

MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING NOVEMBER 19, 2025

President Jeff Johnson called the meeting to order at 10:00 A.M. at the Pitts Center. Directors in attendance in addition to the President: Susan Ippolito (Treasurer/Finance via Zoom), Nancy Sheehan (Long-Range Planning/Bylaws), Luke Falconer (West-Side Parks and Marinas), Sue Bigbee (Membership/Slip Rentals), Joel Newton (Properties), Aida Alvarez (Volunteer Coordinator via Zoom). Kenny Woyer and Laura Richer excused absences. Quorum confirmed.

Jeff moved to approve the 11/19/25 BOD agenda; Joel seconded. Unanimously approved.

Jeff tabled approval of the 10/15/25 BOD Minutes pending a few adjustments. BOD will approve by email or at the December BOD meeting.

Member comments: None.

President's Comments: None. See items below in Old and New Business.

Racquet Club Report: See below.

Boat Club Report: Luke: The Oyster Roast had a good turnout. Christmas party is scheduled for December 13. 38 bricks sold so far.

ARB Report: Jeff said we need four new members for the ARB beginning February 2026. We need to send out a call for volunteers. No other ARB report.

Treasurer's Report: Susan:

- Brick Fundraiser:
 - Susan S has been working hard on getting an online payment option. Kenny said he will be working on a marketing campaign and Deidre is going to put the information out in our weekly emails.
- Tax Return – is completed and filed
- End of Year Spending:
 - I sent everyone the end of year spending plan and it looks like we are in really good shape to end the year. I didn't get a response from Luke and Joel when I asked what they have left to spend so I put the rest of the budgeted money in those accounts so that it is available to spend.
 - My calculations show we may have 90-100k in net income at the end of the year. \$48k of that was already designated to reserves so that will give us an extra 45k or so to add to the reserves. We may want to think about putting a lot of this overage to the marina reserves since we will have the big project coming up in the next year or two.

Balance sheet and P&L available at the office.

Membership/Slip Rentals: Sue:

2025	2024
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Membership Type	Count	Count
Membership Database	1,883	1,884
Renewed	284	430
Outstanding	1,599	
% Renewed to Date	15.1%	22.8%

MEMBERSHIP

- Renewals went out
11/13

- New admin working out great, catching on to MC
and process quickly.

Member Complaint/Issues

- Ron Kelly complaining about waitlist for boats

Slip Rentals

Slip	Quant	Paid	Open
Wet Slips	77	10	67
Dry Slips	27	6	21
Kayak	52	11	41
Total:	156	27	129
% Renewed to Date		17.3%	

Fees Received to Date: \$10,275

WET SLIPS

- 3 Slips at South Marina Released- Sail Slip 1-3, Slip 12, Slip 15

- 1 Slip is tough to rent. Slip 13 at the NW is too narrow for a boat
Will start contacting waitlist members in early
December

DRY SLIPS

- All slips rented.

KAYAKS

- 2 racks were released: C3 and J3

Will start contacting waitlist members in early December

WAIT LIST	Count
Wet Slips	44
Dry Slips	40
Kayaks	4

MARINAS

- We had 2 abandoned kayaks, NW Marina & Sound View

We notified all members via Facebook and email for a month to claim them or we would donate or sell

- Kayak at Pavilion disappeared
- Kayak at Sound View was donated to Chowan U biology department

RACQUET CLUB UPDATE:

1. We have two new benches at Sea Oats Pickleball courts. Also, at Hillcrest Tennis Courts we have two benches, two chairs and two tables. These replace ugly, broken and worn out court furniture at both locations. They look beautiful and are an upgrade. See attached photos of the Hillcrest Courts new furniture. The sidewalk project was completed, and additional grass was planted. Temporary No Trespassing signs were put up due to the number of people jumping the fence. Permanent signs will be installed once the fencing is fixed. The new fence should take care of the problems of the saggy fence, people climbing the fence, and constant trouble with the locks.

