

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

Meeting called by:

Jeff Johnson, President

Type of meeting:

Regular Board Meeting

Attendees: Jeff Johnson (President, remote by phone), Susan Ippolito (VP/Treasurer, excused absence, remote report delivered), Sue Bigbee (Membership/Slip Rentals) Joel Newton (Properties), Kenny Woyer (Communication), Nancy Sheehan (Bylaws/Long Range Planning, remote, by phone), Laura Richer (Secretary), Luke Falconer (West Side Parks & Marinas). Aida Alvarez (excused absence). Rick Cook, SSBC. Confirm Quorum.

Jeff moved to approve the 2/19/25 BOD agenda; Joel seconded. Unanimously approved.

Jeff moved to approve 1/16/25 meeting minutes; Joel seconded. Unanimously approved.

1. President's Comments:

Received check \$5k from OBX Love. Susan met with Larry Barker about insurance. Insurance package should be in place for this year. Binder is in the office with policies and summaries. Need to change coverage when we move to flat top.

Cliff will send flat top lease to us sometime this week. The Board should review and approve. At that point, do we want an attorney to look at. Will do this review by email.

Lease terms start May 1. Move sometime in April. Need to coordinate utilities for flat top.

Old Business:

Susan. What to do with reserve? Put towards south marina? Bulkhead is collapsing. Reserve items can be moved around to other reserve accounts. Nancy suggested needing full list of what is needed, then determine where reserve funds to be spent on? Will table until we have a better grip on planning per Jeff.

Susan. Need a process on how to reallocate funds at beginning of the year.

Joe Motion to approve allocation of funds. Jeff second. All approved.

2. Treasurer Report – Susan Ippolito:

Budget on track. Audit committee will be finished the end of this month. We have \$1175 credited to our account with rewards points. Susan will redeem points annually and will be used for membership events. Need to raise budget for DropBox, Zoom.

3. Sue Bigbee: Racquet Club

TENNIS CLUB

- Working on quotes to recondition tennis court
 - Plan on 4 quotes
 - Estimate to cost between \$30K - \$50K
 - Joel will brief at April meeting, he's currently out of town
- Performing fence repairs where balls roll out of court

- Tony Bigbee is installing a fence post at the bottom of the fence on each panel then using ties to anchor the fence to the post. About a \$700 repair.
- Need new lock for gate. Can get in easily now.

4. Luke Falconer (Marinas)/Rick Cook (Boat Club).

Proposed pavilion addition blue print sent out to board last week. Invited Rick to provide rationale for doing the pavilion addition. He stated that each year SSBC puts a tent and tables for their 165-185 participants at their 4 events. It's costs \$880 per event to rent tent. Rick wants to stop that cost. Also, wants a space for song performers under cover (the Songwriters Series).

Estimates are @ \$51K to build. SSBC is putting \$5k aside each year to save for pavilion. Also, the roof is in bad shape and we can maybe get another 9 months out of it. \$8700 is the estimate fix roof. If we do pavilion extension, that will take care of roof problem. Other possible costs for pavilion addition would be drop down tables and curtains. Pavilion extension should only take 6-8 weeks.

SSBC current events include their Christmas event, oyster event, crab eating event, and 4th of July event. They are adding two more events - a Halloween party in October and a boat sale parts swap in early May.

Luke received 2 quotes south marina bulkhead @\$120, quote and the second is \$92K. The North marina bulkhead quote \$730K. Numbers to be put in long range plan.

5. Laura Richer (ARB) (Rick Cook spoke):

Rick stated there is a serious problem with our covenants. The problem is precedence with people not adhering to covenants. Jeff suggested sitting down with ARB and their board and SSCA. Tabled discussion until smaller committee is able to meet with ARB. Laura, Jeff and Nancy will sit down with ARB to discuss. Discussed putting covenants on website to make residents aware of them. They are currently available in digital format.

6. Directors Reports:

Membership/Slip Rentals – Sue

Membership Type	Count
Membership	1,921
Renewed to Date	1,644
Left to Renew	277

% Renewed to Date 85.6%

MEMBERSHIP

- Renewal reminder email went out 2/24/25

- Plan to send out final reminder 4/1/25. Will shut off notifications after that
- Facebook and Next Door posts going out weekly for payment reminders
- In February we billed the SSR rental agency for rental members - 107
- Billed Joe Lamb and Resort Realty for rentals, about 30 more members.

Member Complaint/Issues

- South Marina. Neighbors greenhouse blew into South Marina in slips 12-13
 - Spoke to owners and they removed. No damage to SSCA property
- Complaint about boat slip process. Member wanted notice of policy change about owning a boat to rent a slip. Let him know it was published in newsletters last year.

