

**Litchfield by the Sea Community  
Association, Inc.**  
**QUARTERLY MEETING OF THE BOARD OF DIRECTORS**  
Friday, April 17, 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, April 17, 2019, 9:00 a.m. via conference call 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  
John Bartha, Secretary  
Bob Gilman, Director  
Royce King, Director  
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 9:05 a.m. and a quorum was established.

**APPROVAL OF MINUTES**

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

**MOVED: Minutes from February 7, 2020 Board Meeting be approved as presented.**

**FINANCIAL REPORTS**

Dr. Player reviewed the December 2019, and January and February 2020 financials and variance reports. Assets total \$626,515.98 with Liabilities of \$591,060.51 and Reserve Funds of \$1,067,845.81. Reserve income is up because of the special

assessment increase. January and February financials are about the same due to the COVID-19 shut down. Mrs. Hergenrother and Dr. Player discussed creating separate GL Codes for the Beach House and Holiday Lighting. A GL Code will also be created for irrigation.

### **BOARD MEMBER APPOINTMENT**

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

**MOVED: To appoint Bob Gilman to complete the unexpired term of Tom Leis.**

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

**MOVED: To appoint John Bartha as Secretary.**

### **COVID-19**

Mrs. Hergenrother informed the board that Waccamaw Management is keeping their doors locked due to the corona virus outbreak, but are still staffed and working. There was lengthy discussion on safety measures to take during this time. The Beach house will be closed and reservations made through the month of May will be cancelled or rescheduled for a later date. The deck furniture will be removed and stored inside the Beach House until further notice. The River Club pool will be closed until further notice. No thirty day passes will be issued until further notice.

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

**MOVED: To cancel all Beach House reservations through May.**

### **UPDATE ON CAPITAL PROJECTS**

Mrs. Hergenrother reported 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.

### **RIVER CLUB ROAD REPORT**

At the last meeting, 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. A report on the data will be available next week. The road committee will review the findings and develop the next steps.

### **SECURITY REPORT**

There was lengthy discussion about ways to increase revenue. The board discussed charging for access into the community based on wheels. Utility companies, maid service, home health, FEDEX, and UPS would be excluded. There was discussion about the revenue that could be generated from barcodes. More time is needed to develop a plan on how to implement and collect the initial fee.

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

**MOVED: To implement barcode fees.**

The board reviewed the current 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. The board discussed obtaining a second bid for comparison.

The security committee explored alternative security companies but ultimately decided to stay with Allied Security. Allied Security shared a market analysis of wages and the board decided to give the guards a pay increase.

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

**MOVED: To approve a back pay bonus increase of fifty cents from the beginning of the year to April and a dollar increase thereafter for the security guards.**

#### **RESTAURANT DEVELOPMENT**

Mr. Bartha reached out to the Sandpiper Run and Somerset Board Presidents to discuss the potential conversion of the Beach house into a restaurant. There was discussion about converting the Beach house kitchen into a walk-up snack shack. Further conversation was tabled.

Until COVID-19 issues subside, no reservations will be made for the 2021 calendar year.

#### **ANNUAL MEETING PREPARATIONS**

The board had previously decided to hold the annual meeting at the Waccamaw High School. Due to COVID-19 and social distancing laws, the high school and the library are closed to meetings. Due to the inability to secure a meeting location, the annual meeting is postponed.

#### **COMMITTEE ASSIGNMENTS**

The board reviewed the Committee Assignment list.

#### **FRONT ENTRANCE SIGN REPLACEMENT**

Sign Works and Sign Studios have been contacted about replacing the large Litchfield sign on Highway 17 that was damaged in an accident. A brand new sign will cost approximately \$22,000. There was discussion about the type of material to use for the new sign.

**LANDSCAPE REPORT**

Mrs. Paccadolmi reported that the summer flowers will be received next week. The Lakeside project has been completed. Pine straw and mulch has been installed.

**CHARLESTOWNE GRANT GATE REQUEST**

The Charlestown Grant HOA Board of Directors has requested permission to purchase and install an automatic-open gate at the entrance of Charlestown Grant. The purpose is to slow traffic and delineate entrance to a residential neighborhood from a main thoroughfare. The board discussed the alternate options of installing a radar sign or speed bump. The board will order a new radar sign for Charlestown Grant and Mrs. Hergenrother will obtain a quote on both permanent and removable speed bumps.

**NEXT MEETING DATE**

The next Board Meeting will be held in May. Mrs. Hergenrother will send potential dates to the Board via email.

**ADJOURNMENT**

With no further business to come before the Board, and upon a Motion made by Mr. Manhoff, seconded by Mr. Bartha and approved with no objections, the meeting was adjourned at 11:55 a.m.

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Bob Postiglione, President

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John Bartha, Secretary