

**Litchfield by the Sea Community
Association, Inc.**
QUARTERLY MEETING OF THE BOARD OF DIRECTORS
Thursday, August 12, 2021.

Pursuant to call, the Meeting of the Board of Directors of Litchfield by the Sea Community Association, Inc. was held on Thursday August 12, 2021, 9:04 a.m. at the Beach House @ LBTS, located in Pawley's Island, South Carolina.

BOARD MEMBERS

Bob Postiglione, President
Dr. Vic Figlar, Vice-President
Bruce Allen, Secretary
Bob Gilman, Director
Royce King, Director
Scott Manhoff, Director
Wayne Flowers, Director
Larry Ferguson, Director

WACCAMAW MANAGEMENT

Lisa Hergenrother, Community Association Manager
Amanda Karchner, Community Specialist

CALL TO ORDER and COMMENTS

Mr. Postiglione called the meeting to order at 9:04 a.m. and a quorum was established.

APPROVAL OF MINUTES

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

MOVED: Minutes from the April 16, 2021 Board Meeting and June 12, 2021 Special Meeting Minutes be approved as presented.

FINANCIAL REPORTS

Mrs. Hergenrother reviewed the financials and variance reports for May and June 2021. As of June 30, 2021, Assets total \$652,169.11 with Liabilities of \$491,357.01 and Reserve Funds of \$1,621,644.86.

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

MOVED: May and June financials be approved.

LBTS COMMITTEES

The LBTS Committees were updated and will be posted on the LBTS website.

The board has formed a new Communications committee with Larry Ferguson as Chairman. The main goal of the new committee is to increase understanding of the history and operations of the association. The committee will communicate and educate the membership of LBTS on strategic and current issues impacting the association.

BAR CODES

The board has been studying a number of ways to generate additional revenue. One way was looking at other resort communities in the area to get an idea of how revenue could be increased. Most communities are charging for barcodes which led the LBTS Board to consider this practice. The Bar Code Committee is exploring the idea of charging a fee for a Resort Access pass for renters only. Homeowners would not be charged a pass fee for their personal guest. A committee was formed with representatives from the LBTS member communities to study this idea and bring recommendations back to the Board.

NEW BUSINESS

A. LBTS BULK TRASH

LBTS was informed last fall that GFL Environmental was going to reduce service from two days a week to one day a week beginning January 1, 2021. This was a business decision made by GFL due to the fact that they were seeing far less volume on the second pick up day. Ms. Hergenrother has notified GFL that LBTS will not auto-renew any contracts. Tradition has already elected to move their service to another provider. The Boards of the other single-family communities have received information about options to consider for their communities. Moving forward, it will be up to each community to figure out which program works best for them and contract for that service. The bulk trash program is an optional service and it will remain so with each owner electing to annually to receive and pay for the program at the beginning of the calendar year. Homes that transfer will be allowed to enter/leave the program with a pro-rated refund or payment made at the time of property transfer.

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

MOVED: LBTS will not auto-renew any the GFL contract for member communities. The LBTS will make the decision on what services will be offered to the River Club single family homes only.

B. SPECIAL MEETING FOR GOVERNING DOCUMENTS CHANGES FOR RIVER CLUB

In order for the River Club single family homes to receive the same cable contract that others currently enjoy, another special meeting will have to be convened early in 2022. The current bulk agreement expires in September 2022. Electronic voting is being explored for this special meeting. The River Club cable vote will be the only item on the agenda for this special meeting. Another mailing will have to be sent and a 60% quorum of all members will be required for the governing documents changes needed to enter into this contract. Of the 60% quorum, 75% must vote to approve the changes.

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

MOVED: To call a special meeting during the first quarter of 2022 to re-vote the governing document changes required for River Club single family homes to obtain a cable and internet contract comparable to the one that other communities in the area currently enjoy.

C. INSURANCE

Ms. Hergenrother reported to the Board that there was a minor increase of 9% (or \$6,000) in the insurance renewal for the 2021 to 2022 period. The association's insurance provides coverage of all common areas on both sides of Route 17 (River Club and Oceanside campuses).

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

MOVED: To renew the Litchfield by the Sea HOA insurances for the period of June 30, 2021 to June 30, 2022 for a total of \$105,917.40.

D. BEACH HOUSE

The board has revised the requirements for HOA Annual Meetings that are held at the Beach House. During peak season (May 1st- September 30th), an HOA can hold their annual meetings including a social afterwards, Monday-Thursday with no rental fee. The HOA must pay a \$175 cleaning fee and obtain Special Event insurance policy if alcohol is being served. During non-peak season (October 1st- April 30th) and HOA can use the Beach House any day of the week for an annual meeting, including social afterwards with no rental fee. The HOA must pay a cleaning fee and obtain a Special Event insurance policy if alcohol is being served. HOA's hosting a social event will be required to pay the normal rental fee charged based on day of week and when the reservation is made relative to the day of the event. All details are available at www.litchfieldbythesea.com.

Upon a Motion from Larry Ferguson, seconded by Bob Gilman and approved with no objections, it was:

MOVED: To approve the HOA requirements for Beach House usage.

E. LANDSCAPE REPORT

Dr. Figlar reported that the shrubbery between the Beach House and Sandpiper building would be pruned with one large bush for \$1,800.00. An area near the Beach House will also re-landscaped at a cost of \$4,200.00. The boat ramp near the fishing dock needs improvements by adding some rip-rap under the boat slip for a cost of \$4,200.00. Dr. Figlar will obtain an estimate to replace the pine straw with white river rock in the Beach House parking area where all the palms and rose bushes are located.