Slip Rentals

Slip	Quant	Paid	Open
Wet Slips	77	75	2
Dry Slips	27	27	0
Kayak	52	52	0
Total:	156	154	2
% Renewed to Date		98.7%	

WET SLIPS

- All rented slips are paid for. 2 Slips are open
- 1 slip is on the bulkhead at NW, Slip 23. More difficult to rent
- 1 Slip is tough to rent. Slip 13 at the NW is too narrow for a boat

DRY SLIPS

- All slips rented. 2 Dry slips were surrendered and transferred to 2 people on the wait list

KAYAKS

- All kayak slips are currently leased. 6 were surrendered and transferred to people on the wait list

WAIT LIST	Count
Wet Slips	29
Dry Slips	26
Kayaks	5

MARINAS/MEMBERSHIP

- Tree removal is complete, notified dry slip holders to move their boats to prevent damage
- Received the dates for Hardy Peters sailing school this summer (East Coast Sailing)
June 16-20, June 23-27 , July 7- 11, July 14-18 July 21-25
- * This will not interfere with the Boat Club celebration on the July 5th
- Luke and I plan to meet with Hardy in late March or April and see support he needs from the SSCA

Bylaws/Long-Range Planning - Nancy Sheehan:

REPORT ON ACTIVITIES

Bylaws Review

- Jeff and I met to discuss necessary changes to the SSCA Bylaws and outline the review process moving forward.
- *Next Steps:* In April, we will continue reviewing and editing the Bylaws. A draft document, with enumerated changes, will be shared with the Board ahead of the May meeting.
- *Board Action Item:* Based on our discussions, we recommend the Board form a committee to review the function of the Architectural Review Board (ARB). A motion is required at the March meeting, with the committee to be established in June.

Pending Action Items (from February Bylaws/LRP Report)

- **Board Discussion:** Consider hosting a tour of all SSCA properties for Board members, led by Luke and Joel.
- **Board Discussion:** Explore the possibility of establishing a subcommittee for landscape planning, including recruitment of Master Gardeners.
- **Board Follow-up:** Are all Board members utilizing the volunteer tracking spreadsheet created by Aida? ([Link to spreadsheet](#))

Secretary – Laura Richer: No report.

Volunteers/Event Coordinator – Aida Alvarez:

Annual Community Cleanup Event (April 26, 2025):

- Drafted [2025 planning document](#)
- Conducted outreach
 - External Partners – CPOA, TOSS, The OBX Way, Outer Banks Visitors Bureau “OBX Promise”, Home Depot (invited), Kitty Hawk Garden Center (invited), Master Gardeners (to be invited), Nature’s Harmony (invited)
 - Internal Partners
 - Eastside Property Manager – Joel will let her know if any special projects to tackle.
 - Westside Property Manager/Boat Club Liaison (?) – Luke (any special projects?)
 - Boat Club – TBD
 - Tennis Club – Jay and Dixie
 - Vendors – OBX Tree Doc, The Muse Buzz, OBX Wake & Take, Master Gardeners (to be invited)
 - Site Coordinators – Confirmed six (including Aida) and need three more (can BOD volunteer/help recruit?). Needs help to volunteer or recruit site coordinators. Susan will be coordinator for Triangle Park – Aida now needs 3 more coordinators.



Developed [online registration](#). It is live, not yet promoted.

Developed [artwork and copy](#)

Next Steps

- Week of March 17 – Present 2025 planning document to BOD; finalize partners, vendors, and site coordinators
- Week of March 24 – Create Facebook event; draft press release; meet with site coordinators
- Week of March 31 – Add to SSCA event calendar; will issue press release; publish article in SSCA newsletter; promote on SSCA, CPOA, and TOSS socials*; begin weekly posts on Facebook/Instagram/Nextdoor*
- Week of April 7 – Print/put up posters and flyers
- Week of April 14 – Pick up trees and plants
- Week of April 21 – Pickup supplies, snacks, and drinks

Volunteer Appreciation/Season Kick Off Event (May 18, 2025):

- Finalized 5 Ws
 - Why: Volunteer Appreciation/Summer Kick Off Event
 - Who: 2024/2025 volunteers, BOD, need to discuss with BOD... invite Joel volunteers? Luke volunteers (Marina Team, others)? Len volunteers? Tennis club volunteers? Boat club volunteers?
 - What: Show appreciation to our volunteers and partners by planning a special event with food, drink, awards, and special performance by [Lucky 757 Band](#)
 - When: Sunday, May 18, 2025 (6-9:30pm)
 - Where: [Tap Shack](#), Duck NC

