



SOUTHERN SHORES CIVIC ASSOCIATION

Board of Director's Meeting Minutes

December 13, 2022

President, Tisa Head, called the meeting to order at 9:00 A.M. at the Pitts Center. Directors in attendance in addition to the President: Ernie Dash (Treasurer/Finance), Bob Baculik (Beautification/Maintenance), Jim Kelleher, (Vice President and Long-Range Planning/Bylaws), Rick Koch (Properties), Mike Guarracino (Secretary) and Randy Grimes (Membership/Boat Slips). Lisa Minerich and Penny Lobred excused absences. Quorum confirmed. Jeff Johnson attended as recording secretary.

Mike moved to approve the 12/13/2022 BOD agenda; Jim seconded. Unanimously approved.

Mike moved to approve the 11/17/2022 BOD minutes; Tisa seconded. Unanimously approved.

Member comments: None.

President's Comments:

E-ballot for the vote on new Directors will go out at the end of the month. Re TOSS and the beach nourishment project: any existing agreement regarding use of Hillcrest is time-sensitive given the visitor season--Hillcrest cannot be used for equipment staging if it interferes with beach parking and recreational use. Trout Run is graded and looks good. Informed Lee Morse that the SSCA has made no decision on how or whether to proceed regarding the last offer from American Tower but will follow up with her next year. The clean up at Triangle looks good. Working on updating the Red Binder. Establishing written procedures for use of North Marina, and we received dates for 5 Boat Club events in 2023 and will put on the 2023 calendar. Mike moved to approve Boat Club dates and use-of- marina procedures; Randy seconded. Unanimously approved.

Boat Club Report: Mike: The SSBC held its monthly GAM at the DWCC.

Secretary Report: None.

Tennis Club Report: Jim: Jay Dunlap is covering the President's duties until election of a new President but does not want to be responsible for the process of coordinating replacement/resurfacing of the tennis courts (cost of which to be paid out of tennis reserves). Jim pointed out that there was no lead person in the Tennis Club for the project and that we do not yet understand the scope of the project. Rick was going to ask his pickleball contractors for estimates on resurfacing the courts and for any other maintenance/repair issues they might identify.

Long-Range Planning/Bylaws: Jim: Discussion regarding hiring the long-range plan consultants for updates and whether the need exists for outside consultants. No decision made. Would like to include more detail in the Red Binder regarding the scope of LRP Director duties.

Marina Slip Rentals/Membership: Randy: Need to revise/correct the membership application on-line—change “2022” to “2023.” Need to get the list of resident non-members together so know how many letters to order from the printer. Slip rental renewal notices are out. Need to address expiration/ renewal of Hardy Peter’s large slip at South Marina.

Treasurer/Finance:

Ernie:

Treasurer’s Report: December, 2022

P & L / Balance Sheet Highlights: Comparing 2022 - 2021 Status

Key Items	2022 (YTD)	2021 (YTD)	2022 Budget	2021 Final	Remarks
Income					
Dues/Fees	\$223,430	\$218,440	\$211,562	\$218,355	Exceeded Budget
Other	74,440	73,696	74,900	76,624	EOY: Exceed Budget
Total:	\$297,870	\$292,136	\$286,462	\$294,979	CT (\$2.5k)-Dec Rent
Expenses					
Payroll	\$22,422	\$19,150	\$24,348	\$22,324	Low Budget (~\$1.0k)
Website	9,114	10,833	10,500	10,975	
Total:	\$31,536	\$29,983	\$34,848	\$33,299	
Ground Maint	\$45,897	\$19,902	\$32,500	\$19,945	Low Budget (\$14K)
Property Maint	\$45,446	\$42,364	\$51,800	\$54,380	
Special Projects*	\$4	\$13,282	\$28,000	\$58,842	Sea Oats (\$10K) NM BkH2O (\$18K)
Total:	\$45,450	\$55,646	\$79,800	\$113,222	
*??-Question to Kim / No EOY Line Item Expense Categories Established					
All Expenses					
Total:	\$192,360	\$166,087	\$286,462	\$237,548	
Net Income	\$105,510	\$126,048	\$0	\$57,432	

Balance Sheet	Oct	Nov*	Delta	2021 EOY
Checking	\$102,470.52	\$134,682.63	\$32,212.11	\$488,797.26
Savings	\$518,909.20	\$519,233.88	\$324.68	\$108,369.91
Total:	\$621,379.72	\$653,916.51	\$32,536.79	\$597,167.17

*Checking Includes \$43,395 (Pre-Paid Dues)

Bottomline: Our overall financial status continues to be Excellent / Outstanding.

Oct P&L:

- Cell Tower Revenue:
 - The monthly payments are back on schedule.