2. We now have morning and evening open play for pickleball, with more participants. The open play times change throughout the year, due to daylight. We have had more members sign up for the pickleball clinics this year. Thank you Linda Burek.

3. The fall social and membership meeting took place on September 27. Two candidates, John Leatherwood and Cheryl Gasper, were approved to replace retiring members Ron Nelson and Jay Dunlap. In addition to the fall social, we also had a winter and spring social.

4. Tennis courts have some long existing dips and some minor cracks but overall the courts are still in excellent condition. Joe Meagher has volunteered to repair cracks as needed and only asks for reimbursement of materials expenses.

5. The Racquet Club board met Thursday October 2 at John Leatherwood's home to discuss the general expectations of the Board and its general functions. Each member volunteered their expertise to handle certain aspects of the Racquet Club needs such as Tony Bigbee facilities, Cheryl Gasper Secretary / Your Courts Admin, Dixie Weier Social Director/Your Courts Admin, Carol Noonan Membership Director, Jay Dunlap immediate past President, John Leatherwood President. Both Ron Nelson and Jay Dunlap have been tremendously helpful and have offered to continue to advise our new board during this transitional period.

Bylaws/Long-Range Planning: Nancy:

Bylaws Review

- Received edits/suggestions from two BoD members to 2025 draft version of the Bylaws with tabs: [8680Draft.BYLAWS.WITH.TABS](#).

- Incorporated edits/suggestions into final version of [2025 Bylaws_Final\(v1\)](#)

- Drafted a [message for SSCA members](#) when SSCA BoD is ready to share 2025 Bylaws

Next.Steps: BoD will need to agree on a process for soliciting comments and voting to approve the 2025 Bylaws. Two options: Option.7: The membership vote could take place in January or February. The 2025 Bylaws would be posted on the SSCA website. For reference, we would also make available a redlined version showing changes from the 2023 Bylaws and the original 2023 Bylaws. We would clarify that reviewing the redlined or 2023 versions is entirely optional. For the vote itself, the ballot would include an optional comment section, similar to the format used for our annual budget ballots.

Option.8: We would share a pre-vote draft of the 2025 Bylaws with the SSCA membership before initiating the formal approval vote. The draft would be posted on the SSCA website along with two optional reference documents (a redlined version showing all changes relative to the 2023 Bylaws and the original 2023 Bylaws). Members would be invited to review the draft and submit comments during a defined comment period. Clear instructions would be provided regarding how to submit comments and the deadline for doing so. After the comment period closes, the BoD would review all submitted feedback and determine whether any final adjustments are needed. Once revisions (if any) are completed, we would prepare the final version of the 2025 Bylaws for a membership vote. The formal vote would proceed in February.

Mission Statement

- Received and incorporated edits/suggestions from one BoD member to draft [Our Mission](#) statement.

- Next.steps: BoD to approve our mission statement.

Coastal Resilience Initiative-Request to Represent SSCA On Community Advisory Team

- N.C. Resilient Coastal Communities Program – RCCP: TOSS received a grant from the State of NC Div. of Coastal Management. The grant is to help coastal towns, like TOSS, identify their vulnerabilities to flooding, storms, and sea-level rise; engage communities in the planning process; and develop prioritized projects. After meeting with Cliff, I agreed to serve on the Community Advisory Team for the RCCP planning process as a representative of SSCA. The CAT helps identify vulnerable areas and critical assets, reviews findings, and ensures community values/concerns are reflected in project priorities. (The CAT has four members including Lori Trawinski.)

SSCA – TOSS Collaborative Projects

- Met with Cliff to foreshadow a discussion of SSCA – TOSS potential collaborative initiatives

Secretary: Laura: No report.

