



## SOUTHERN SHORES CIVIC ASSOCIATION

7 February 2024, 9:00am

PITTS CENTER

### AGENDA

**Meeting called by:**

Tisa Head, President

**Type of meeting:**

Board Meeting

**Attendees:** Tisa Head, George Kirby, Susan Ippolito, Sue Bigbee, Joel Newton, and Aida Alvarez. Attending by phone: Penny Lobred and Don Pratt. Guest: Kim Prince

**Approval of Last Month's Minutes** - Approved Unanimously

**Approval of Agenda**- Approved Unanimously

**President's Comments**

Tisa Head

- January Was Very Busy! Our New Board Members Have Hit The Ground Running! Pickleball Court Grand Opening, Membership And Slips Sign Ups, Bank Accounts, Reserve Allocations, Some Repairs From The Storm
- Passed Out Updates For Red Binders: Contact List, One Page In Bylaws (Missed Update For 2 Year Board Term Change To 3-Year Term);
  - Procedures With Index.
  - Index Includes "Responsible Director" – Please Look At Any Procedures That You Are The Responsible Director – Update As Needed. Procedures Are Helpful For Future Directors.
- Newsletter – We Typically Send Out A Newsletter Quarterly (Used To Be A Few Weeks Before The General Membership Meeting, As We Need To Let Members Know Two Weeks Before Such A Meeting. However, Last Year We Changed Our Bylaws So That We Only Are Required To Have Two General Membership Meetings – January (To Announce New Board) And October (To Announce Vote On Budget). Other GMs Can Be Called If Needed. The Next Quarterly Newsletter Would Typically Go Out In Mid/Late March. We Still Want To Do The Newsletter, To Keep Members Informed On What Is Going On. This Newsletter Will Focus On Calling For Volunteers For Nominating Committee (Possibly Audit Committee And ARB?).
- Each Director Should Submit An Article (At Least Those That Have Things Going On – Primarily:
  - Volunteer Coordinator
  - Membership/Slips
  - Properties And Westside Parks/Marina
  - All Usually Have Something To Communicate.
  - Target Send April 1. Articles To Deidre/Me Nlt March 16.
- Meeting With Cliff Ogburn (Sue B, George K And Me). Good Meeting
  - Status Update On Channel. Town Is Taking On Responsibility To Track CAMA
- Working With Doug Dorman To Get The Channel Markers Moved. They Will Take Responsibility For Future Channel Work. CAMA Received Day After This Meeting!
  - SSCA No Longer The Keeper Of The Channel Marker Reserves For Toss & Martins Point- Only Our Own Going Forward In 2024. We'll Keep One Reserve Account For Channel (To Cover Markers And Future Dredging). Funds In Existing Channel Marker Account Will Be Used To Move The Markers. Once That Is Paid For, Any Excess Funds Will Be Split Up Between TOSS, Martins Point And SSCA. (If Not Enough In Account, Each Entity Will Need To Contribute To The Additional Cost.)

- Cliff Has Drafted A New MoA.
  - Outstanding Issue Is Agreeing To Percentage Of Contribution From Each Entity For Future Work. I Have Indicated We Are Not Ok With Our Percentage Of Contributions In Past (For Channels We Were Paying 50%! For Dredging 45%/ Martins Point Was Only Paying 25% & 15%) Once TOSS, Martins Point Agree To The Draft Of MoA, Will Bring To Board For Approval.
  - On Milfoil – Cliff Is Not Going To Request Funds From SSCA. (We Have \$10,000 In Budget – That Will Give Us Some Wiggle Room In Our Budget This Year!) He Is Looking At Other Ways To Get Funding (State?) His Opinion Is That The Town Needs To Take Responsibility For The Channel. They Have Responsibility For The Canals.
- Follow-Up Email Sent To Board Re Donation Of Bench – From Dunes Of Dare Garden Club. Made Of 500 Plastic Bags. We Are Third Bench The Club Has Donated – First Two Went To Chicahauk (Parking Lot) And To The Library In KDH. They Would Like It Put At Triangle Park (No Bench There For People Returning From Beach). They Were The Club That Donated Their Time And Energy Landscaping Triangle Park. What A Nice Addition To Our Park!
  - Joel – We Need To Install It – Attaching It Somehow. Look At Chicahauk? Anytime We're Ready for It, It's In Bette Kramers Garage).
- Communication For Volunteers (Nominating Committee, ARB, Audit Committee) – Need To Send Out Soon And Keep Sending Until We Get Volunteers! (Update: An Additional ARB Volunteer Has Been Identified (Steve Hachman). SSCA Board Will Approve When ARB Sends Recommendation). Susan Will Provide Wording For Audit Committee Communication.
- Boat Club
  - Met With Rick, George, Susan, Kim and Me.
  - Reset For Boat Club/SSCA.
  - Agreement On BC Contributing To Special Marina Projects.
  - Discussion Of Boat Club Budget (Going Forward)
    - Percentage Of Subsidy; More Boat Club Events; Pavilion Improvement.
  - Set Up Ad Hoc Committee To Come Up With Proposal For Pavilion Expansion (Boat Club And SSCA Members)
- SSCA Needs To Set Limit On Use Of North Marina/Pavilion Area
  - Fire Chief indicates no issue with number of guests in Pavilion - NonEnclosure
  - Update Rental Procedures
    - Include Notification To Provide Shuttle Service If Large Crowd.
- Racquet Club (Tisa)
  - Club Has Submitted Their Updated Guidelines For SSCA Approval.
    - Draft/Mark-Up Sent Out Ahead Of Meeting.
    - Motion Made To Approve; Approved Unanimously By Board
  - Pickleball Grand Opening
    - 40 people showed up
    - New Online Registration System up and running
    - Still outstanding - How to make Pickleball Court Reservations For Rental Properties Guests

