

MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING MAY 15, 2024

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: Joel Newton (Properties), Susan Ippolito (Treasurer/Finance), Aida Alvarez via Zoom (Volunteer/Social Coordinator), Don Pratt (Long-Range Planning/Bylaws), George Kirby (West-Side Parks and Marinas), Sue Bigbee (Membership/Slip Rentals), Jeff Johnson (Secretary). Penny Lobred excused absence. Quorum confirmed. Jeff moved to approve the 5/15/24 BOD agenda; Sue seconded. Unanimously approved. Jeff moved to approve the 4/10/24 BOD minutes; Sue seconded. Unanimously approved.

Member comments: None.

President's Comments/Discussions:

Budget Process –

Our budget process usually begins in June/July, with a target of the Board approving it by beginning of September.

The budget is approved by the General Membership meeting in October (10/14). As we began doing a couple of years ago, the budget will be sent to the membership by email for approval, and the results will be announced at our GM meeting.

The Newsletter with the October agenda will need to go out NLT 9/30/24 (2 weeks notice). The budget should go out at the same time and give the membership a week to vote on it).

Please start NOW looking at your areas of responsibility and what needs to be in the budget for next year. Remember, if our expenses increase, then we need more revenue to cover them (or other items need to be reduced). We just increased dues last year, so it is not likely we will want to increase our dues again. However, we may want to look at slip rentals?

I'll send out something to Racquet Club and Boat Club in June to also remind them that we need their budget input by mid August.

Pickleball Contract

John McCann, or PB contractor, finished up the work last week on the PB courts (painting, and filling in a dip in the court). I have drafted a letter to him reminding him that Rick had told him the gates were not installed in the proper place (as shown in the drawings that were used to get permits). John stated he would not fix them until he came back in May. Rick told him that we would hire a fencing guy to fix them (in January), so we could open the courts (and put the lock, etc. on gates), and deduct the cost for that from his final payment. I've asked him to submit his final invoice with a deduction for that work – though I did offer we would split the cost.

We withheld \$9,000+ until his work was completed.

Per Board discussion, agreed that we should deduct full amount of fencing work. Tisa will update note to him, and send with final payment.

Personally, I would not consider giving McCann a good reference. His contract was signed in Feb/March, and work was to start within a short time. He stated it would take about 3 months. Nothing was done until almost June. He "lost" his asphalt guy, and Rick had to step in and find someone to put down the asphalt. I believe he also lost his fencing person, and he ended up doing the fencing. Nothing was done for weeks at a time. As you know, the work wasn't completed until December – almost 10 months from when we contracted with him. Overall, the court construction appears to be fine (except for the gates).

Milfoil Update

As I reported in February, Cliff Ogburn told us (Sue B, George K and me) that the town would not be asking us for a contribution to the Milfoil project. Last year, the Board approved putting \$10,000 in our 2024 budget to contribute to this project. Mike G. worked with TOSS and Martins Point on this, and advised the Board about it at our July 2023 meeting. He made a motion that we approve a contribution stating that we would be matching contributions from Martins Point and TOSS. Since then, I have found out that Martins Point is not contributing anything.

I attended the May Town Council meeting, as this item was on their agenda. Cliff did not have the survey from DEQ that the council wanted before voting on moving forward. At the meeting, there were a few comments from the audience. One from Tommy Carrol who is not in favor of using Milfoil, and instead encouraged the council to look for other remedies. There were also comments from Joe Finelli (Martins Point) and Mike Guarracino in favor of milfoil. The topic will be on the June meeting.

A few days before I received comments from members who are NOT in favor of milfoil, Cliff sent me an email asking if we were still going to contribute. I reminded him of our Feb 9 meeting that he had said he was not going to ask us for a contribution, and because of that, we have reallocated the funds for other things that we need to do (there are several budget items that we will be over on and this \$10,000 will help us to stay within our overall budget). He understood. Since then, I found out that Martins Point is not contributing anything, and based on our decision last year – I think that is even stronger reason for us not to contribute!

Unfortunately, I don't think there are other viable options for dealing with milfoil. It is going to get worse, and will probably need to be eradicated using chemicals. The town has a 50/50 arrangement with DEQ to treat the canals/GInguite.

