



## SOUTHERN SHORES CIVIC ASSOCIATION

Thursday, January 19, 2023

9:00 A.M.

Pitts Center

### AGENDA

#### Meeting called by:

Tisa Head, President

#### Type of meeting:

Regular Monthly SSCA Board

#### Attendees:

Tisa Head, Ernie Dash, George Kirby, Mike Guarracino, Don Pratt, Rick Koch, and Joel Newton.

Penny Lobred and Lisa Minerich, excused absence.

Guest attendees: Bobby Outten (Dare County Manager), Elizabeth Morey (Southern Shores Mayor), and Cliff Ogburn (Southern Shores Town Manager).

#### Approval of Agenda

(Board)

Approval of Minutes of December 13, 2022 Regular Board Meeting

(Board)

Minutes unanimously approved

Approval of Minutes of January 9, 2023, Special Board Meeting

(Board)

Minutes unanimously approved

#### Member Comments (3 minute max. each)

No member comments

#### President's Comments:

- Introduction of Bobby Outten and Topic of Discussion (Use of Hillcrest Beach Access For Beach Nourishment in Duck)

#### Bobby Outten Presentation

- Bobby Otten is the lawyer representing Dare County. Both Southern Shores and SSCA will need to have their own lawyers review the contract with Weekly Marine.
- Tentatively the Hillcrest beach access will be closed for Weeks Marine to do mobilization and demobilization tentatively one week in mid March and one week in mid-May.
- Projected completion for Duck beach nourishment is tentatively scheduled in May. Hillcrest beach access will be blocked during weeks of mobilization and demobilization.
- No work allowed dates around Easter weekend, Earth Day week and Memorial day. Pretty much all of April, the Hillcrest access will NOT be used by Weeks Marine.
- Bobby Otten presented and the Board discussed details of contract requirements and specifications.
  - Add specifications for waterline and parking lot gravel (crusher run)
  - Joel is going to send additional comments to Bobby to include in contract

- Enforcement of easements will be transferred to town in the contract (penalties and liquidations)
- Indemnity to protect SSCA from any liability.

### **Properties (Joel Newton)**

- Presented additional comments and questions for discussion. Joel is sending these comments to Bobby Outten
  - Installation of bumper blocks
  - Repair of 6x6 damaged at Trout Run and reinstallation of any 6x6 at Hillcrest
  - Contractor responsible for damage to the waterline. Not sure exactly where the water line runs, but could be under where the trucks go.
  - The contractor shall maintain a route along the parking lot to/from the beach for pedestrians during mobilization and demobilization. Weeks staked and flagged a pedestrian route just outside the south side of the parking lot in November and it worked fine.
  - Queueing trucks out on NC 12. Weeks Marine should coordinate traffic control with SS police department.
  - Expansion of stone area in parking lot? Probably not going to happen.
- Board is in general agreement to move forward after insertion of comments.
- Bobby Otten will work to get a draft of Easement Agreement back to TOSS and SSCA for our review and signatures.

### **Boat Club Report**

- Required Boat Club Event Dates for North Marina Pavilion emailed by George Berry to Tisa. They have been added to the SSCA calendar. Also, procedures for providing SSBC event schedule has been developed and added to our Red Binders.

### **Tennis Club Report**

- No Report

### **Committee Reports**

#### **Membership/Slip Rentals (Mike Guarracino)**

- Slips
  - We are still working on slip renewals.
  - 40 people have not paid to renew their slip as of January 18, 2023.
  - 8 people have paid to renew their slip but have not paid for their 2023 membership.
  - Open Slips as of January 18, 2023:
    - N-W Marina Wet Slips - 2
    - N-E Marina Dry Slips - 2
    - South Marina Wet Slips - 1
    - Loblolly Marina Wet Slips – 0
    - Loblolly Marina Dry Slips – 0
    - Loblolly Marina Kayak Racks – 0
    - Soundview Kayak Racks – 4
    - Additionally, we are looking at adding additional dry slips at the Loblolly Marina.
- Channel Markers
  - Spoke to David Ambrose (Millstone Marine) he is going to send a proposal and said he could get to them in the next few weeks. The USG Auxiliary will re-survey them after the work is complete.

