



December 2019

Dear Homeowner:

As this year comes to a close, we would like to take a moment to say thank you for your continued support of Litchfield-By-The-Sea Community Association, Inc. We are committed to working with each of you to ensure the proper operation and economic stability of our association and to provide a comfortable and worry-free environment for our owners.

Over the last few months, we have diligently worked on the 2020 budget, which is enclosed in this packet. With the final budget approved, a 6% increase in the monthly assessments was necessary due to rising maintenance and insurance costs and to continue to rebuild the association's reserve funds.

2020 Monthly Assessment Amounts

Ocean Side & River Club:	Improved Properties: \$108	Unimproved: \$78
West Side Properties:	Improved Properties: \$ 37	Unimproved: \$27

Also, please find the enclosed coupons and envelopes to assist in making your assessment payment. **Payment coupons are not enclosed for owners who have authorized the automatic bank draft method of payment.** Payment Coupons for the bulk cable, trash and recycling program will be mailed separately in December.

Along with the regular monthly assessment, The Board has also approved a Special Assessment for 2020. Pursuant to the Declaration of Covenants and Restrictions, Article V, Section 4 allows the Board to set a special assessment in a single calendar year for members as long as it does not exceed 10% of the member's annual assessments. The funds must be used for capital projects, construction, repairs or additions to the Litchfield by the Sea common property. All projects must be completed within the same year as the special assessment and total approximately \$252,482. **The payment coupons for the special assessment will be sent under separate cover.**

2020 Special Assessment Amounts

Ocean Side & River Club:	Improved Properties: \$130	Unimproved: \$94
West Side Properties:	Improved Properties: \$ 44	Unimproved: \$32

Special assessment funded projects for 2020 will include the following:

- Road sealing at LBTS: walking path, Beach House Circle and other side streets in the Charlestown Grant area;
- Phase II of storm drain repairs at River Club and LBT;
- River Club pool fence and kitchen counter;
- Sand fencing in front of the LBTS Beach House to rebuild dunes;
- Osprey Lake bulk head inspections at LBTS;
- Walkway lighting from the LBTS Beach House to both parking lots;
- Aerator for River Club pond/water way

Managed by:



www.waccamawmanagement.com

Pawleys Island Office  
P. O. Box 2308  
Pawleys Island, SC 29585  
843.237.9551

Carolina Forest Office  
P. O. Box 51558  
Myrtle Beach, SC 29579  
843.903.9551

Briarwood Office  
605 Briarwood Drive, Suite C  
Myrtle Beach, SC 29572  
843.272.8705

Please continue to direct any correspondence regarding Association business to the Waccamaw Management Customer Care Center. The Customer Care team can assist you with any questions or changes in homeowner information.

Waccamaw Management, LLC, AAMC  
Post Office Box 2308  
Pawleys Island, SC 29585  
(843) 237-9551  
[info@waccamawmanagement.com](mailto:info@waccamawmanagement.com)

Please also visit the Waccamaw Management website at [www.waccamawmanagement.com](http://www.waccamawmanagement.com). It allows you instant access to your account balance, transaction history and offers a convenient online payment option. Please also visit the Litchfield by the Sea website at <http://litchfieldbythesea.com> for all of your homeowner information.

In closing, we wish you a joyous Holiday Season.

Sincerely,

Board of Directors,  
Litchfield-By-The-Sea Community Association, Inc.

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**Budget Summary Report**  
**Litchfield By The Sea Community Association, Inc.**  
**2020 Budget**

