



**Board of Directors Meeting  
780 Retreat Beach Circle, Pawleys Island, SC  
December 18, 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, December 18, 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**

Alan Dubroff, COO  
Kyle Roof, Director of Administration  
Shawn Woods, Director of Maintenance

**RESIDENTS & GUESTS**

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President Ferguson called the meeting to order at 1:01 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 management report was shared by Alan Dubroff.

**APPROVAL OF MINUTES**

**Board Action**

Secretary Gilman motioned to approve the Board Meeting minutes of October 16, 2025, as amended. Treasurer Register seconded the motion, which passed by unanimous vote.

**NEW BUSINESS**



### **Bulk Service Agreement**

The Board discussed the Bulk Service Agreement. No action taken.

### **Landscape Maintenance Contract**

The Board discussed the Landscape Maintenance Agreement. No action taken.

### **2026 Board Meeting & Annual Owners Meeting Schedule**

#### **Board Action**

Secretary Gilman moved to table the discussion of the 2026 Board of Directors Meeting Schedule & the 2026 Annual Owner Meeting Date until February 19<sup>th</sup>. Treasurer Register seconded the motion which passed unanimously.

### **Updated LBTS Rules & Regulations**

#### **Board Action**

Secretary Gilman moved to approve the revised Litchfield-By-The-Sea Rules and Regulations as presented. Management may make non-material changes when publishing the final draft to correct spelling, punctuation, and/or formatting issues. Director Guzewich seconded the motion, which passed unanimously.

### **Draft Reserve Study 1/1/2026**

#### **Board Action**

Secretary Gilman moved to approve the Draft Reserve Study update, dated 1/1/2026, with the Board's recommended revisions incorporated into the study. Treasurer Register seconded the motion. Director Guzewich voted Nay. All others voted Aye.

### **2026 Nominating Committee**

#### **Board Action**

The Board discussed the nominating process for the calendar year. No action taken.

### **Ratify Unanimous Electronic Vote: Staff Year Bonus**

#### **Board Action**

Secretary Gilman moved to ratify the electronic vote held on December 3, 2025, in which President Ferguson made a motion to provide staff with a discretionary year-end bonus. Unanimous written consent was attained. Treasurer Register seconded the motion which passed unanimously.

### **Comment Period**

Residents were invited to comment on general community items.

### **Executive Session**



Motion was made to enter executive session for the purpose of legal discussions.

Motion was made to exit executive session.

### **Adjournment**

With no further business to come before the Board, President Ferguson motioned to adjourn the meeting at 2:39 PM. The motion was seconded by Vice President Allan and approved unanimously.

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