- Next steps
 - Week of March 31 – Confirm invitation list
 - Week of April 7 – Design artwork/copy
 - Week of April 14 – Send e-invitations (RSVP May 11)
 - Week of April 28 – Confirm F&B
 - Week of May 11 – Finalize F&B headcount, close RSVP

Songwriters at Sunset Concert Series (First Sunday of June-September):

- Finalized [2025 planning document](#)
- Selected and confirmed artists/lineup
 - June 1 – [Ruth Wyand](#)
 - July 6 – [Ben Long](#)
 - August 3 – [Troy Breslow](#)
 - September 7 – [Kyle Davis](#)
- Created playlists..
 - [Spotify](#)
 - [YouTube](#)
- Developed [artwork and copy](#)
- Next steps
 - Week of March 24 – Create FB/Nextdoor events
 - Week of March 31 – Publish article in SSCA newsletter
 - Week of May 5 – Begin weekly FB/IG/Nextdoor posts/reels/stories about concert series (June artist)*, request and process invoice from June artist
 - June 1 – Begin FB/IG reels/stories of live performances*



Doggy Bag Station Monitors (Ongoing):

- Reviewed [2025 schedule](#) and oversaw activities
 - 2,800 doggy bags distributed YTD

Other:

- Submit newsletter articles to Deidre Howard
- Updated 2025 YTD [report](#) of volunteer hours – 404
 - \$8,080 in cost savings (based on \$20/hour)
- Updated A. Alvarez hours worked in 2025 – 34
 - \$850 in cost savings (based on \$25/hour)

For Reference:

- To share via newsletters and socials (but there is very little interaction on socials)

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

Communication – Kenny Woyer:

Zoom.

- Billing update. Went on the Credit Card and not the banking account. It wanted to log into the banking account instead of just putting in the routing and banking information. Added invoice to the accounting folder in Dropbox; can change the billing at any time.
- Link to the Private room for other directors to use is under Communications/Zoom

DropBox

- Billing information:

Date ▾	Description		Price
2/5/2025	1 Additional License (2/5/2025 to 1/3/2026)	Invoice Receipt Edit	\$164.22
1/3/2025	Dropbox Business Plan (includes 3 licenses) + 13 Additional Licenses (1/3/2025 to 1/3/2026)	Invoice Receipt Edit	\$2,880.00

Newsletter

- Thank everyone for their submission
- Update on the timeline; first week of April
- Compiling all the responses.
- Do we want to send a survey out to members? What information would we collect?

Emails from Steve H?

Boat Club Link to the Store.

Social Update

- Instagram
 - 22 Post
 - 274 Views
 - 5 Interactions
- Facebook
 - 2128 Views (-45%)
 - Engagement 42 (-72%)
- Emails - Consistent around 60%-65%
 - Cross Over Opening (60% Open)
 - 2119 Sent, 1281 Opened
 - Weekly Events (64% Opened)

Email blast feedback on when to send out emails? Three in one day feels like to many.

Survey questions you to SSCA members to gather feedback on communications and overall association performance:

General Feedback on SSCA

How satisfied are you with the SSCA's overall efforts to serve the community?

Very satisfied

Somewhat satisfied

Neutral

Somewhat dissatisfied

Very dissatisfied

What do you think SSCA does well? (Open-ended)

What areas could SSCA improve in? (Open-ended)

How often do you participate in SSCA events or use SSCA amenities?

Frequently (monthly or more)

Occasionally (a few times a year)

Rarely

Never

Communication Preferences

How do you currently receive updates from SSCA? (Select all that apply)

Email newsletters

SSCA website

Social media (Facebook, Nextdoor, etc.)

Mailed letters or newsletters

Word of mouth

How satisfied are you with the frequency of SSCA communications?

Too frequent

Just right

Not frequent enough

How would you prefer to receive important updates? (Select all that apply)

Email

Text message alerts

Website updates

Social media

Mailed newsletters

Are there any specific topics you would like to see covered more in SSCA communications? (Open-ended)

Engagement and Involvement

Have you visited the SSCA website in the past six months?

Yes

No

What features or information would you like to see added to the SSCA website? (Open-ended)

Would you be interested in volunteering or getting more involved in SSCA activities?

Yes, I'd like to learn more

Maybe, depending on the opportunity

No

Final Thoughts

On a scale of 1 to 10, how likely are you to recommend SSCA membership to a neighbor or friend?

Any additional comments or suggestions? (Open ended)

Westside Parks and Marinas – Luke Falconer:

North marina and tree trimming complete. Wild Swan dock is owned by TOSS – they are responsible for taking down the dock.

Northeast marina pier walkway is getting old. On pier itself joist broken. It's a safety issue. Has to be fixed. Jeff make motion to do repair. Joel seconded. All approved.

