

**Litchfield by the Sea Community  
Association, Inc.  
QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
Thursday, April 27, 2023.**

Pursuant to call, the Meeting of the Board of Directors of Litchfield by the Sea Community Association, Inc. was held on Thursday, April 27, 2023 2:00 p.m. at the Beach House at LBTS, located in Pawley's Island, South Carolina.

**BOARD MEMBERS**

Bob Postiglione, President  
Larry Ferguson, Vice President  
Scott Manhoff, Secretary  
Bruce Allan, Treasurer  
Bob Gilman, Director  
Wayne Flowers, Director  
Royce King, Director – Absent  
Cynthia Steen- Director  
James Guzewich-Virtual

**WACCAMAW MANAGEMENT**

Lisa Hergenrother, General Manager  
Amanda Karchner, Community Specialist

**CALL TO ORDER**

Mr. Postiglione called the meeting to order at 2:00 p.m. and a quorum was established.

**PRESIDENTS REPORT**

Mr. Postiglione gave a brief report on improvements that have been made to the common areas. Mr. Postiglione recognized Lisa Hergenrother as the General Manager of Litchfield by the Sea and the association is very pleased to have Mrs. Hergenrother full time. Mr. Postiglione reported a second HOA Presidents meeting was held on April 19<sup>th</sup> to share information on insurance increases being experiences in the area as well as update leaders on first quarter results. A third meeting with the President's has been scheduled for May 10<sup>th</sup> to share information about the efforts of the Resort Fee Committee.

**FINANCIAL REPORT**

Mrs. Hergenrother gave a brief financial report for period ending December 31, 2022. The total current assets are \$815,751.84, total liabilities are \$588,429.85 and the total reserves are \$2,482,139.04.

## **COMMITTEE UPDATES**

### **Beach House Committee**

The Beach House Committee continues to plan events for owners to enjoy the space and to meet and greet with other owners. The events that are planned are Tai Chi, Yoga, Veterans Brunch, Monthly Mixers and other family oriented events. Monthly events are posted on Town Square. Any owner who is interested in renting the Beach House should contact Waccamaw Management.

### **Grounds Update**

The Landscape and Grounds Committee will continue to remove some of the aged and overgrown landscaping and replace these plants with landscaping that require less maintenance. Removal of saw palmettos will continue where they have become overgrown. Several clean-up projects at the South Gate have been completed. Sand fencing that was lost during Hurricane Ian has been replaced in front of the Beach House. Additionally, sea oats have been planted in the new dune that was created by a sand scraping after Ian. Seasonal flowers have been installed at both the Oceanside and River Club campuses. Long awaited repairs on the front gate fountain will occur in the next month or so.

### **Capital Projects Updates**

#### Completed projects

- Replacement of damaged fencing in River Club
- Repaired bulkhead on Osprey Lake due to damages from Hurricane Ian
- Two new pickle ball courts have been installed
- Acoustic panels have been installed at the Beach House
- Front guard gate column repaired with insurance funds collected from the responsible party
- 50 trees removed from River Club prior to the road repaving project
- Two fountains in Osprey Lake have been repaired due to damage from Hurricane Ian
- Vegetation in the Oceanside campus irrigation pond has been dredged and removed
- Sidewalks and curbing on Oceanside pressure washed

#### In Process/Projects underway

- Repair front gate fountain and add colored lights
- Finalizing the new LBTS website with an opportunity for sub-associations to create a website under the master website umbrella
- River Club road milling and repaving
- River Club median landscape project
- Fencing replacement along Wall Street and Retreat Beach Circle, property border in Charlestown Grant, and between the Beach House parking lot and Sandpiper

## **NEW BUSINESS**

### **Approval of Minutes**

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

**MOVED: Minutes from the February 2, 2023 Board Meeting be approved as presented.**

### **Wall Street Fence Maintenance**

There is a chain-link fence along Wall Street and Retreat Beach Circle that is fallen into disrepair and is unsightly. This fence will be removed and replaced with a vinyl fence.

