have addressed at the meeting can be submitted in advance to [lisah@waccamawmanagement.com](mailto:lisah@waccamawmanagement.com). The terms of Bob Postiglione, Vic Figlar and John Bartha expire at this year's meeting. They have all agreed to serve another term on the Board, if they are elected. The holding of the Forty-Second Annual Members' Meeting will be on Saturday, October 10, 2020.

### **LANDSCAPE REPORT**

Georgetown Tree Service will begin tree pruning on Monday, August 17th in the River Club performing work in multiple locations. The work is subject to weather conditions but should be completed by the end of the week. Once the LBTS main entrance sign is rebuilt, plantings will go in.

### **RCCO REPRESENTATIVES**

The RCCO is an advisory committee to the Litchfield by the Sea board. The RCCO and River Club ARB are covered under LBTS' Directors and Officers liability insurance policy.

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

**MOVED: To acknowledge that RCCO is covered under LBTS' Directors and Officers liability insurance policy.**

There was some discussion about the social calendar for River Club and their use of the Beach House. The Litchfield by the Sea Beach House requires a special event policy for any event that has alcohol present. Mrs. Hergenrother spoke with Maggie Almond, insurance agent, about pricing for a special event policy. The average policy quote is between \$200- \$300 per event.

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

**MOVED: Litchfield by the Sea will not pay for any special event policy for or obtained by River Club.**

The current RCCO members are as followed:

Joe Banyar	President	
Diane Stern	Vice President	Communications
Gerry Vargo	Treasurer	
Mike Turner	Secretary	
Kathy Benson		Outreach/Social
Tom Breslin		Security

Grounds/Landscaping Committee

Joe Banyar - Chair  
Ed Martineit  
Seeking a third committee member

Membership Committee

Mike Turner - Chair  
Sharon Patula  
Joe Banyar  
Sue Parker

ARB

Carol Leis - Chair  
Mike Benson  
Pete Hurley

**NEXT MEETING DATE**

The next Board Meeting will be held Friday, October 9, 2020 at 9 a.m.  
The Annual Meeting will be held Saturday, October 10, 2020 at 10 a.m. via Go To Meeting.

**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 12:56 p.m.

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Bob Postiglione, President

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John Bartha, Secretary