



Litchfield
 BY • THE • SEA
 Community Association, Inc.

December 2023

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 2024 budget, which is enclosed in this packet. With the final budget approved, a 6% increase in the monthly assessments was necessary due to rising labor and material costs across all sectors, the addition of professional staff either as employees or consultants, an increase in hourly rates for security guards, and a more robust landscaping contract.

2024 Monthly Assessment Amounts

Ocean Side & River Club:	Improved Properties: \$136	Unimproved: \$99
West Side Properties:	Improved Properties: \$ 46	Unimproved: \$35

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 trash and recycling program** will be mailed separately in December. This pertains only to single family homes in Reunion Hall, River Club, The Reserve, and Willbrook Plantation.

Along with the regular monthly assessment, the Board has also approved a Special Assessment for 2024. 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 \$317,998. **The payment coupon for the special assessment will be sent under separate cover.**

2024 Special Assessment Amounts

Ocean Side & River Club:	Improved Properties: \$163	Unimproved: \$119
West Side Properties:	Improved Properties: \$ 55	Unimproved: \$ 42

Managed by:

www.waccamawmanagement.com
 info@waccamawmanagement.com



WACCAMAW
 MANAGEMENT
 An Associa® Company

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

Special assessment funded projects for 2024 may include the following:

- Storm drain and storm water flow projects: \$57,500
- Gazebo Repair: \$ 5,000
- Fencing Repairs: \$40,000
- Painting Projects (Pool Building, Beach : Club, Beach Club rest room building, Shade sail posts) \$38,000
- Rest Room building refurbish: \$12,500
- Common property survey work: \$20,000
- Oceanside Irrigation work: \$84,000
- Oceanside Landscape refresh: \$50,000
- Refurbish small structure at South Gate: \$11,000

Costs above are estimated and competitive bids will be sought. The Board reserves the right to change the priority of projects in a given year with particular emphasis on responding to storm related repairs or to safety concerns.

Please note that special assessments cannot be drafted and must be paid online or by check, even if you are on direct debit for your regular monthly assessment payments. The special assessment is due by February 1, 2024. The Board will no longer be able waive late fees or collection fees for special assessments not paid by the deadline.

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

Please also visit the Litchfield by the Sea website at www.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.
2024 Budget

	<u>2024 Budget</u>
Income	
4000 - Regular Assessments	3,159,012.00
4015 - Special Assessments	317,998.00
4025 - Cable Fee Assessment	156,456.00
4050 - Public/Commercial Units	18,904.00
4060 - River Club Golf Course	7,380.00
4095 - Beach House Usage & Cleaning Fees	15,000.00
4130 - ARB - Impact Fees	250.00
4159 - Decal/Barcode Fee	32,000.00
Total Income	3,707,000.00
Total Operating Income	3,707,000.00
Pool Maintenance	
5015 - Pool Supplies	14,000.00
5035 - Pool Equipment / Maintenance	6,500.00
Total Pool Maintenance	20,500.00
Clubhouse Maintenance	
5125 - Beach Club Cleaning	13,000.00
5160 - Beach House Events	5,500.00
Total Clubhouse Maintenance	18,500.00
Landscaping Maintenance	
5200 - Landscape Maintenance Contract	300,000.00
5205 - Irrigation Maintenance & Supplies	33,000.00
5225 - L/S Maintenance And Supplies	150,000.00
5305 - Pond/Lake Maintenance/Supplies	2,000.00
5400 - Fountain Maintenance	22,000.00
5405 - Fountain Supplies/Chemical/Mat	200.00
Total Landscaping Maintenance	507,200.00
General Grounds Maintenance	
5515 - Signage Maintenance	4,000.00
Total General Grounds Maintenance	4,000.00
Facility Maintenance	
5600 - Facility Maintenance Contract	112,883.00
5615 - General Maint. & Material	100,941.00
5820 - Trash Removal	1,200.00
5900 - Pest Control Contract	700.00
5920 - Termite Treatment Contract	600.00
Total Facility Maintenance	216,324.00
Shared Amenities	
6015 - Hwy 17 (landscape Allocation)	36,000.00
Total Shared Amenities	36,000.00
Administrative	
6100 - Management Services Contract	486,235.00
6105 - Accounting Services	9,000.00
6110 - Administrative Expense	28,500.00
6125 - Bad Debt Expense	8,000.00

