

**Litchfield by the Sea Community Association, Inc.**  
**Board of Directors Meeting**  
**December 19, 2024**

Pursuant to call, a Meeting of the Board of Directors of Litchfield-By-The-Sea Community Association, Inc. was held Tuesday, December 10, 2024, at 10:00 AM at 780 Retreat Beach Circle, Pawleys Island, SC.

**ROLL CALL**

**BOARD MEMBERS**

Larry Ferguson, President  
Bruce Allan, Vice President  
Jim Register, Treasurer  
Cynthia Steen, Secretary

Bob Gilman, Director  
Royce King, Director  
Scott Manhoff, Director

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

Bernie Guthrie, COO  
Marie Porreca, Community Manager  
Kyle Roof, Director of Administration

**RESIDENTS and GUESTS**

2 Residents  
Cheryl Curry, Allied Security  
Sarah Brazee, Brazee and Associates  
Lisa Hergenrother, Community Manager  
Art Baker, LDA International

President Ferguson called the meeting to order at 10:00 AM with all Board Members present.

**SERVICE AWARD**

The Board presented a Service Award to outgoing Community Manager, Lisa Hergenrother, with many thanks for her dedication to Litchfield-By-The-Sea Community Association.

**BOARD MEMBER COMMENTS**

Secretary Steen inquired about the status of the ARB. Director Gilman responded that they are working to develop updated guidelines for processing and consideration of ARB requests. Other Board Members commented on general community items that did not require action.

**TREASURY REPORT**

Treasurer Register reviewed the October 2024 financials and notable variances.

**COMMUNITY REPORTS**

Updates were provided on the topics of Security, Social Programs, Landscape/Common Areas, Projects.

**MANAGEMENT REPORT**

Oral reports were provided by Management Team.

**APPROVAL OF MINUTES**

**Board Action** *Secretary Steen moved to approve the amended meeting minutes of November 21, 2024, and December 6, 2024. Director Gilman seconded the motion which passed unanimously.*

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Irrigation Project Update**

Art Baker, LDA Internation visited the meeting and shared the information collected on the irrigation water source project which included a feasibility study on McKissick Pond. Since McKissick Pond expansion is not guaranteed to resolve the irrigation water challenge, he recommended LBTS consider a new plan.

1. GIS Map of the Irrigation System to better understand the coverage and potential water needs. This project will also provide additional underground mapping of systems and services in the community.
2. Obtain and review the Mingo Pond agreement for area of updated needed.
3. Update the pump/pump house at Mingo Pond to ensure the primary source is running optimally.
4. Investigate alternative secondary sources including the river.

Mr. Baker stated he would connect staff with G3 for information on the GIS mapping of the system.

**Board Meeting Dates**

**Board Action** *Secretary Steen moved set the first six meeting dates of 2025 as 01/23/25 (tentative), 02/13/25, 03/13/25, 04/10/25, 05/08/25, 06/07/25 (Annual), 06/12/2025. Meeting times will be 1:00PM for Board Meetings and 10:00AM for the Annual Membership Meeting. Board meetings will be held at 780 Retreat Beach Circle and the Annual Membership Meeting venue will be sought and determined closer to that date. Director Gilman seconded the motion which passed unanimously.*

**Equity Transfer**

**Board Action** *Treasurer Register moved to approve a transfer of Equity of \$100,000 plus accumulated interest from 1095- Cash FCB Reserves Bch Pkng to Beach Nourishment Reserves. Director Manhoff seconded the motion which passed by unanimous consent.*

**FinCen Regulations – 2024 Report Filing**

**Board Action** *Secretary Steen moved to approve the voluntary filing of a Beneficial Ownership Information Report for Litchfield-By-The-Sea Community Association for submission to FinCEN. Director Manhoff seconded the motion which passed by unanimous consent.*

**COMMENT PERIOD**

Residents were invited to comment on general community items. No follow-up actions were required.

**ADJOURNMENT**

With no further business to come before the Board, and upon a Motion made President Ferguson, seconded by Treasurer Register, and approved with no objections by the Board members in attendance, the meeting was adjourned at 12:30PM.

Signature on File 02/13/2025

Signature on File 02/13/2025

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Larry Ferguson, President

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Cynthia Steen, Secretary