Channel Markers

History on CM – Started back in 80's. Boat Club took on responsibility of putting markers in the channel. The Boat Club at the time was a true Boat Club, made up of members who actually boated. They also maintained the marinas and had a Boat Club manager. Around 2012, the Town, Martins Point and SSCA had a Memorandum of Understanding (tho it was never signed by all parties), that the cost of maintaining the channel markers would be split between 4 parties (\$400/each): SSCA, SSBC, TOSS and Martins Point. SSCA was designated the keeper of the reserve funds for all 4 parties. Last year, the four parties agreed that a new MOU needed to be written, and the SSCA advised that we would no longer keep the reserve account for all 4 parties. Each party agreed to keep their own reserves; the TOSS would be responsible for contracting for work that needed to be done and bill the others for a share of the cost. A decision on what each share would be was not agreed upon. I stated I did not think that SSCA should be responsible for 50% of costs. The Boat Club is no longer a true boat club, and as Tim Baker said about their Yacht Club, it is just a social club! (An MOU for percentages of contributions for channel dredging also needs to be redone!)

As a result of the decision last year, after payment from our Channel Marker Reserve account was made (for moving the markers), we would refund any leftover funds to TOSS and Martins Point. However, over the years, the Reserve fund was accounted for in a variety of ways by different Accountants (overseen by different Treasurers), and the reconciliation of that account has been a bear! AT this time, because there are a couple of items that need to be fixed with markers (a couple of lights are out, and a board?), we will not be refunding anything until that is paid for.

The other issue with the Channel Markers is that the SSBC is on the record with the Coast Guard as the owner of the channel markers. I personally do not think we want to be the owners of the channel markers. And this was discussed last year with TOSS and Martins Point. MP adamantly did not want the responsibility, but Cliff seemed to agree that the town should be. However, when Cliff approached the

Council, they were hesitant about taking on that responsibility. Cliff asked if I'd be willing to come talk to Elizabeth, and I told him I would. A meeting will be set up in the next week or so. I've asked Jeff to attend, and if there is anyone else (George? Sue?) who would like to come, that would be fine. I might be good to have someone who is going to be on the Board next year at that meeting, as I don't think this is going to get resolved any time soon.

Jeff was looking at our insurance to ensure we are covered if there was an accident involving the channel markers (since we are "on record" as the owners).

Currently, there is a light out on a marker, and another issue with a board? (George – more details?) I've asked Cliff if he had someone to fix it and he was working on it. In the meantime, George has asked Hardy if he could go out and fix it, and he will when he returns from his Worrell 1000 race. George is trying to find out what type of light we need to get (Did Rod ever respond?) This is the problem going forward – we do not have anyone who is experienced with the markers, and we don't have a work boat anymore.

Boat Club Report: None

Secretary Report: None.

Racquet Club Report: None

Treasurer's Report: Susan

1. Bank Accounts and credit cards

- Home Depot cards - I have asked Ron to call and close the HD account but have not heard back from him.

2. Audit Committee

- Related Party Letters - Penny?
- Jeff and Maslin helped the audit committee with the deeds. Status?

3. Financials

- Status of Revenue year to date
- Pickleball reserve spending
- Balance Sheet totals
- Reconciliation of Reserve Accounts
 - Reconcile monthly and transfer funds quarterly
 - Interest Income to become operating income

4. Reserve Account Spending Procedures

- Working on revising them

5. Picnic Tables and Benches

- I am going to ask the boy scout troops for the following:
 - 2 new picnic tables for pickleball courts (move old one to loblolly)
 - 2 new benches for pickleball courts (move bench back to tennis)
 - 2 new benches for hillcrest next to ponds

- 1 new bench for hillcrest between the porta potties and shower
- Do we want to participate in the Outer Banks Women's Club bench program?

6. Photo Contest

- Need help if we are going to implement this year

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

Marina Slip Rentals/Membership: Sue

Membership Type	Count
Renewed	1,749
Graced	195
- Total	1,944

% Renewed 90.0%

Member Complaint

- No member complaints

MEMBERSHIP

- Worked with Susan S. to identify new members via GIS and MC recon. It looks to be about 740 possible new members.

