

## **MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING JULY 17, 2024**

President Tisa Head called the meeting to order at 9:00 A.M. at the Pitts Center. Directors in attendance: Susan Ippolito (Treasurer/Finance), Aida Alvarez via phone (Volunteer/Social Coordinator), Don Pratt (Long-Range Planning/Bylaws), George Kirby (West-Side Parks and Marinas), Sue Bigbee (Membership/Slip Rentals), Jeff Johnson (Secretary), and Penny Lobred (Communications). Joel Newton (Properties) excused absence. Quorum confirmed.

Jeff moved to approve the 7/17/24 BOD agenda; Penny seconded. Unanimously approved.

Jeff moved to approve the 6/19/24 BOD minutes; Penny seconded. Unanimously approved.

**Member comments:** None.

### **President's Comments:**

Newsletter – Deidre will be on vacation (out of country) September 8-13 and 9/27- 10/10. Our next Newsletter will need to go out NLT September 30 (to meet 14 day requirement for Agenda to go out re General Membership Meeting). She would like to get articles by 9/4 so she can have it ready to go out before she leaves for her second trip. Its early, but I told her we'd try to do that.

Great articles in our last Newsletter – it was a long one, but hopefully people will read it and get the message about volunteering!

TOWING – Received call from member Brian Strickland (Goosefeather/chichauk) who called SETOs to tow cars without decals at Triangle. He came up from beach, and SETOs was in the process of towing HIS car!! The SETO driver told him he was told that cars needed to have a yellow guest pass – didn't know anything about the window decal. First – surprised me that someone would call on their own for a tow (and that SETO would do that!), second – he thinks we should have a picture of guest pass on the sign (not sure since they didn't pay attention to the sign that showed the decal he had in his window).

I told him that we would discuss changing our policy of 3rd citation is when we call for tow to 2 citations. There is a problem with people parking in our lots that don't have decals. Its getting worse. Should we consider towing on second citation? On holiday weekends?

Budget-

If we want to make any big changes to budget for next year, we should begin discussing at today's

meeting. For example, we may want to raise our slip rentals, and Sue will bring forth today her ideas on that later in our meeting. Susan has some things to say/suggest about budget.

Old Business-

Channel Markers:

Meeting held in June with Susan, Bill Ferretti, Jeff Johnson, George Kirby and me.

Highlights:

- Discussed options for SSCA moving forward
  - o Keep status quo (SSCA would remain responsible party for markers)
  - o Transfer to someone else (but who?)
  - o Remove some of markers (not all are required)
  - o Remove/reduce # of lights (lights are not required)
  - o Take out channel markers
  - o Get all 3 entities to sign (if possible) the CG 2554 form (for shared responsibility)
  - o Create a new "entity" ( includes TOSS, SSCA & Martins Point)
- Next steps

Confirm we have coverage for any liability. Confirm many additional costs if needed?

- o Get costs to fix dayboard and additional lights needed
- o Finalize reserve accounting (do we have \$465.10 left?)
- o When above is done, set up meeting with Martins Point and TOSS. Meeting to discuss if someone else will take signing responsibility. Also, to move forward with drafting and signing a new MOU

**Racquet Club Report:** Penny: Tree hanging over the tennis courts was removed. See below about discussion re raising Racquet Club dues.

**Boat Club Report:** George: Discussion about lower attendance this year for the July 4 shrimp boil and possibly moving date to mitigate heavy holiday traffic.

Provided the Boat Club budget for 2025. Need to confirm approval in final form by Boat Club Board. (Sue pointed out that she believed there were 757 Boat Club members.)

Assumed Members	734
-----------------	-----

Dues	30
Total Dues	22020
Channel Dredge & Markers	1900
10% Admin Fee on Dues	2202
Working Budget	17918
<b>Working Budget + Revenue</b>	<b>40918</b>
<b>2025 Budget Revenue</b>	
R.2.1.1 - GAMs	9000
R.2.1.2 - Events	12500
R.2.1.3 - Clothing Sales	1500
<b>Total Revenue</b>	<b>23000</b>
<b>2025 Budget Expenses</b>	
E.4.1.1 - GAM Expenses	15000
E.4.1.2 - Event Expenses	16000
E.4.1.3 - Clothing Expenses	1500
E.4.1.4 - Misc Expense	8418
<b>Total Expenses</b>	<b>40918</b>

**ARB Report:** Rick Koch reported that the ARB had two applications to review and was meeting on those.

**Treasurer's Report:** Susan:

### 1. Financials

- Status of Revenue year to date
- Reconciliation of Cell Tower Income
- Reconciliation of Reserve Accounts

### 2. Reserve Account Spending Procedures

- Draft of new procedures

### 3. Timeline for Budget

- August Budget meeting?
- Submit budget to Treasurer by August meeting or by end of August?
- Approve Budget at Sept Board Meeting

#### **4. Triangle Park**

- Have we gotten any volunteers for maintaining or decorating?
- Should we vote on allowing decorations now that spotlights are there and plants are getting “too big to walk around.”
- Garden club might be willing to create plant identification markers (almost all native). We could use that for education and highlight in newsletter.