Upon a Motion by Larry Ferguson, seconded by Bob Gilman and approved with no objections, it was:

MOVED: To Approve Boat Ramp improvements and Beach House area landscaping projects

OWNER QUESTIONS AND ANSWERS

1. SECURITY CONCERNS

LBTS as a limited access community: There was an open discussion about security issues and what can be done about outsiders coming on the campus without permission. The Board was made aware of unauthorized people coming in through the parking lot near Summerhouse.

Updates:

- LBTS representatives met twice with Litchfield Beach and Golf representatives to discuss the following:
- Chain down at the end of the asphalt path – estimates for installing a small gate at the end of the path are being pursued.
- Removable bollards will be pursued for installation at the end of the path as it intersects Retreat Beach Circle. Signage will be installed by the shuttle stop to indicate no passage through this area.
- Everyone riding the shuttle will need to produce their key card, indicating they are a rental guest, in order to ride the shuttle.
- Pool and bar area: the pool and bar are the responsibility of Litchfield Beach & Golf as both are owned by them. LB&G staff is reviewing all procedures with regard to these two areas in order to tighten up entrance by non-authorized persons and to ensure they are in compliance with all relevant requirements.

Bar codes: Many in the audience questioned the need for owners to obtain up to eight bar codes for their properties. The security committee is reviewing this practice.

- Currently, owners can obtain decals for their cars as well as their children and son-in-law or daughter-in-law, up to 8 decals per owner.

- Homeowners can also request guest passes and at this time there is not a set number of how many guest passes a homeowner or renter can issue and there is no fee for a guest passes at this time.
- Each bar code decal is assigned to a vehicle and registration for that vehicle must be presented in order for Waccamaw Management to issue the decal.
- A new decal is \$20.

Update: The Board is actively exploring implementing a guest pass fee of \$5.00 per day, per car for renters. This fee would not be imposed on homeowners that want to invite their friends or family, this would be for rental units only.

Guest passes: Many in the audience questioned the need for 30 day passes. The security committee is reviewing the length of time guest passes are issued for. Staff is reviewing its procedures to determine potential abuses for issuing passes of this length.

Persons who have bar codes who are no longer owners: Staff has conducted an audit of all owners with bar codes to confirm current ownership status. When a property sells, the bar codes of the previous owner are deleted from the system.

Golf carts with blue decals: These decals are being eliminated effective November 15, 2021. All owners who wish to enter or leave the Oceanside campus via golf cart must obtain a bar code and mount it to their vehicle.

Unauthorized autos and golf carts on the campus: LBTS will work with all rental companies on the importance of displaying their passes on their dash. Security checks and maintains records on all golf carts rental companies. Owners of golf carts must have and display a bar code. A local towing company will be engaged to remove unauthorized vehicles. Towing signs will be posted in the Beach House parking lots

Joggers/walkers/bikers entering at front gate: LBTS will explore hiring a seasonal guard to man the asphalt path to check the credentials of all trying to enter the Oceanside campus at this location.

2. TENTS ON THE BEACH

There was an open discussion regarding the rental tents on the beach, holes left unfilled on the Beach and who has authority to take action on these issues.

A: Homeowners who rent their units have to give the permission for the rental van to have a pass through the gate. From the water line to the high water line (just before the dunes) Georgetown County has jurisdiction of the beach and is responsible for enforcing any county ordinances regarding the beach.

The Board will contact Georgetown County Parks and Recreation to schedule a meeting to discuss what can be done (if anything) about tents near the Beach House and to learn more about how Georgetown County patrols the beach.

LBTS will schedule a meeting with the tent companies to discuss safety concerns with the installation of the tents (i.e. guide wires) and what steps can be taken to minimize tripping hazards. The tent companies gain access through the owners and rental guests using their services. LBTS will review these practices.

3. FOOD SERVICE

There was an open discussion regarding food service, food trucks and the Beach House vending machine at LBTS. Homeowners were under the impression that there was a vote regarding any food service.

A: A survey was conducted to determine what food service options owners would like to see in the Beach House area. This was not a vote. Based on the survey, there will be no further action on converting the Beach House into a restaurant. For now, food trucks will be discontinued but the Board reserves the right to revisit this option at a later date. While the board acknowledged that having a food vendor on the deck and food trucks on Sundays or holidays was in conflict with the current rules and regulations, they allowed this endeavor because they saw as a service to LBTS members and their guest. The board did not knowingly violate their own rules. The vending machine will remain.

4. COMMUNICATION:

There was an open discussion regarding communication between the LBTS Board and its membership. The homeowners feel uninformed and turn to Nextdoor for information which is often a source of misinformation. Due to the small size of the Beach House and ongoing concerns with COVID-19, one owner requested that all future LBTS Board meetings be live streamed.

A: LBTS has formed a Communications Committee. Additional members with IT backgrounds are being sought. The LBTS website will be updated in the near future and the board requested that homeowner not rely on Nextdoor for their information regarding LBTS issues. Town Square and the LBTS website are the official communication vehicles for the association. LBTS wants to live stream its meetings and will explore how that can be done.

BOARD MEETING DATES FOR 2021

The next scheduled board meeting is October 7, 2021.

ADJOURNMENT

With no further business to come before the Board, and upon a Motion made by Royce King and seconded by Bob Gilman and approved with no objections, the meeting was adjourned at 4:10 p.m.

Bob Postiglione, President

Scott Manhoff, Secretary