

**Litchfield by the Sea Community
Association, Inc.
QUARTERLY MEETING OF THE BOARD OF DIRECTORS
FINAL
Thursday, August 3, 2023.**

Pursuant to call, the Meeting of the Board of Directors of Litchfield by the Sea Community Association, Inc. was held on Thursday, August 3, 2023 2:00 p.m. at the Beach House at LBTS, located in Pawley's Island, South Carolina.

BOARD MEMBERS

Bob Postiglione, President-Virtual
Larry Ferguson, Vice President
Scott Manhoff, Secretary
Bruce Allan, Treasurer
Bob Gilman, Director
Wayne Flowers, Director-Absent
Royce King, Director
Cynthia Steen- Director-Virtual
James Guzewich-Virtual

WACCAMAW MANAGEMENT

Lisa Hergenrother, General Manager
Deborah Cyrek, Community Specialist
Sarah Brazee, Consultant

CALL TO ORDER

Mr. Ferguson called the meeting to order at 2:00 p.m. and a quorum was established.

FINANCIAL REPORT

Mrs. Hergenrother gave a brief financial report for period ending December 31, 2022. The total current assets are \$886,778.83, total liabilities are \$567,254.40 and the total reserves are \$2,281,853.75.

Many significant capital projects have been completed. The three remaining upcoming projects for 2023 mentioned in the special assessment letter are to be completed. Approximately \$94k in Special Assessment funds still need to be spent before the end of this year 2023.

COMMITTEE UPDATES

Resort Fee Update

Ms. Brazee provided an update of the tasks completed since the June 15th board vote and the next steps of the process.

The board voted on June 15, 2023 to approve the Resort Fee Program which will begin on January 1, 2024. Communications will roll out to all owners. A Google document link will be available for rental owners to register as a rental unit.

Strategic Plan Update

Mr. Ferguson commented that the Strategic plan for 2024 will consist of creating a three to five year road map including recommendations on Board operations, decision-making, processes, delegation of authority, committee structure, division of roles, and responsibilities.

Capital Projects Updates

Mrs. Hergenrother reported the following capital project updates:

- River Club road work and landscaping is complete
- Repair of front gate fountain with lights is complete
- Installed acoustic tiles in the Beach House for improvement of the sound system
- Planted sea oats on the beach as part of the ongoing beach replenishment
- Two new pickleball courts
- New Windscreens for the tennis court
- Tennis court net repairs and new nets
- South gate landscape clean-up
- Irrigation pond had vegetation has been removed
-

Upcoming projects

- Storm drainage consultant work
- Beach house door repairs and preventative maintenance program
- South Gate enhancements- Continued work to improve the appearance of the South Gate entrance area

NEW BUSINESS

Approval of Minutes

Upon a Motion from Mr. Ferguson, seconded by Bruce Allan and approved with no objections, it was:

MOVED: Minutes from the April 27, 2023 BOD Quarterly Meeting, the June 15, 2023 Resort Fee Meeting of the Board of Directors, and the June 24, 2023 Annual Member's meeting be approved as presented.

Landscaping

Starwood Landscaping is to be replaced by Briggs Landscaping beginning September 1, 2023.

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

MOVED: To approve the replacement of Starwood Landscaping with Briggs Landscaping beginning September 1, 2023.

Mr. Royce King's Resignation

Mr. King, who served on the LBTS board for many years has decided to step down and is retiring from his position of Director on the LBTS Board of Directors.

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

MOVED: To Approve the resignation of Mr. King.

HOMEOWNER QUESTIONS & ANSWERS

Q: Dee Phillips of River Club stated that she wants her neighbors to be held accountable to maintain their property.

A: The board will be contacting those who are not in compliance with the HOA rules and regulations pertaining to property upkeep and lawn maintenance.

Q: Gerry Knorr of Magnolia Run stated that you can't exit from the back gate. Mr. North would like to know if a sign (similar to the one in Willbrook) can be installed at the roadway for better visibility.

A: Mr. Gilman stated that would be taken under consideration.

Q: Nicole Thompson asked if defibrillators could be accessible at the pool.

A: The board is investigating the installation of AED's in several locations including the pool.

Q: Is it possible that the security guard who is called to an emergency be equipped with Ambu bags?

A: Initially this was taken under consideration but after much thought the Board was in agreement and under the advisement of Midway Fire Department this life saving device should only be used by trained EMT professionals that are called to the emergency situation.

Q: Kathy Benson of River Club stated that she has noticed an increase in the owners neglecting their landscaping and general upkeep of their property.

A: At today's morning BOD meeting, this topic was discussed and The Board is working on resolving ARB compliance issues.

Q: Michael Benton of River Club stated that nothing has been done in the last year concerning ARB violators. Moving forward can this be addressed?

A: Ms. Hergenrother stated that she is happy to have conversations with home owners and ARB is being coordinated for both campuses. Ms. Hergenrother stated that she should be the party to correspond with violators, not owners. The Board will do what is necessary to enforce regulations. Mr. Postiglione agreed that it is the LBTS General Manager who is responsible to communicate with LBTS ARB violators.

Q: Art Murray asked if River Club is set up in the same way as his HOA at Reunion Hall.

A: River Club does not have its own HOA.

Q: Deborah Ramsey of River Club asked why there is a continual problem with things not being attended to with the result of things looking weathered and old?

A: Mr. Ferguson responded by saying it is the Board's responsibility to step up and address the issues.

Q: Is there a plan to fix the gate between the golf course and River Club that has been inoperable for one or two years now?

A: Mr. Gilman responded that it is up for bid for repair. They need someone to bore under the road and have not found a contractor who is willing to do this.

Q: Michael (last name not given) shared his opinion on the new LBTS Beach House sign, saying it was not attractive.

A: Mr. Manoff stated that although it would be wonderful, you can't please everyone. Mr. Manoff shared that the committee voted on the sign approval and he did appreciate the observation.

ADJOURNMENT

With no further business to come before the Board, and upon a Motion made by Mr. Ferguson, seconded by Mr. Allan and approved with no objections, the meeting was adjourned at 3:00 p.m.

Bob Postiglione, President

Scott Manhoff, Secretary