### **Treasurer's Report**

Susan Ippolito

- See attached Balance Sheet and P&L documentation
- Bank Accounts and credit cards - Admin transfer and signature cards are complete for all bank accounts
  - New CDs at First National and Atlantic Union to take advantage of rates
    - First National - 3 Flex 9 month CDs - 4.5% - (100k, 80k (to be done this week) and 45k - max 100k per CD) Allowed one withdrawal per month
    - Atlantic Union - 2 19 month CDs - 4.41% - (100k and 150k)
    - Recommend that interest earned on these accounts be transferred to Towne Bank annually to be used for operating expenses.
  - Still working on Towne Bank CCs and Home Depot CCs
  - Do we need Home Depot CCs - Susan will contact Rod close out Home Depot credit card
- Audit Committee

- o Noel, Katie and Teddy have agreed to do the audit again this year
- o Looking for 1-2 others - will send out email
- o Will be starting the last week of February - goal to be finished by 3/31/2024
- Reserve Account Allocations - See attached spreadsheet
  - o Will transfer \$18,537 from First National Bank to TowneBank so reserve accounts on Balance Sheet and savings accounts match.
  - o See attached spreadsheet for suggested Targeted Amount for Reserves
  - o Reallocating "Reserved For Fixed Assets" and "Unassigned Reserves" to the other Reserve Accounts.
    - Accounts include profits from 2021 and 2022 that were never allocated
    - Clean up accounts and catch up on allocations
  - o Suggest we add the following reserve accounts:
    - Marina Special Projects
    - Soundside Parks
  - o Will close out "Reserved for Fixed Assets" account after reallocation.
  - o Still working on procedures for allocating funds going forward. Hope to have those next month.
  - o MOTIONS -
    - Reallocate Reserve Funds as listed with minor changes (Reduce Storm Emergencies by \$10,000 to 53,715.95 and increase Parking Lots contribution by \$10,000 to \$17,000) - Passed Unanimously
    - Add two new reserve accounts - Passed Unanimously
    - Tabled whether to move interest on CDs back into reserve funds or operating funds. Susan will come back later with recommendation.
- Treasurer Reporting
  - o I have a background in accounting and finance and will probably look at things with a different lens than Ernie.
  - o Please let me know:
    - If there is information missing from my reporting that you need.
    - If you would like more information on what to look for on financial statements, and/or how to read them, and/or easier to interpret reports.
    - If you would like to get more detailed information on the SSCA budget and reserve processes (which I am still learning!).
- Financials
  - o Highlights (See attached P&L financial report)
    - Over budget in Membership \$100K vs \$76K last year at this time
    - Boat club - \$17K vs \$11K last year at this time
    - Racquet - \$11.550K vs \$7.5K last year
  - o Status of Revenue year to date
    - Mowing Services - weed treatment
    - Millfoil Treatment - \$10K - no longer going to be required. Frees up \$ 10,000 in our budget.
- 6. Racquet Club
  - o Currently budget and expense accounts are titled tennis.
  - o Spoke to Jay about keeping tennis and pickleball under the same budget/expense accounts or separating into pickleball and tennis.
- 7. Boat Club
  - o Tisa, Kim and I met with Rick and George on Tuesday so they could get more information on the budget and reserves and ask questions. They are excited about the proposed special projects account for marinas and are on board with trying to retain some boat club dues income each year that can be contributed to this reserve account. It would like to explain to both clubs that it benefits all of us and the SSCA properties if there is a net profit for the clubs at the end of each year.
  - o It is important that everyone understands what the reserves are and what they are not.
- Timing of checks for bookkeeper and signers