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

**MOVED: Approve expenditure not to exceed \$65K to replace the fence between Wall Street and the LBTS Oceanside campus**

### **Charlestowne Grant Fence**

The fencing between Charlestowne Grant and Litchfield Villas is dilapidated and needs to be replaced along with some buffer landscaping. An estimate was obtained for \$58,600K for the project. Mrs. Hergenrother will clarify the property lines and possible cost sharing with Charlestowne Grant BOD.

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

**MOVED: Approve the Charlestowne Grant fence replacement not to exceed \$60K**

### **Tree on the beach**

A tree washed up on the beach between the property line of Sandpiper Run and Bridgewater. It was deemed a safety hazard. Mrs. Hergenrother contacted Georgetown County and they will not remove the tree from the beach. Mrs. Hergenrother reached out to Briggs Landscaping who gave a bid of \$1,500.00 to remove the tree.

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

**MOVED: Approve the Briggs Landscaping bid of \$1,500.00 to remove the tree from the beach**

**Resignation of Dr. Vic Figlar**

Dr. Vic Figlar served on the LBTS Board for over eight years and the Board is appreciative of all the hard work and dedication he gave during his time as Vice President and Landscape Chairman. He will be replaced by Mrs. Cynthia Steen who is also Board President of Sandpiper Run and brings a great wealth of landscape knowledge to her new role. The LBTS Board welcomes Mrs. Steen and looks forward to working with her.

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

**MOVED: Approve the resignation of Dr. Vic Figlar and appoint Cynthia Steen to fill the unexpired portion of his term**

**Irrigation Pond**

There was a brief discussion about a new irrigation pond for the Oceanside campus. This concept is still in the development phase undergoing an Army Corp. of Engineers review. Additional details will be provided at a later date.

**Review of spending limits for the General Manager and Board President**

There was a brief discussion on the spending limits for the General Manager and the Board of Directors.

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

**MOVED: Approve the spending limit for the General Manager as not to exceed \$10,000 and the limit for the Board President is \$20,000. Expenditures exceeding \$20,000 must be brought to the full Board.**

**Annual Meeting Preparations**

The annual meeting mailing will be sent to all members by May 24<sup>th</sup> to satisfy the 30 day notice requirements. Again this year, online voting will be offered to all members.

## **UPCOMING MEETING DATES**

Annual Meeting- Saturday, June 24, 2023 at 10:00am

Board of Directors Meeting-Thursday, August 3<sup>rd</sup>, 2023 at 2:00pm

## **HOMEOWNER QUESTIONS & ANSWERS**

**Q:** River Club fence ARB application was denied and they have seen other fences that are the same as the one they want to install- is there a response?

**A:** This matter is referred back to the River Club ARB for further discussion and resolution.

**Q:** Is there an order or rotation for Board of Directors seats?

**A:** There is a rotation to ensure representation by the various communities that are members of Litchfield by the Sea. The By-laws state there is a nine (9) member with four Oceanside or east side members, two members from West side communities (the Willbrook area), One (1) permanent seat from River Club , and two (1) at large Director seats. The association's By-laws are posted on the website

**Q:** What is the latest regarding the Willbrook Blvd cart path? Are Carts allowed?

**A:** The path is owned by Georgetown County. The Willbrook Road Maintenance District maintains the path and will no longer acknowledge that carts are allowed on the path. Georgetown County states that carts are not allowed on the path and only Georgetown County can enforce those rules. E-bikes are considered the same as golf carts. The path is for use by walkers, runners and bicyclists. The county ordinance states that no motorized vehicles are allowed on the path.

**Q:** There have been a lot of comments about over-crowding and hope the Resort Fee will crowd control.

**A:** The resort fee is not designed to control overcrowding but is designed to generate revenue to maintain the common areas and aging infrastructure at LBTS.

**Q:** What can be done about interval owners inviting numerous people during their week?

**A:** Interval owners are the same as any other LBTS owner. They can purchase a bar code and they can provide passes to their guests. LBTS does monitor the issuance of passes and follows up on any instances where numerous passes are being generated particularly for 30 days. Abuses of the system will be addressed when discovered or reported. If you see something, say something.

**ADJOURNMENT**

With no further business to come before the Board, and upon a Motion made by Mr. Ferguson, seconded by Mr. Gilman and approved with no objections, the meeting was adjourned at 2:39 p.m.

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Bob Postiglione, President

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Scott Manhoff, Secretary