Volunteer/Social Coordinator: Aida:

Little Free Libraries (LFL) (September... completion delayed to November)

- Followed up with volunteers to paint LFLs as needed
- Triangle, Chicahauk, E. Dogwood, and Hillcrest LFLs were completed
- Sprayed/re-sprayed second coat of sealant and took pictures and videos
- Published pictures and videos on [socials](#)
- Followed up on remaining LFL to be completed (Kingfisher)
- Next steps
 - Follow up on remaining LFL to be completed (Kingfisher)

Santa Ride (December)

- Finalized [artwork](#)
- Updated [planning document](#)
- Recruited **two volunteers**, printed flyers and yard signs
- Next steps
 - Meet with planning team and volunteers
 - Create FB event
 - Issue joint press release, distribute flyers and yard signs
 - Purchase supplies

Azalea Lane/Trail Cleanup (January)

- Drafting planning document
- Next steps
 - Promote on socials, newsletter, direct emails, and website*

SSCA Open House (February/March)

- Propose host event in February/March 2026 due to new budget, more bandwidth, etc.

Doggy Bag Station Monitors (Ongoing)

- Reviewed [2025 schedule](#) and oversaw activities



- 19,600 doggy bags distributed YTD

Other

- Spoke with several food trucks about 2026 season dates
- George and Debbie Beach took down volleyball net
- Updated [2025 YTD report of volunteer hours](#) – 1,508.50 hours
 - \$30,170 in cost savings (based on \$20/hour)
- Updated A. Alvarez hours worked in 2025 – 289
 - \$7,225 in cost savings (based on \$25/hour)
- Updated [2024-2025 volunteer database](#) and continued analysis

For Reference

Volunteer Team	Number of Volunteers	Goal	Estimated Time Investment
Beach Access / Crossover Team	35	Help monitor our beach accesses/dune crossovers, report safety issues and maintenance needs, and pick up minor debris	15-30 minutes a week
Doggy Bag Station Team	1-2	Help monitor our doggy bag stations and ensure that the bags are filled	30-60 minutes a week
Annual Clean-Up (Earth Day) Team	80	Help with the annual clean-up (Earth Day) event	4 hours in April
Hillcrest Volleyball Court Team	2-4	Help setup and take down the volleyball net and line	2 hours twice a year
Little Free Library Team	4	Help monitor our Little Free Libraries and replenish books	15-30 minutes per week
Marina Team	10	Help with minor repairs such as reattaching or replacing dock boards, attaching new lines or bumpers, installing and cleaning dock lights and cleaning up the pavilion	2-5 hours a month
Parking Lot Team	14	Help monitor parking lots during an assigned week between Memorial Day and Labor Day and ensure that only members and guests are parking in SSCA parking lots	1 hour a day for 7 days
Property Maintenance Team	2-3	Help assess maintenance needs and ensure that SSCA properties are safe and maintained	2-3 hours a month
Santa Ride Team	10	Help with the annual Santa ride event	2 hours in Dec
Seagrass Planting Team	15-20	Help plant seagrass on the dunes to deter/delay beach erosion	1 hour a week from Nov-Mar
Triangle Park Team	5-8	Help keep Triangle Park well-maintained and decorated for holidays	1 hour a week
Welcome Team	3-5	Help prepare welcome baskets for new residents	1 hour a month

Communications: No Report.

Westside Parks and Marinas: Luke:

SSCA BoD Meeting Notes – West Side Parks and Marina’s -- Luke Falconer Nov 25

Accomplished;

- N. Marina Ramp, cleaned up sound grass 2x last period.
- South Marina, quote by Millstone, Kevin was on vacation week after I met with him, talked to him this week and he will get us the quote soon.