- Would like to have a regular weekly schedule. We used to have a regular schedule but Kim said there were too many “urgent” check requests to continue that.
- Most companies have a monthly or bi-monthly check run
- I understand we have many small vendors but a one week turnaround should not be a hardship
- Checks need to be signed between Tuesday noon to Thursday noon for Expenses submitted by the previous Friday
- Emails and Vacation
  - I would prefer emails go to treasurer@sscaobx.org account. If something is urgent you can reach me by gmail, text or phone. I do not have the treasurer email address on my phone so I will be checking it periodically throughout the week, not multiple times a day.
  - I am going to Italy this Friday through Feb 21 so will not be checking my treasurer email account. If there is something “urgent” please see Tisa or Kim or contact me by gmail or text

### **Membership/Slip Rentals**

Sue Bigbee

- As of 2/7/2024: Out of 1,900 members from last year:
  - 1,276 members have renewed their membership
  - 524 members have not renewed
  - Giving a Renewal rate of 72.4%
- Delinquent account email sent out 1/24/24 to 678 General Members and 14 General and Marina/Slip Rental members for delinquent dues. Giving them until March 1<sup>st</sup> to satisfy account.
  - 18 members without email addresses. Paper applications mailed to members without an email account
  - 5 members Globally Opted Out of emails. Resubscribe emails sent to members with global opt out in their profile
  - 11 members with bounced emails. Called 11 members to acquire updated email address
  - 19 members Opted Out of Contact Center. Susan S. is researching to see if we can turn on in their profile and push the email for membership back out
- NOTE: In March we will bill the rental companies for the members that have not paid their annual dues. There are approximately 168 members that have this attribute selected in Memberclicks. The rental companies (Southern Shore Reality, Joe Lamb...) will write a check for any members that haven't paid and bill the members through their rental management system

### **Marinas**

- Wet Slips
  - All the wet slips have been rented out for the year with 4 delinquencies.
  - 2 new renters (January) have been moved from the wait list
  - 4 delinquent renters
  - 39 people on wait list
- Dry Slips
  - All but 1 dry slip have been rented out for the year
  - No delinquent renters
  - 14 people on wait list
- Kayak Racks
  - All kayak racks have been rented out for the year
  - 1 new renter moved from the wait list
  - No delinquent renters
  - 14 people on wait list

- Delinquent account email sent out 1/24/84 to 14 Marina/Slip Rental members for delinquent dues. Giving them until March 1<sup>st</sup> to satisfy their accounts. Followed up with personal emails regarding late payments.

#### Updates:

- January Storm
  - Loblolly - Kayak racks impacted by storm in January - lots of kayaks off racks
  - Soundview - One kayak fell off the racks
  - Notified kayak rack holders to check their kayaks at marina due to storm impacts
  - All but 2 kayaks are back in the racks. The 2 may belong to the Cayces who are currently out of the country (2/17). They will check when they get back in town
- South/North Marinas
  - Docks and walkways under water after the storm, but minimal damage per email from Rick
- CAMA
 

Per Doug Dorman, the permit to move the channel markers (no dredging at this time) has been received. The TOSS will be the ones who contract and lead the effort. Our role will be to stay abreast of what's happening and pay the cost from the channel reserve which has money collected from TOSS, Martins Point and SSCA. Hopefully that's all we need to do.
- Milfoil
 

Tisa Head, George Kirby, and I met with TOSS Town Manager, Cliff Ogburn. The TOSS will take the lead on Milfoil eradication and let us know what, if anything, we must contribute for funding or otherwise. Based on our meeting, the TOSS does not believe they will need any funds from SSCA, which is great news!

#### Concerns/Issues:

- Charge late fee for delinquent slip rental owners. I sent emails directly to the delinquent slip holders and told them if they paid this week, we would forgive the late fee. 4 people have paid since then. Susan working on how we bill late fees in the system. This is the message that went out to them with the late fee email

*It's NOW time to renew your SSCA Membership and pay your boat slip rental fee. Rental fees paid after February 1 will be charged a 10% late fee. If the slip rental fee is not received by 1 March, the slip will be released to someone on the wait list. If your boat is in the slip (wet or dry), you must remove it immediately, or it could be subject to towing.*

- Daniel Markes rents slip 15 at the South Marina. He sent me an email in response to our emails requesting payment from the slip owners. Please see his comments below:

*"I have been out of town and apologize for the late response. I had spoken with the person running the slips late last year and he said the slip dues would be payable once the repairs have been made. Currently the slip is unusable and quite frankly dangerous. I checked the slip a few weeks ago and it had not been repaired. Do you know if the status has changed? Thanks."*

I let him know that I will get back with him. Was this one any agenda for repairs? I need some assistance to figure out what, if anything, is wrong with the slip. If there is something that needs repaired, is this something we do or do we contract it out? (Follow-up- Only damage is loose cleat.)