Accomplished;

- Worked with Joel on Pavilion layout and preliminary plans, to be discussed today at BoD. We have quote from Structural Eng, and separate roofing quote for existing Marina.
- Tree trimming at Loblolly and N. Marina completed March 7th, was there majority of time, we put boats in correct dry slips after trimming done. I tested GFCI's on power pedestals while there. All in order.
- Wild Swan dock issue closed for SSCA. Spoke with TOSS permit office. Obtained survey from 2022, the dock is over the canal, which according to Wes Haskett makes it TOSS property, even though it adjoins SSCA property. TOSS will contact lease holder and have them remove dock, or TOSS will.
- Red Bay - erected Sign and chained off property so folks cannot drive there.
- Repaired Basketball backboard at Sea Oats Park 3-12, had come loose from frame as only adhesive used.

- Loblolly – hauled scrap material behind shed to dump on 3-14. Still have 2 large pallets to cut up and haul off.
- N. Marina – got quotes for SE Finger pier repair, will be submitted for discussion.
- S. Marina – got quotes for Bulkhead replacement from Northeastern Marine and Emanuelson. Will discuss in meeting for reserve for next year or two as parts of bulkhead in bad shape

To Do;

<i>SSCA Maintenance Actions</i>	<i>To Do Date</i>	<i>Task</i>	<i>Version 3/14/2025</i>	<i>Priority</i>	<i>Complete</i>
Soundview Bocce Ct	Mar	Mar BoD Mtg Discuss		1	
Soundview Bulkhead	Mar	New cap boards South end		2	
Sea Oats	Mar	Mulch playground equipment		2	
N. Marina	Mar	Gravel replacement		2	
N. Marina	Mar	New Dog poop container		2	
N. Marina	Mar	Wood Ramp by new pier needs raising is trip hazard. Work party Mar 29		1	
N. Marina	Oct	Paint sheds ramp side		3	
Loblolly	Mar	Shed clean out - Mar 29 work party		2	
Azalea Lane	TBD	Clean up trail mow?		3	
All areas	Mar/Apr	Carts out - Joel, Luke		1	
<i>On Going Actions</i>					
Marina[s] Inspection	Quarterly			1	
Park[s] Inspection	Quarterly			1	

Properties – Joel Newton:

- We plan to replace the Hickory Trail XOVR’s standard west stairs with low sloped stairs, making this XOVR easier to ascend and descend, starting March 18th by contract, with railings subsequently installed by volunteers. This project is being paid for by Len Schmitz’s GoFundMe effort and a private donation. Handrails will also be installed on ocean side stairs to complete that portion of the XOVR replacement.
- On March 3rd beach grass was planted by Kitty Hawk Garden Center on the dune section to the left of the crossover, a 25’ wide x 50’ area. The next step will be planting a row of 20 Hollywood Junipers and eight Yaupon Hollies, hopefully by April.
- As the result of a one hour demolition of the old 132A dune XOVR Wednesday, March 12th, by volunteers and contractors, the contractor’s rapid construction of the new XOVR by Friday night, followed by volunteers installing railings temporarily on Saturday and Sunday, the 132A Ocean Blvd beach access is open for use again!

Work on the XOVR in the form of permanent installation of railings, Trex railing tops, selected pickets, handrails, and completion of the bench will continue by volunteers as weather permits.

- I completed the annual condition survey of the SSCA's 33 beach accesses and dune crossovers, and am happy to report that they are in the best condition I've seen in my 16 years of working on them.
 - The only downside is that someone appears to be determined that we shouldn't have oceanside marker signs at 36A Ocean Blvd. Two sets have been stolen in the past year. Perhaps the members and residents in the Skyline Drive area can help put a stop to this vandalism.
- Suggested a board Field trip to look at various public properties in SS. Need bigger picture viewpoint. Jeff suggest sometime in July when Nancy is back.
 - Joel research renting a bus/van for fieldtrip. Nancy will propose dates.
 - Will move ahead with design of pavilion. Can now refine costs.

7. Old Business:

AED Permanently on hold. Haven't heard from insurance company.

8. New Business:

Susan asked to do with reserve? Put towards south marina? Bulkhead is collapsing. Reserve items can be moved around to other reserve accounts. Nancy recommended we need full list of what is needed, then determine where reserve funds to be spent on. Table until we have a better grip on planning per Jeff. Susan stated we need a process on how to reallocate funds at beginning of the year.

Joe Motion to approve allocation of funds. Jeff second. All approved.

Board should review Nancy's long range planning spread sheet to determine top 5 things that need to addressed. It's in drop box.