- We (Susan and Debbie) plan and we'll plan on a "stuffing" party to get the applications and new member letter out this week

- 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

Slip Rentals

Slip	Quant	% Renewed	Delinquent/Open
Wet Slips	77	100.0%	0
Dry Slips	28	100.0%	0
Kayak	52	90.4%	5
Total:	157	96.8%	5

Rental Fee Paid 98.8%

WET SLIPS

All wet slips now 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

2 new racks installed. Tony and I labeled them so they're ready to rent. Emails have gone out to waitlist holders. Responses due back by 5/14. 4 racks have been committed to so far. Sent a final notice to 3 members to respond to the email.

WAIT LIST

Count

Wet Slips

43

Dry Slips

16

Kayaks

7 (After we assign final racks, the waitlist will be 3)

MARINAS

- Developed a Transient Rental Agreement complete with marina rules and regulations

- We have one reservation for the transient slip 8/2 - 8/9. They receive new agreement to execute

- Drafted a Boat Club communication about parking challenges at the North Marina

The idea is to let people know how they can park and provide and alert them to potential parking congestion

Email communication will go out week 5/20

COPY OF COMMUNICATION – PARKING AT MARINAS

Boat Club Members

With Memorial Day right around the corner, the SSCA wants to address the likelihood that there may be parking challenges at the North Marina. Boat ownership has exploded over the past several years. There are currently 43 people on the Waitlist for a boat slip and 16 on the Wait List for a dry slip. There has also been a steady increase in the use of the boat ramp. This boating season it is expected that parking at the marina will be tight, especially on Holiday weekends.

To ensure only SSCA Boat Club members are using our facilities, we will be monitoring the marina lots. **Make sure an SSCA decal is visible on your vehicle and a trailer decal is attached to your boat trailer, so monitors know you're an SSCA Boat Club member authorized to use the marina.** The SSCA will be enforcing the towing policy, and those without decals will be towed at the owner's expense. Also, no trailers are allowed to be parked overnight – with or without decals!

Please consider the following when bringing your boat to the marina for launching:

- Limited parking is available at the North Marina in the upper lot, and along the grassy area along the driveways. Be sure that your trailer does not impede access to the driveways or the boat ramp.
- Park your trailers and trucks responsibly and properly in available spaces. This will prevent a truck or trailer taking up more than one parking space.
- Limited parking is available at the South Marina located off South Dogwood Trail.

Have a fun and safe boating season!!

SSCA

Bylaws/Long-Range Planning/ARB: None

Secretary Report: None.

Communications: None

Volunteer and Social Coordinator: Aida

Earth Day

- Wrote and issued [press release](#); notable media pickup includes the following
 - The Coastland Times
 - [Southern Shores to host annual clean-up event in honor of Earth Day](#)
 - [Community events planned for Southern Shores](#)
 - OBX Today
 - [Southern Shores to host annual clean-up event in honor of Earth Day](#)
 - Outer Banks Voice

- [Southern Shores to host Annual Clean-up Event in Honor of Earth Day](#)
 - [Earth day events across the Outer Banks](#)
- Coastal Review
 - [Annual Earth Day cleanup at Southern Shores this weekend](#)
- Sam Walker OBX News
 - [Southern Shores holds annual three-day clean-up events to mark Earth Day](#)
- Beach 104
 - [Southern Shores to host annual clean-up event in honor of Earth Day](#)
- [Outer Banks Milepost Magazine](#)
- Continued to promote event on social media*
- Designed and produced [yard signs](#)
- Picked up and organized donated items from Home Depot
- Executed event including implemented weather contingency plans for day 2 (additional time devoted to notify media, general public, site coordinators, volunteers, recruit new volunteers, coordinate onsite logistics, etc.)
- Analyzed event data
- Developed [event recap video](#)
- Processed invoices and expenses
- Followed up with TOSS on debris pickup
- Wrote and sent out thank you emails to site coordinators, volunteers, TOSS, CPOA, and supporting organizations
- Picked up donated prizes and delivered to Pitt Center
- Selected and notified prize winners

Concert Series

- Printed and posted concert series [flyers](#), [posters](#), and [yard signs](#)
- Prepared [event copy](#)
- Created Facebook and NextDoor events; and subsequently, updated location*
- Promoted concert series and May 5th show on social media*
- Processed invoice and expenses
- Executed May 5th event – 53 attendees
- Requested invoice from June 2nd artist
- Next steps
 - Promote June 2nd show
 - Process invoice and expenses
 - Execute event