- Loblolly and NW Marina CAMA Permit
  - This project is looking at adding an additional 3 transient wet slips at the NW Marina and 6 permanent wet slips at the Loblolly Marina. Initial Package sent to Sarah Loeffler Elizabeth City CAMA District and TOSS for major CAMA Permit approval. Met with Cliff Ogbun (Town Manager), Wes Hackett (Deputy Town Manager), and Doug Doorman (AEC) to discuss TOSS CAMA permit approval. Because the ordinance applicable to Southern Shores requires that the proposed marina pilings not protrude into any area within 15 feet of centerline of the waterway a survey is required by a licensed surveyor to mitigate liability to SSCA and TOSS.
  - Received two cost estimates for the survey work at the Loblolly Marina that TOSS requires. One is \$2,400 and the other is \$1,500 for the same scope of work. The surveyor for \$1,500 can start in about a week.
- Membership
  - At the end of 2022 SSCA had 1877 active members.
  - Membership as of January 18, 2023:
  - Dues Paid: 919
  - Dues in Grace Period: 969
  - Being processed: 20 plus
  - Total SSCA Members: 1888
  - We have received the new membership letters. Kim Prince is currently working on completing the list of non-members in Southern Shores and hopes to be done by the end of January to the middle of February.
  - Will need to get volunteers to stuff envelopes!

VP/Long Range Planning/Bylaws (Don Pratt)

- No Report

Secretary (George Kirby)

- No Report

Treasurer/Finance/ARB (Ernie Dash)

Key Items	2022 (EOY)	2021 (EOY)	2022 Budget	2021 Final	Remarks
<b>Income</b>					
Dues/Fees	\$241,399	\$218,440	\$226,862	\$218,440	Exceeded Budget
Other	<u>59,420</u>	<u>76,577</u>	<u>59,600</u>	<u>76,577</u>	Short: \$180
Total:	\$300,819	\$295,017	\$286,462	\$295,017	Exceeded Budget
<b>Expenses</b>					
Payroll	\$25,443	\$21,790	\$24,348	\$21,790	Low Budget (~\$1k)
Website	<u>10,359</u>	<u>10,975</u>	<u>10,500</u>	<u>10,975</u>	
Total:	\$35,802	\$32,765	\$34,848	\$32,765	
Ground Maint	\$51,024	\$19,902	\$32,500	\$19,902	Low Budget (\$19K)
Property Maint	\$48,261	\$54,316	\$51,800	\$54,316	
Property Utilities	\$13,790	\$16,365	\$10,000	\$16,365	New Focus
Special Projects*	\$4	\$54,327	\$28,000	\$54,327	Sea Oats (\$10K) NM BkH2O (\$18K)
Total:	\$48,265	\$108,643	\$79,800	\$108,643	
*??-Question to Kim Established					
<b>All Expenses</b>					
Total:	\$213,711	\$232,374	\$286,462	\$232,374	
Net Income	\$87,108	\$62,643	\$0	\$62,643	\$149,751 - Allocate
<b>Balance Sheet</b>					
	Nov	Dec*	Delta	2021 EOY	
Checking	\$134,682.63	\$174,149.87	\$39,467.24	\$488,797.26	
Savings	<u>\$519,233.88</u>	<u>\$519,548.35</u>	<u>\$314.47</u>	<u>\$108,369.91</u>	
Total:	\$653,916.51	\$693,698.22	\$39,781.71	\$597,167.17	

\*Checking Includes \$97,740 (Pre-Paid Dues)

**Bottomline: 2022 was a Good/Great Year**

Dec P&L:

- Cell Tower Revenue:
  - Dec payment received – on schedule
  - Payroll: \$1.1k over budget - 2023 Budget increased \$6.2k (\$30,519)
  - Ground Maintenance: \$19k over budget. 2023 Budget increased \$15k (\$47,500)
  - Property Utilities: Added focus for 2023 monitoring

Key Topics / Issues:

- Audit:
  - 2021 Audit in process: Project completion by February. Will request final in-person review.
- Cell Tower Agreement:
  - I'll provide projected Cell Tower revenue from the existing agreement through 2035 for baseline comparison to the pending Perpetual Lease offer.

Net Income Allocation (2021 & 2022):

- We need to complete the allocation before the 2022 Audit begins – project start by May.

#### Circle Pond Project:

- Great progress – completion by next week. Total Cost (est \$12k) will be less than the Pond Maintenance Reserve Fund (\$18k). Joel can provide details.

Note: We'll work with Kim to ensure that the expenses are charged/allocated against the Pond Maintenance Reserve Fund.

#### Expense Voucher / Line Item # Reporting:

- I'll provide new/additional inputs for the BOD Red Book. Need to coordinate with Kim – goal is to ensure proper initial QuickBooks recording and P&L reports.

#### 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:  
Dec: Three Applications approved. Two are still being worked.
- Working:
  - Thirteenth Ave:  
Construction of a new private beach access crossover parallels our SSCA crossover has stopped. No SSCA CAMA application has been received to date. Rick Koch will follow up on Griggs for the CAMA permit.
  - 17 Periwinkle Place:  
The contractor and/or owner will be requested to submit an ARB application. Ernie Dash will follow up with builder.