	<u>2019 Budget</u>	<u>2020 Budget</u>
<b>Income</b>		
4000 - Regular Assessments	2,345,424.00	2,502,792.00
4015 - Special Assessments	248,617.00	252,482.00
4050 - Public/Commercial Units	14,119.00	14,969.00
4060 - River Club Golf Course	5,508.00	5,844.00
4095 - Beach House Fees	15,000.00	12,500.00
4130 - ARB - Impact Fees	1,000.00	1,000.00
4159 - Decal/Barcode Fee	5,000.00	7,000.00
<b>Total Income</b>	<b>2,634,668.00</b>	<b>2,796,587.00</b>
<b>Total Operating Income</b>	<b>2,634,668.00</b>	<b>2,796,587.00</b>
<b>Pool Maintenance</b>		
5015 - Pool Supplies	12,500.00	13,000.00
5035 - Pool Equipment / Maintenance	4,000.00	4,500.00
<b>Total Pool Maintenance</b>	<b>16,500.00</b>	<b>17,500.00</b>
<b>Clubhouse Maintenance</b>		
5125 - Beach Club Cleaning	5,000.00	5,500.00
<b>Total Clubhouse Maintenance</b>	<b>5,000.00</b>	<b>5,500.00</b>
<b>Landscaping Maintenance</b>		
5200 - Landscape Maintenance Contract	237,000.00	237,000.00
5205 - Irrigation Maintenance & Supplies	20,000.00	26,022.00
5225 - L/S Maintenance And Supplies	170,000.00	170,000.00
5240 - Landscape Improvements	5,000.00	5,000.00
5305 - Pond/Lake Maintenance/Supplies	9,625.00	4,000.00
5400 - Fountain Maintenance	16,000.00	22,000.00
5405 - Fountain Supplies/Chemical/Mat	500.00	500.00
<b>Total Landscaping Maintenance</b>	<b>458,125.00</b>	<b>464,522.00</b>
<b>General Grounds Maintenance</b>		
5515 - Signage Maintenance	5,500.00	6,000.00
<b>Total General Grounds Maintenance</b>	<b>5,500.00</b>	<b>6,000.00</b>
<b>Facility Maintenance</b>		
5600 - Facility Maintenance Contract	107,952.00	109,571.00
5615 - General Maint. & Material	74,848.00	85,000.00
5820 - Trash Removal	960.00	960.00
5900 - Pest Control Contract	900.00	1,000.00
5920 - Termite Treatment Contract	550.00	550.00
<b>Total Facility Maintenance</b>	<b>185,210.00</b>	<b>197,081.00</b>
<b>Shared Amenities</b>		
6015 - Hwy 17 (landscape Allocation)	36,000.00	36,000.00
<b>Total Shared Amenities</b>	<b>36,000.00</b>	<b>36,000.00</b>
<b>Administrative</b>		
6100 - Management Services Contract	272,169.00	276,252.00
6105 - Accounting Services	6,647.00	6,850.00
6110 - Administrative Expense	4,000.00	10,000.00
6125 - Bad Debt Expense	10,000.00	12,000.00
6150 - Insurance Expense	80,000.00	110,000.00
6160 - Legal Services	9,000.00	12,000.00

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**Litchfield By The Sea Community Association, Inc.**  
**2020 Budget**

	<u>2019 Budget</u>	<u>2020 Budget</u>
<b>Administrative</b>		
6165 - Licenses, Taxes, & Fees	2,400.00	2,400.00
6171 - Website Expense	10,000.00	15,000.00
6175 - Office Supplies	3,000.00	4,500.00
6190 - Postage	9,500.00	9,500.00
6195 - Printing	23,000.00	25,000.00
<b>Total Administrative</b>	<b>429,716.00</b>	<b>483,502.00</b>
<b>Utilities</b>		
6555 - Electricity	110,000.00	95,000.00
6560 - Telephone	15,500.00	13,000.00
6565 - Water & Sewer	24,000.00	21,000.00
<b>Total Utilities</b>	<b>149,500.00</b>	<b>129,000.00</b>
<b>Security</b>		
6700 - Security Service Contract	563,000.00	550,000.00
6725 - Security Telephone/Internet	18,000.00	18,000.00
6730 - Security Administrative Expense	50,000.00	52,000.00
6810 - Security Gate Repair/Maint.	47,755.00	55,000.00
<b>Total Security</b>	<b>678,755.00</b>	<b>675,000.00</b>
<b>Other Expenses</b>		
7000 - Reserves For Capt. Improvement	311,745.00	420,000.00
7025 - Other Reserve Items Funding	55,000.00	55,000.00
7040 - Reserve Contingency Funding	55,000.00	55,000.00
7080 - Reserve Funding - Special Assessment	248,617.00	252,482.00
<b>Total Other Expenses</b>	<b>670,362.00</b>	<b>782,482.00</b>
<b>Total Operating Expense</b>	<b>2,634,668.00</b>	<b>2,796,587.00</b>
<b>Total Association Net Income / (Loss)</b>	<b>0.00</b>	<b>0.00</b>