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Litchfield By The Sea Community Association, Inc.
2024 Budget

	2024 Budget
Administrative	
6150 - Insurance Expense	158,000.00
6160 - Legal Services	14,400.00
6165 - Licenses, Taxes, & Fees	1,500.00
6171 - Website Expense	12,500.00
6175 - Office Supplies	4,200.00
6190 - Postage	9,500.00
6195 - Printing	20,000.00
6200 - Professional Services	75,000.00
6250 - Constituent Relations	5,000.00
Total Administrative	831,835.00
Utilities	
6505 - Cable TV Services	156,456.00
6555 - Electricity	97,000.00
6560 - Telephone	10,500.00
6565 - Water & Sewer	20,000.00
Total Utilities	283,956.00
Security	
6700 - Security Service Contract	778,000.00
6725 - Security Telephone/Internet	20,000.00
6730 - Security Administrative Expense	70,000.00
6810 - Security Gate Repair/Maint.	63,000.00
Total Security	931,000.00
Other Expenses	
7000 - Reserves For Capt. Improvement	539,687.00
7080 - Reserve Funding - Special Assessment	317,998.00
Total Other Expenses	857,685.00
Total Operating Expense	3,707,000.00
Total Association Net Income / (Loss)	0.00



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www.litchfieldbythesea.com

2024 LBTS Association Information

Presidents Note:

As we look forward to 2024, we pause and reflect upon our accomplishments of the past year and our plans for the future.

Your Board is committed to continuing our goals of being transparent and communicating regularly with our Owners. The coming year will continue to bring change as we refine our plans for revenue enhancement and make a commitment to better serving our members.

With that purpose in mind, Litchfield by the Sea (LBTS) has added new full time professional staff positions (a General Manager and an Administrative Assistant) and complemented those efforts with services from consultants.

In an effort to enhance revenue for the Association, starting on January 1, 2024, a \$15 per night resort fee will be charged to all rental guests. We look forward to reinvesting these additional funds into new amenities and improved services for all.

The Board conducted its first-ever retreat this past October and has begun working on a strategic plan for the Association as well as benchmarking itself against other resort communities in our area.

Larry Ferguson, President
Litchfield by the Sea Board of Directors

Major Projects Completed in 2023

- Board vote to create a Resort Fee which will begin on January 1, 2024. Working in partnership with rental agency partners and owners who self-manage their rental activity, a \$15 per day fee will be collected from all rental guests.
- Went out to bid on landscape services and entered into a new contract with Briggs Landscaping for both campuses.
- Landscape clean up and enhancements at both the South Gate and Beach Club areas on the Oceanside campus.
- Removal of vegetative islands in the Oceanside irrigation pond.
- Preliminary work on long term irrigation solutions for the Oceanside Campus including wetlands consulting and survey work.
- Multiple irrigation repairs on both campuses - Oceanside and River Club.
- New sand fencing and sea oats in front of the Beach Club.
- Repair of the Main Gate fountain.
- Completion of two new pickle ball courts.
- New asphalt road along three quarters of Club Circle at River Club.
- Tree removal and median landscape work at River Club.
- Sink hole repairs on both campuses.

- Improved fencing at both the Oceanside and River Club campuses.
- Storm water planning for the Oceanside campus.
- Bulk head repairs near Osprey Watch, Pelican Watch and the Rookery.
- Osprey Lake fountain repairs and replacements.
- Repair of beach cross over near Bridgewater and Sandpiper
- Replaced aged security equipment at both campuses.
- Creation of three formal committee charters including: Architectural Review Board, Beach Oversight, and Landscape Transition.
- Hosted 4 gatherings of the Presidents of LBTS member communities.
- The Beach Club Committee continued to offer monthly events to bring LBTS owners together.

