



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 19th. 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.

DRAFT