



**Board of Directors Meeting
780 Retreat Beach Circle, Pawleys Island, SC
October 16, 2025, 1:00 PM**

Pursuant to a call, a Meeting of the Board of Directors of Litchfield-By-The-Sea Community Association, Inc. was held on Thursday, October 16, 2025, at 1:00 PM AT 780 Retreat Beach Circle, Pawleys Island, SC.

BOARD MEMBERS

Larry Ferguson, President
Bruce Allan, Vice President
Jim Register, Treasurer
Bob Gilman, Secretary

Royce King, Director
Pam Lee, Director
James Guzewich, Director

**LITCHFIELD-BY-THE-SEA COMMUNITY
ASSOCIATION STAFF**

Bernie Guthie, COO
Alan Dubroff, COO
Kyle Roof, Director of Administration
Sherell Henry, Accounting Manager

RESIDENTS & GUESTS

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President Ferguson called the meeting to order at 1:00 PM and verified quorum requirements were met.

TREASURY REPORT

The Treasurer provided a report on the Association's financial status.

COMMUNITY REPORTS

Updates were provided on the topics of ARB, Feral Cat Program, Security, Social Programs as well as Beach Club.

MANAGEMENT REPORTS

A general management report was shared by Bernie Guthrie.

APPROVAL OF MINUTES

Board Action Secretary Gilman motioned to approve the Board Meeting minutes of August 21, August 29, September 16, September 17, September 18, 2025. Director Pam Lee seconded the motion, which passed by unanimous vote.

NEW BUSINESS

Amenity Fee Waiver

Board Action

Secretary Gilman motioned to amend the Amenity Fee Waiver Process approved at the April 2025 meeting of the Board of Directors. This provided guidance through which sub-associations and sections may request the waiver of an amenity rental fee under the following conditions to reduce the request period from 60 days to 30 days and to remove the word “Board” from item 2 and replace it with “COO”. Treasurer Register seconded the motion, which passed unanimously.

Policies and Procedures for Records Review

Board Action

Secretary Gilman motioned to approve Policies and Procedures for Records Review and Copying as drafted by Legal Counsel and supported by the laws of South Carolina. Director King seconded the motion, which passed unanimously.

Beach Renourishment Fee

Board Action

Secretary Gilman moved to approve an amendment to the Bylaws Article IV, Section 2, be recorded with Georgetown County Register of Deeds, and that the Association shall continue to charge a Nine Hundred (\$900.00) Dollar “Beach Renourishment Fee”, or some other amount as established by an affirmative vote of the Board of Directors, to purchasers at every closing. Vice President Allan seconded the motion, which passed unanimously.

Donation Approval

Board Action

Secretary Gilman moved to ratify the electronic vote concluded on September 2, 2025, in which the Board unanimously electronically approved a donation of \$750.00 to the Friends of the Waccamaw Library’s 34th annual fundraising efforts expenses to GL 6700 Community Outreach. Director Guzewich seconded the motion, which passed unanimously.

Employment Offer

Board Action

Secretary Gilman moved to ratify the electronic vote held September 24, 2025, in which Bob Gilman made a motion for the President to negotiate and extend an employment offer to Alan Dubroff for the role of Chief Operating Officer of Litchfield-By-The-Sea Community Association, Inc., subject to the acceptance of a mutually agreed upon contract terms and satisfactory clearance of all relevant background and credit checks. Director Guzewich seconded the motion, which passed unanimously.

Audit Report**Board Action**

Secretary Gilman moved to record that the Board of Directors has received and reviewed the audit report of corporate financial records prepared by Phillips, Currin & Company, CPA's, LLC, for the year ended December 31, 2024. Treasurer Register seconded the motion, which passed unanimously.

U.S. Income Tax**Board Action**

Secretary Gilman moved to record that the Board of Directors has received and has reviewed U.S. Income Tax Return for Homeowners Associations form 1120-H and the State of South Carolina C Corporation Income Tax Return form SC or the year ended December 31, 2024. Treasurer Register seconded the motion which passed unanimously.

Annual Assessment**Board Action**

Secretary Gilman moved to approve an increase of the Maximum Regular Assessment of 6% pursuant to Article V, Section 3 (g) of the Litchfield-By-The-Sea Declaration of Covenants, Conditions and Restrictions. Director King seconded the motion which passed unanimously.

Annual Assessment Increase**Board Action**

Secretary Gilman moved to approve the Annual Assessments as calculated in the approved Fiscal Year 2026 Operating Budget with an increase of 6% (rounded to the nearest whole dollar as requested by the Board of Directors) over Fiscal Year 2025 to support the Association's operations for in the coming year. Treasurer Register seconded the motion which passed unanimously.

Barcode Increase**Board Action**

Secretary Gilman moved to approve an increase in the fee charge for the purchase of a barcode from \$20.00 to \$25.00 effective 01/01/2026. Treasurer Register seconded the motion, which passed unanimously.

Budget Proposal**Board Action**

Secretary Gilman moved to approve the proposed budget outlining anticipated receipts and expenses for the fiscal year 2026, beginning January 1, 2026, and ending on December 31, 2026. Treasurer Register seconded the motion, which passed unanimously.

Crossover & Fishing Dock**Board Action**

Secretary Gilman moved to **postpone** the discussion of future repairs and maintenance to the beach club deck/crossovers and fishing dock/boardwalk until the new Reserve Study is received and can be reviewed in conjunction with these areas. Director Guzewich seconded the motion, which passed unanimously.

Comment Period

Residents were invited to comment on general community items.

Executive Session

(No Executive Session)

Adjournment

With no further business to come before the Board, President Ferguson motioned to adjourn the meeting at 2:00PM. The motion was seconded by Vice President Allan and approved unanimously.