#### **5. Ideas to Generate More Income**

- Increase Dues (current \$70/100, BC \$30, RC \$25)
  - Cost of living increase since 2020 20.8% per Federal Reserve)
  - What were most recent dues increases?
  - Increase to \$80/110 (10-15%), 35 (16%), stay at 25 - Spoke to Jay and he said RC consensus was to not raise dues
  - Average Price of Crossover - 2019 vs 2024?
- Have Donation levels and donation options on website - Publish names in newsletter annually (or quarterly).
  - Superstar Supporters \$5000/year
  - Community Champions \$1000/year
  - Giving Partners \$500/year
  - Circle of Friends \$100/year
  - \$200 club (roundup dues to \$200) (call it a “tip”)
  - Encourage Legacy Donations
- Start a 501c3 for pro-environment projects (would crossovers be included in this?) Donations could go to this so tax deductible.
- Pickle ball or Tennis Tournament (fee to participate \$20 and gift certificates for prizes).
- Table at Marketplace yard sale
- Increase pavilion rentals - advertise, non-members?, increase fees?
- “Buy a crossover” “Buy a bench”

Discussion regarding budget input from Board members, including raising marina slip rental fees. Sue made a motion to raise fees by \$75 for wet slips, \$25 for kayak rack spaces and \$25 for dry slips. Jeff seconded. Unanimously approved.

The Board discussed that the Racquet Club should also raise its dues, considering that it wants to install seating and landscaping at the pickleball courts. Racquet reserves will also be depleted by resurfacing of the tennis courts.

Tisa requested that all budget input be in a week before the August 21 BOD meeting and that we would discuss and hopefully finalize the 2025 budget at that meeting. We would try to keep the regular BOD meeting portion shorter to be able to devote more time to the budget.

Susan circulated a document titled “Procedures for Allocation of Net Income to Reserves” and there was discussion on that. Subject to two changes, George moved to approve: replacing “Dredge” with

“Reserves” and adding “(including possible pavilion expansion)” after “Marina Special Projects.” Jeff seconded. Unanimously approved.

Balance Sheet and P&L information is available in the office.

**Marina Slip Rentals/Membership:** Sue:

### July 2024 Report

Membership Type	Count
Renewed	1,875
Lapsed	140
- Total	2,015

93.1%

**Memberships**

**Actual  
Member @  
7/14/24**

Residence	1473
Rental	401
Boat	757
Racquet	644

### MEMBERSHIP

- Debbie found fourteen potential new homeowners for the period of 4/15 - 6/15. Of those, four were already members and one filled out the online application.
- Debbie sent out nine new member letters and sent Aida the list of five addresses for baskets.
- Meet with rental companies and see if they'll require membership is SSCA
- Meet with rental companies and other realty companies
  - Provide marketing material that showcases the SSCA to encourage membership

### Member Complaint

- Customer complained that someone was using his ropes at the marina. It

- was Hardy's boys using transient slip. I emailed Hardy and let him know.
- Towed rogue trailer that belonged to a Duck resident that used our ramp

### Slip Rentals

Slip	Quant	% Paid	Delinquent/Open
Wet Slips	77	100.0%	0
Dry Slips	28	100.0%	0
Kayak	52	100.0%	0
Total:	157	100.0%	0

Rental Fee Paid 100.0%

### WET SLIPS

All wet slips rented and all fees paid

### DRY SLIPS

All but 1 Dry Slip rented (LLT 5)

- Slips are very narrow. Waiting to assess viability of slip 5

### KAYAKS

- All are rented and all invoices paid.

### WAIT LIST

#### Count

Wet Slips	49
Dry Slips	23
Kayaks	4

### MARINAS/MEMBERSHIP

- Drafted Marina Rules document that addresses parking, wet slips, kayak slip etiquette

- The parking area at Loblolly needs repairs. I think the construction earlier in the year messed up the posts with number for slips 2 and 3. Also to demarcate the spaces more clearly. Space between slips 5, 6, & 7 are only 5' - 6'. Met with George and he will contact Joel and Rick to see what we need to do. Also see if the Marina Team can tackle it. We will need to prepare a budget for repairs.
- Are there any plans to extend the walkway to the bulkhead slips at the NW Marina or to add electric or water that's closer to the slips? Those slips are going for \$450 and I assume its due to the lack of these amenities? Trying to determine if we need to raise their rates for 2025, but I don't think so if they lack the amenities.
- Developed proposed price increase for marina slips. All types
- In July I will notify the slips owners for slips 23 - 28 at Loblolly that their rate will go up in 2025. Rates to be determined

## **DOCUMENT MANAGEMENT SYSTEM**

### **DROP BOX**

- Set up a test site for DROP BOX, a document management software application. Set invites to President, Treasurer, Vice President to test out functionality.

### **Bylaws/Long-Range Planning:** Don:

Don pointed out that the proposed Reserve Allocations for 2025 did not contain any forward-looking line item for future needs/projects and suggested that we need to build up a reserve for such things. He also suggested putting together a long-range planning committee.