- Dry slips at Loblolly. There is technically 1 slip still available to rent, Slip 5. I thought I had the issue resolved, but the real problem is I can't tell who is in what slip. Trailers overlap slips so I can't determine who is really parked in slip 5. Maybe George can walk Loblolly with me and help me figure it out.

### **Proposal**

- Kayak Racks. The kayak racks at Loblolly and Sound View are marked using adhesive letters and numbers to identify the racks for renters. The letters and numbers are starting to peel off many of the racks, and in some instances are completely gone. I would like to replace the adhesive letters and numbers using 4" or 5" black aluminum letters and numbers that are screwed into the rack. The identification numbers and letters would be permanent, require less maintenance, and it would present a more polished and consistent look for our marinas.
- Provided below is an estimated cost.

Description	Quantity	Price/Ea	Total
4" Blk Ltr Die Cast	12	\$8.00	\$96.00
4" Black Alum #s	45	\$6.98	\$314.10
			\$410.10

- Sue Bigbee And Tony Will Install Aluminum Numbers For Slips. (Cost About \$420)

### **Bylaws/Long Range Planning/VP**

Don Pratt

- No Report

### **Secretary**

George Kirby

- No Report

### **Properties**

Joel Newton

- In late January I conducted my annual condition survey of our 33 dune XOVRs and the Circle Pond bridge and found no abnormal structural problems. As usual there are a number of minor proactive repairs that need to be undertaken by me and our construction contractor; but my biggest concern is that I feel about a third of the XOVRs will be difficult for beach goers to access from the ocean side due to the steep slope of the sand accumulation by the beach nourishment sand fences.
- Joel is helping out with the Pickleball court cleanup

### **Westside Parks & Marinas**

- No Report

### **Volunteer/Events Coordinator**

Aida Alvarez

- Music In The Park Series
  - Looking Into Changing Location To North Marina Pavilion
    - Better/More Parking, Covered Building, More Seating, Electrical
  - Will Reach Out To Chicahauk Properties Owners Association (CPOA) To Invite Them To Music In Park.
  - One Event Will Be A Membership Drive (Invitation To Entire Community)
  - See Attached SSCA Concert Series Power Point
- Advertising – Banner; Possibly The Firehouse Would Advertise On Their Electronic Sign?
- Also Reach Out To CPOA To Participate/Coordinate For Earth Day/Week
- Other Social Events
  - Kayak Paddling Event At Loblolly Twice a Month. Susan I is coordinating this effort.

- Community Garden
  - TOSS has property behind town hall that possibly could be used
  - Master Gardeners also looking for locations for a Joy Garden (flowers for community)

### **Communications**

Penny Lobred

- Working on Racquet Sports pages on website
- Working on redesign work sheet
- New board members please shoot email with suggestions for website design