Resort Fee Plans

The Board of Directors has chosen not to include income from Resort Fees nor expenses associated with the receipt of that income due to the uncertainty of the amounts that may be received in the first year of the Fee. The Board has reviewed the priorities that were shared during the presentations provided to the community as well as feedback from owners received during the online registration survey conducted. Specific decisions on how to allocate Resort Fee funding will be made in the New Year.

Trash & Recycling Bulk Contract

Curb side trash pick-up for Reunion Hall, River Club, The Reserve, and Willbrook Plantation will continue in 2024 with

GLF/Waste Industries. The annual fee for trash service will be \$161. Pick up schedules will also remain the same: River Club and Willbrook will be each Tuesday, with Reunion Hall and the Reserve each Friday.

Recycling (west side only) will be \$139 per year with the service day every other Friday. Payments for trash and recycling services are due by February 15, 2024 in order to avoid a disruption in service. Anyone wishing to cancel their trash or recycling must submit a cancellation form by December 31, 2023. These forms are available on the Litchfield by the Sea website on the homeowner's tab or by calling Waccamaw Management at 843-237-9551.

River Club cable: the monthly cable/internet fee for all single family homes in the River Club will be \$53/month.

Communication with Owners

The Board shares information with its members in two ways: through its website (litchfieldbythesea.com) or by issuing email blasts through the Town SQ platform. To ensure that you are receiving information in a timely manner, please make sure you have signed up for Town SQ and that your contact information is up to date. If you do not have a Town SQ account, you are strongly urged to establish one. If you need help setting up your Town SQ account, call Waccamaw Management and speak to one of the Customer Care Representatives at 843-237-9551

Future Board Meetings

2024 meeting dates will be posted on the website www.litchfieldbythesea.com by December 31, 2023.

LBTS Barcodes and Passes

All new bar codes are \$20. Please visit www.litchfieldbythesea.com for an application and instructions.

A few reminders:

- Owners are required to register visitors in advance by calling the main gate (843-237-2451) or by visiting the owner's portal at <https://lbts.gatehouseportal.com/> so passes may be prepared and ready, upon their arrival to avoid back-up at the gate.
- Utilize the North or South gates to avoid lines.
- ALL barcodes are to be affixed to the registered vehicle.
- Speed limit in LBTS is 25 mph.

LBTS Community Pool (at River Club)

For those members who do not have an individual pool at their association, the LBTS community pool is located at River Club for all LBTS owners and their accompanied guests' enjoyment.

LBTS Beach Club

LBTS owners may rent the Litchfield by the Sea Beach Club for your special occasion. Information and rates can be found by visiting the homeowners tab on www.litchfieldbythesea.com.

Reservations can be made by calling Waccamaw Management at 843-237-9551.

Only LBTS owners can rent the Beach Club. **Please note:** sponsorships, i.e. where an LBTS owner allows a non-owner rental privileges, are not permitted.

Golf Carts

The Litchfield-By-The-Sea Board wants to remind all homeowners that South Carolina Law prohibits operation of a golf cart anywhere, including In Litchfield by the Sea, by anyone who does not have a driver's license. Additionally, golf carts cannot be driven between midnight and dawn. All golf carts are to be registered and have a Litchfield-By-The-Sea bar code affixed to the cart.

There are stringent rules on golf carts which can be found in the current Rules & Regs on the LBTS website.

Multi-Owner Units

The Managing Partner for a multi-owner unit will be responsible for providing an up-to-date owner's list (including email addresses) to the Managing Agent by faxing to 843-237-1034, or regular mail (shown below). Changes throughout the year should be forwarded to the Managing Agent.

All LBTS Association correspondence and changes of ownership must be submitted, in writing, by the Owner of the property to:

Litchfield By The Sea
Community Association, Inc.
Post Office Box 2308
Pawleys Island, South Carolina 29585

Wishing everyone a healthy, happy
and prosperous New Year!