#### ARB Covenant Enforcement:

The ARB received a request for & provided the Covenant (Block 61a) for a proposed new dwelling on Kingfisher Trail. Based on a previous challenge and BOD decision, we advised the builder that the Covenant restriction in Section 3 related to 25% sq ft for a second level only applies to dwellings built on high pilings –not to dwellings built on a slab or lower (crawl space) pilings.

#### Communications/Website (Penny Lobred )

- No Report

#### Volunteer Coordinator (Lisa Minerich (absent))

Submitted by Lisa Minerich (excused absence due to work scheduled)

- February Fitness will start every Monday @10 AM at Pitts Center, free to SSCA members and their guests, see attached flier for details
- Winter volunteer project is Sea grass spring planting, recruiting volunteers for this, currently there are more than 30 volunteers on list, Len Schmitz is coordinating dates and times per TOSS sea grass spring delivery, weather and sand fence completion for each area in Southern Shores. There has been 4 planting sessions so far with anywhere from 8 to 28 volunteers at each planting. This will be an ongoing project until end of Feb or March. In addition, the collected holiday trees will be placed at the proper time.

- Preliminary planning for Earth Clean Up in Southern Shores- looking at week of April 15-22 or spreading clean up time over a few weeks in April and May as good options, will assess and prioritize which parks, marinas and beach areas need most attention, concern about timing for clean up at Hillcrest, etc
- Hospitality/welcome basket project to meet and assess how to make process more efficient
- Identify volunteers for each interest area(from survey info) and update volunteer interest lists with contact info, call and email volunteers to make contact
- Little Free Library Painting project- art inspired volunteers to paint LFL's in spring
- Volunteers at Crossovers who roll cans in and out are experiencing build up of trash and recycling left by residents, example Dogwood beach access, action plan?
- VACASA has a new office in Kitty Hawk, since we had a bunch of parking citations which seemed to stem from VACASA guests not having parking permits then plan to visit VACASA office and educate, any other realities, companies? Take letter?

#### Marinas & Westside Parks (Rick Koch)

- The cost submitted by James of Yard Rescue for fertilization of SSCA properties is \$11,200 and the SSCA budget is \$1200. I will speak to James on Sunday and explain the situation to see what can be accomplished with the budget. Due to the plan of building pickleball courts at Sea Oaks Park, no fertilization will be needed there.
- I am requesting John McCann, who is the selected contractor for the SSCA pickleball courts, give us an estimate to resurface the SSCA tennis courts.
- The contractor selected to build the SSCA pickleball courts is John McCann since his estimate is about half of what Findlay Asphalt estimated the cost to be. We are awaiting the contract, which we will receive in the near future. The contract will be reviewed by the Ad Hoc Committee and the Board.

#### Properties (Joel Newton)

- We're moving ahead with the Chicahawk ramp project (from the viewing deck to the beach) in that I've met with the contractor and given him my sketch so he can prepare a proposal. I've also got a surveyor lined up to establish the beach access's north and south boundary lines from the viewing deck to the toe of the dune to ensure ramp construction remains on the Chicahawk beach access property. Finally, per CAMA I'll be mailing notices of the proposed ramp construction to the two adjacent riparian property owners.
- I'm finalizing the sketches to replace the XOVR at 84A Ocean Blvd. This project really needs to be done to maintain 84A as a viable beach access!
- I plan to conduct the annual dune XOVR assessment in the next couple of weeks.
- Ben is making good progress removing trees from Circle Pond. I think he may be able to finish pulling trees from the island by the 25th, and I have the OBX Tree Doc scheduled for another half day of chipping then. Following that effort we'll have a much clearer picture of the tasks remaining to wrap up this project within the funding available, which I believe will occur prior to February 28th.

#### Old Business

##### Circle Pond - Update (Ernie)

- Great progress – completion by next week. Total Cost (est \$12k) will be less than the Pond Maintenance. Reserve Fund (\$18k). Joel can provide details.
- Note: We'll work with Kim to ensure that the expenses are charged/allocated against the Pond Maintenance Reserve Fund.

### Pickleball Update (Rick)

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- The contractor selected to build the SSCA pickleball courts is John McCann since his estimate is about half of what Findlay Asphalt estimated the cost to be. We are awaiting the contract, which we will receive in the near future. The contract will be reviewed by the Ad Hoc Committee and the Board, hopefully at our next Board meeting.

### New Business

#### Tennis and Boat Club Liaison - Assignments

- George Kirby volunteered and is assigned the liaison with the Southern Shores Boat Club.
- No Tennis Club liaison has been identified. Tisa will ask Penny if she uses Hillcrest and wants to be the liaison. If not, she'll work with Jay to get monthly updates.

#### Next Board Meeting

- Regular Board Meeting – February 16, 2023 – In upstairs Conference Room (Auditorium Not Available)
- Possible Special Board Meeting for Review of Pickleball Contract and Drawings, for Board Approval

Respectively Submitted By

George Kirby (Secretary)