Parking Monitors

- Reviewed historical data and applicable procedures/bylaws
- Gathered 2024 information, i.e., various decals and passes
- Updated citation to include QR code and minor formatting changes
- Prepared [parking monitor instructions](#)
- Developed and tested online [parking monitor form](#) and [parking monitor log](#)

- Contacted 2023 volunteers
- Working on [2024 schedule](#)
- Next steps
 - Finalize 2024 schedule
 - Print materials and assemble parking monitor instruction packets for volunteers
 - Meet with parking monitor volunteers

Beach Access/Dune Crossover Monitors

- Looked for applicable procedures/bylaws (none)
- Reviewed 2023 schedule
- Developed [beach access/dune crossover map](#)
- Developed [online form](#) and contacted 2023 volunteers
- Next steps
 - Develop beach access/dune crossover instructions
 - Review [responses](#) and work on 2024 schedule

Other

- Reviewed and suggested edits to [email to solicit volunteers for the new Marina Volunteer Team](#)

*Worked with Penny/Diedre

West Side Parks & Marinas: George Kirby

- 12+ volunteers for the Marina Team
- Marina Team Meet & Greet & Work Party
 - Replaced 4 missing planks on East Side of North Marina
 - Len Schmitz, George Haber & Luke Falconer recommended keeping shed scheduled to be demolished. Several members said they could restore the shed. George Haber sent a bill of materials needed for restoration <\$1000. Will discuss with SSBC board.
 - Luke Falconer took lead in replacing missing top cap on East side of North Marina
 - George Haber examined pier near sheds at East side of North Marina. Gave opinion that could be corrected by replacing planks. But need to see if underlying structure is sound.
 - Assigned Goose Poop Patrol.
- Bob Baculik completed 2 kayak racks at Loblolly. Ready to be rented out.
- Len Schmitz & I distributed trash cans for the season
- Triangle PAP is back in service
- Atlantic OBX services PAP on weekly basis, although not all at the same time.
- See-Saw for Sea Oats park has been ordered and delivery expected latter half of July

- Asked Emanuelson & Dad for an estimate for replacement of bulkhead at South Marina. They measured about 300 linear feet. Rough estimate for replacement based upon \$300/ft for vinyl bulkhead is \$100K. Will get a more accurate estimate later. Will need replacement within 5 years.
- Gathering information about Channel Marker #14 light. Hardy Peters said its a solar powered LED. Tim Baker took a close up photo but was unable to determine brand or model number. Two options for resolution: 1. Replace light ourselves - Will contact Hardy Peters when he gets back in town. 2. Have LSI Marine replace light. Could be as easy as replacing rechargeable battery.

Properties: Joel

My focus for the past month has been demolition of the Tenth Ave XOVR, followed by its basic reconstruction (in two days!) by our contractor, Beach Builders Service, as well as working with volunteers to install railings plus pickets where required. One volunteer, Craig Moskowitz, who owns #16 Tenth Ave, bought the material for a second bench for the viewing deck, cut the pieces and assembled them on site by himself . . . a very professional job! He then went on to help with other crossover tasks. Now the XOVR is complete except for a couple of little details and handrails.

I ordered the handrails from my usual manufacturer thru Home Depot on May 7th, but today was notified that the vendor canceled the order. A Home Depot rep is working on getting the order reinstated, and I have verified with the manufacturer that the stock numbers are correct and the railings are available. Is this an AI glitch??? However, once the order is reinstated, there's a 14-day lead time (Memorial Day weekend), and I'll have company June 5th - 12th, so I now anticipate we'll install the handrails in the third week of June.

Old Business:

Jeff Updated that we had five volunteers for the Nominating Committee: Karen Kranda and Ernie Dash (identified by the Board) and Maslin Seal, Debbie Swick and Nancy Sheehan (volunteered from the membership). Aside from thinking about SSCA members who might be interested in being on the Board, they will wait for an email or Newsletter announcement soliciting volunteers for the Board and then begin to discuss and evaluate candidates as they become available. Candidates will contact the office expressing their interest and providing bio information.

Lifeguard shed at Triangle: Further discussion about location--Trout Run being better than Triangle. Trout Run is the best location, but we may need to require some screening for the neighbors.

Milfoil update: See President's Comments, above.

New Business:

Channel marker responsibility: See President's Comments, above.

Meeting Adjourned: Next BOD meeting June 19, 2024 at 9:00 A.M. Pitts Center. Tisa will be excused absence, and Penny will lead.