### **Secretary Report:** None.

### **Properties:** Joel:

Nothing of significance to report—just doing minor maintenance and repair tasks.

### **Westside Parks and Marinas:** George, Rick Koch, and Sue Bigbee:

Rick Koch requested that the Board make plans to expand and improve the pavilion at the North Marina. See above re Board approval of the Procedures for Allocation and adding language to address the pavilion.

George said the new see-saw was being delivered today and would be stored in the shed at the North Marina until ready to be installed. He also confirmed removal of the overhanging tree at the tennis courts.

Sue circulated a draft of “Marina Rules and Regulations” for Board review. Discussion about “derelict” boats being kept in dry slips from year to year and non-use of rented slips generally. The Board agreed that in order to rent a slip you had to obtain a boat and use the slip within one year of initial slip rental (but you would move to the top of the wait list if you lost your slip as a result of missing the one-year window. Board tabled approval of final form pending revision of the Regs and the slip rental agreement.

**Volunteer and Social Coordinator:** Aida:

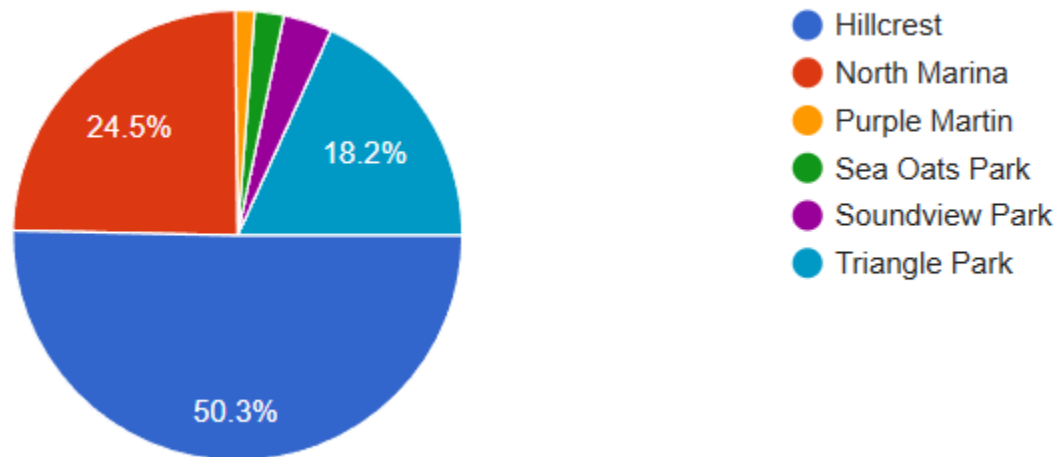
Concert Series

- Promoted concert series and July 7<sup>th</sup> show on social media\*
- Executed July 7<sup>th</sup> show – 75 attendees
- Requested and submitted invoice from August 4<sup>th</sup> artist
- Next steps
  - Promote August 4<sup>th</sup> show
  - Execute August 4<sup>th</sup> show

Parking Monitors

- Printed/assembled/delivered parking monitor instruction packets to volunteers
- Met with parking monitor volunteers each week to review [parking monitor instructions](#), [parking monitor form](#), [parking monitor log](#), and [2024 schedule](#)
- Next steps
  - Continue to meet with parking monitor volunteers to instruct on new process





#### Doggy Bag Station Monitors

- Acted as interim doggy bag station monitor
  - Monitored all 10 locations and 12 stations weekly
- Recruited and trained new volunteers
  - Tisa Head – Soundview Park, Sunset Park
  - Barb Schmitz – Rest
- Next steps
  - Swap doggy bag station at Hickory with North Marina; new keys do not work on Hickory lock

#### Triangle Park/Garden

- Met with Shelley Tarleton to discuss needs

#### Other

- Finalized articles and [mockup](#) for July newsletter
- Reviewed [research](#) to amend ordinance to allow food trucks on SSCA property

Aida discussed the need for a text amendment to the Town of Southern Shores ordinance to allow food trucks on SSCA property. According to Wes Haskett, with TOSS, they are currently not allowed. Jeff made a motion to pay the \$200 application fee and seek the amendment. Aida seconded. Unanimously approved.

In discussion about the Triangle Park garden and decoration needs, Tisa and Susan agreed to be on the committee coordinating gardening and decoration.

#### **Communications:** Penny:

My meeting with MemberClicks to finish up some of the website items was cancelled by MC. We are hoping to get those resolved this week. I have also found a few bugs in the website, with links and

missing items and am working on testing and correcting those and getting the site clean before we switch over.

Last call for additions, changes, pictures, etc. that you want included on the new site.

**Old Business:**

Budget items discussion: See above.

Channel Markers update: See above in President's Comments.

**New Business:**

Marina Rules and Regulations: See above.

Request for TOSS Ordinance change re food truck: See above.

Permission for NEST to install new signs at certain cross-overs: Don made a motion to approve. Tisa seconded. Unanimously approved.

**Meeting Adjourned:** Next BOD meeting August 21, 2024 at 9:00 A.M. Pitts Center.