### **Old Business:**

- No old business to discuss - New board

### **New Business**

- Nominating Committee/Jeff Johnson Resignation (Motion) Tisa Head
  - Board unanimously approved Jeff Johnson resignation as chairman of the nominating committee (Term ends April 2024).
  - Board unanimously approved Jeff Johnson appointment to SSCA Board of Directors
  - Jeff Johnson will replace George Kirby as Secretary
- Steve Hotchkiss Resignation/Replacement of Director (Motion) Tisa Head
  - Board unanimously approved Steve Hotchkiss resignation
  - George Kirby will replace Steve Hotchkiss as West Side Parks/Marinas Director
- ARB Update – New Committee Member (Motion) Tisa Head
  - The ARB Is Supposed To Have 5 Members. Currently, There Are 3.
  - Received Notification From ARB That They Have Asked George Beach To Serve On Committee.
  - Motion approved unanimously to have George Beach serve on the ARB committee
  - Rod Mccaughey – Has Been Chair Of ARB For The Last Several Years. He Met With Me Last Week, And Will Not Be Serving On Arb Going Forward (Term Is Up).
  - The ARB Is Interesting. This Responsibility Was Turned Over To The SSCA By The Kitty Hawk Land Co. The Committee Is Responsible For Reviewing All Property Improvements (Dwellings Primary) For All Southern Shores Residents – Not Just SSCA Members. There Are Different Covenants In Different Blocks Of Homes (As The Homes Were Built, New Covenants Were Put In Place. Requires Committee To Research Covenants (They're Not All Filed/Recorded The Same Either!). The ARB Notify The Applicant To Approve Or Deny If They're Proposed Improvements Violate Any Of Their Specific Covenants. There Have Been Problems With Enforcement In The Past. We Have Had Lawsuits Filed Against Us. In Addition, TOSS Has Its Own Ordinances, And Will Issue A Building Permit As Long As The Improvement Meets Their Ordinances – They Won't/Don't Enforce Our Covenants. We've Made Some Progress In At Least Communicating Between TOSS And ARB When New Permits Are Requested. I Have Suggested To Rod In The Past To Look At Changing Our Responsibilities As Far As The ARB. It Didn't Get Done During His Tenure. I Still Think Its Something That Should Be Looked At – Its Hard To Get Folks To Volunteer, The SSCA Doesn't Have A Lot Of Teeth To Enforce (We Don't Want To Spend Money Filing Lawsuits). Maybe This ARB Might Take It Up As Something To Look At. If The Board Is In Agreement To Looking At How We Can Reduce Our Responsibility/Liability, I Can Set Up A Meeting With The ARB. We Will Most Likely Need To Get Our Attorney Involved.
- AT (Cell Tower) Proposed Amendment to Lease (Motion) Tisa Head
  - Discussion On Proposal From AT Tabled Until March Board Meeting. Would Like Jeff Johnson To Be Involved. He Was Involved In The Original Leasing Agreement, And Will Have Good Insight On This. There Is No Need To Hurry This Decision, As There Is Still 15 Years Left On Our Existing Contract.
- 2024 Membership Drive
  - Membership Drive- Susan, Sue Penny Take Lead. Need To Send Letters And Look At Other Ways To Get Non-Member Residents To Join.
- Its Early, But It Really Isn't. Typically In April At The General Membership Meeting We Solicit Members To Serve On The Nominating Committee And Create That Committee At The Meeting. Committee To Include 5 Members –

2 Who Are Appointed By The Board; 3 Are Supposed To Be Nominated By The Membership And Voted On At That Meeting. (That Has Not Happened For The Last 5 Years I Have Been On The Board.) Last Year, Jeff Johnson Agreed To Be Nominating Chairman For The Second Year In A Row, But We Never Were Able To Get Any Others To Serve With Him.

- Our New Bylaws Have Eliminated The April General Membership Meeting. We Will Need To Use Electronic Messaging To Solicit Committee Members And Vote On Them. (Don)
  - We Will Need To Identify A Chair, And Hopefully A Few Others To Be On The Committee. The SSCA Board Is Supposed To Submit 2. (I Have Asked Ernie – And He Does Not Want To Do It.)
  - I Am Asking The Board To Come Forward With At Least One Person You Know That Might Be Interested In Serving On The Nominating Committee By Our March Meeting. From Those Names, We Can See If One Of Them Would Be The Chairman.
  - Don – We Need To Review The Bylaws To See How We Can Meet Their Requirements For The Nominating Committee (Specifically, The April Meeting Requirements).
- The Next Challenge Will Be To Get Names Of Potential Candidates To Serve On Board (Starting In 2025). Last Year, We Did Reach Out To A Few That Had Indicated On The 2022 Survey They Would Be Interested In Volunteering For The Board; But After Talking To Them, Only Aida Was Willing To Actually Commit! We Could Go Back To Them, And See If They're Now Ready To Do That. ( Mike Guarracino Has Also Indicated To Me That He Wants To Run Next Year.)
  - At This Point, The Terms That Are Ending Are:
    - Tisa – She Cannot Serve Another Consecutive Term
    - Joel – Can Serve Another Term (Indicated He May Be Interested)
    - Don – Could Serve, But Has Indicated He Will Not Run
    - George – Can Serve Another Term (Indicated He May Be Interested)
  - Another Issue We Need To Figure Out Is How Do We Get To The 3 Candidates Every 3 Years (That Is Now Allowed By Our Bylaw Changes Last Year).
  - For Next Years Candidates, Can We Offer They Serve Only 1, 2 Or 3 Years?
  - If Anyone That Is Currently On The Board With A 3 Year Term Decides They Don't Want To Serve All Three Years, That Is An Option.
- Joel handed Tisa a copy of a Cease and Desist Memo to the town about the emergency vehicle access at 26A Ocean Blvd. Joel will follow up with Cliff Ogburn.

**Adjourn:** Passed Unanimously

**Next Meeting:** March 13,2024, 9:00am, Pitts Center