- Moved Trash and Recycle carts from Hillcrest, we are still getting non beach trash.
- Will move N. Marina carts after recycle carts are emptied, full of oyster boxes.
- Contacted ATL sewage, Hillcrest will go to one HCAP, same with N. Marina pavilion.
- Sunset Park, used screws on many boards and railings, did initial job in Aug, very warm in sun, pushed follow to cooler weather
- Sea Oats Pball ct fence – moving forward with text amendment. Taking noise measurements during full court play. So far maximum at E edge of property is 60dbA, which is 5db under town ordinance. Susan sent out poll on next steps. Planning board meeting Dec 15th, 5PM I will attend. If passes planning board, then TOSS council meeting Jan 6th.
- VSC serviced fire equipment Oct 16th, met them onsite
- Reviewed Nancy's bylaw changes, with comments – I am complete.
- Provided Susan with year end spending, request to move painting of sheds to Nov / Dec – better paint weather. Doors have been completed 5 months. \$2400
- Still have issue with email regarding forwarding and Steve Hotchkiss getting emails. Provided Kenny with data.
- To Do;

SSCA Maintenance Actions	To Do Date	Task	Version 11/16/2025	Priorities
Sea Oats - Pball ct	Jan-Feb	Text Amendment Fence and paver quote		
Kingfisher	Nov	Hand rail on walkway		
Marina Work Day	Mar/Apr	Decking, table		
Soundview Park	Nov	Secure swim ladder		
Soundview Park	Jan-Feb	Restart cap board replacement		
Sunset Park	Jan-Feb	Bulkhead cap board replacement		
N. Marina	Mar/Apr	Complete gravel replacement after winter		
N. Marina	Nov / Dec	point		
Azalea Lane	Jan-Feb	Clean up trail / area Volunteer?		
S. Marina Bulkhead	Jan-Feb	Need discussion on timing / notifications		
On Going Actions				
Marina[s] Inspection	Bi Weekly			
Park[s] Inspection	Bi Weekly			

Properties: Joel: George Beach and I have been doing some mowing. Trash continues to be a problem at Hillcrest. Will move two cans (one trash, one recycling) up the walkway next to the pavilion and remove all of the others. The lifeguard stands are still at the Hillcrest parking lot. Those either need to be moved or Mirek needs to sign the agreement and provide liability insurance coverage.

Old Business:

- TOSS discussion points: Table.
- Pavilion/property use rental policy: Table.
- Communication/Newsletter policy: Table.
- Comments on Nancy's distribution of draft Mission Statement and revised Bylaws: Please send those to Nancy via email asap.
- Sea Oats pickleball sound: Luke says testing shows still under 65
- TOSS Text Amendment for zoning (to allow "community recreational facilities" to include fencing up to 10 feet in height): Jeff said he filed it on 11/6. Planning Board will take up on 12/15 at 5:00 (Luke and Susan can attend; Jeff cannot). TOSS council will take up and hopefully approve at Council meeting on 1/6/26 (Jeff can attend).
- Little Free Art Galleries? BOD not inclined to pursue because of additional workload on BOD members on a relatively undefined concept.
- Food trucks: Aida is speaking with some of the vendors re dates. Once we have that info, we can go to TOSS for permission.

New Business:

- Recent spam/phishing/spoofing events. Be suspicious of and do not act on (including clicking on links) any unsolicited, out-of-context or out of character emails and texts, especially any that mention gift cards or ask you to send money, especially through Venmo or PayPal. Maybe Kenny could give the new BOD a class on cyber security as well on Dropbox, Webmail connection, etc.
- December Newsletter reminder: Get articles to Kenny by 12/1 if possible so it can go out by 12/12.
- Historic Landmark status at Hillcrest Beach for an area to be designated around the original footprint of the Paul Gamiel Hill Lifesaving Station: BOD was not in favor of pursuing any historic landmark status at Hillcrest Beach.
- N.C. Resilient Coastal Communities Program: See Nancy's report, above, outlining the program and her participation as the SSCA representative. Thank you, Nancy!
- Joel is pursuing new speed bumps to replace the existing ones at Hillcrest Beach. Joel will also install a sign there identifying the surveillance camera in use.
- BOD approved Susan's letter providing introductory information for new BOD members.
- Need ARB recruitment notice. Will also include in President's Message in the Newsletter.

Meeting Adjourned: Next BOD meeting December 17, 2025 at 10:00 A.M. at 13 Skyline Office.