- Payroll: Now Project EOY (\$25,000) – less than \$700 over budget. 2023 Budget (\$30,519)
- Ground Maintenance: Project EOY (\$46,500) - \$14k over budget. 2023 Budget (\$47,500)

Key Topics / Issues:

- **Audit:**
2021 Audit in process: In process but will not be completed until early 2023.
 - Fixed Assets (Balance Sheet):
 Propose we review the background and policy/procedures for maintaining these accounts.
- **Cell Tower Agreement:**
 I've requested a financial projection of the revenue potential through 2035 if we invested the American Tower lump sum payment offer. We can then compare that to the revenue projection of continuing the current agreement.
- **TB Credit Cards - Repeat:** Still need copies of TB Credit Cards (Front & Back); leave them in the Treasurer cubby in the office.
- **2022 EOY:** Our projected December expenses (~\$40k) will result in a Net Income of ~\$65k for allocation to our Reserve Accounts. The Circle Pond project is being funded from existing Reserve Funds; it is now targeted for completion in early January,

Plans Ahead - Continuing:

- Reserve Study:
 Develop philosophy / policy for managing our Reserve Accounts and supporting Savings Accounts. Working with Jim K.
- Channel Marker & Reserves:
 Need to review/validate the 2016 funding agreements with TOSS & Martins Point.

ARB Report:

ARB Applications:

Nov: Two Applications approved. Two still being worked.

Working: No Updates to report.

- 1 Thirteenth Ave:
 A new private beach access crossover parallels our SSCA crossover and is projected to conflict with our crossover beach landing. Construction has stopped and the ARB (Rod) will work with the owner/contractor to ensure the conflict is avoided & an application for an SSCA CAMA permit is submitted/approved.
- 17 Periwinkle Place:
 New house is under-construction with no ARB application submitted/approved. We (ARB) obtained copies of the TOSS Building Permit and the Site Plan for the

construction. The contractor and/or owner will be requested to submit an ARB application.

Tisa pointed out that with Rod and Bob coming off the ARB we need to recruit some new members.

Communications: Penny: No Report

Volunteer and Social Coordinator: Lisa:

--Santa Ride Coming to town- Sunday, Dec 18 at 1 pm, see media flyer for route, volunteers at each stop for safety monitoring and passing out candy canes, Santa ride not done since 2007, new firetruck, volunteer Santa is Debbie's Dad

--Hospitality Committee- in 2022 welcome basket project reactivated, 20 baskets delivered to new full-time residents, reassess and improve process in January 2023

--Winter volunteer project after beach nourishment- planting of sea grasses between sand fencing in Southern Shores after sand fencing placed sometime end of December, target dates of planting will be in January and February, work with Better Beaches, TOSS, CPOA and others

-- classes – will try again in January and February, yoga classes only had 6 attendees on Mondays at 10 AM, change time/day? try a different type of class

--issues at North Marina with individual driving in donuts, repetitive incident, reconsider working camera at North Marina

--start planning for Earth clean up week which will be April 16-23, start assessing which parks and areas need attention.

--working on merging volunteer lists, goal to update volunteer contact list by category of volunteering interest, match new volunteers with experienced volunteers to ensure carry over and rejuvenation of volunteering, this is a time consuming and ongoing project for 2023

--some students and scouts are asking about volunteer hours/opportunities, directing them to projects as appropriate, would love to “harness” student volunteers who need volunteer hours for school to help us with our many projects.

Westside Parks & Marinas: Bob: The curtains contractor will be giving us an estimate on repairs at North Marina. Bob will be finishing up the screen for the porta-johns at North Marina. We need to coordinate Christmas Tree drop off and dune placement volunteer project.

Properties: Rick: Pickleball update: We will use about half of the open field at Sea Oats Park. Still collecting/finalizing estimates with two contractors. Will be putting a “no firearms” sign at North Marina and should have the proof for the memorial plaques soon. Rick said he would follow up with Jay Dunlap about tennis court resurfacing as well as help with coordination of the Christmas tree project.

Old Business:

Hillcrest Staging agreement with TOSS: See President's comments.

Circle Pond cleanup work: Ernie said the work should be finished in early January and he intended to check with the neighbors to confirm they are ok with the work.

Channel marker work: Mike: Contractor has not gotten to it yet. Will roll into 2023.

Pickleball update: See above in Properties report.

Triangle update: See President's comments.

New Business:

Eagle Scout Service Project: The scout was not able to attend meeting, so table for later. We understand he is proposing to build a floating dock but do not have details.

Meeting adjourned. Next BOD meeting January 19, 2023.

Respectfully, submitted

A handwritten signature in black ink, appearing to read 'Mike Guarracino', with a long horizontal flourish extending to the right.

Mike Guarracino SSCA Secretary

