

## **MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING OCTOBER 15, 2025**

### **Meeting called by:**

Jeff Johnson, President

### **Type of meeting:**

Regular Board Meeting

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

Jeff moved to approve the 10/15/25 agenda; Susan seconded. Unanimously approved.

Jeff moved to approve 9/17/25 meeting minutes; Luke seconded. Unanimously approved.

### **1. President's Comments:**

The FLOCK contract is signed. We are not yet sure of when it will be installed.

Rick Koch is done being commandeer of boat club board and with the ARB.

We need to find someone to take over Rick's place on boat club and ARB. Solicitations will be sent out internally to boat club members. Jeff will send out a mass email regarding ARB replacement.

Hardy Peters will not be doing the sailing school anymore. There is currently nobody to take his place. He will let us know if there is a similar school that kids could take advantage of. There will be a loss of his income as his donation of \$1250. He converted three slips to one large slip for this sailing school. Jeff will research the agreement with Hardy to determine if he is responsible for converting the large slip back to three.

Regarding the bulkhead renovation, Luke asked contractor to add in the 3 slips in his quote for renovation.

### **2. Volunteers/Event Coordinator – Aida Alvarez:**

#### Little Free Libraries (LFL) (September)

- Followed up with volunteers to paint LFLs as needed
- Triangle, Chicahauk, and E. Dogwood LFLs were completed
- Sprayed sealant and took pictures and videos
- Next steps
  - Publish pictures and videos on socials
  - Follow up on remaining LFLs to be completed

#### Santa Ride (December)

- Updated [planning document](#)
- Published '[save the date](#)' announcement in SSCA newsletter\*
- Next steps
  - Recruit volunteers
  - Meet with planning team

#### Azalea Lane/Trail Cleanup (January)

- Published [announcement](#) in SSCA newsletter\*
- Next steps
  - Finalize planning document
  - Promote on socials, newsletter, direct emails, and website\*

#### SSCA Open House (February)

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

#### Doggy Bag Station Monitors (Ongoing)

- Reviewed [2025 schedule](#) and oversaw activities
  - 17,800 doggy bags distributed YTD

#### Other

- Take down volleyball net
- Updated [2025 YTD report of volunteer hours](#) – 1419 hours
  - \$28,380 in cost savings (based on \$20/hour)
- Updated A. Alvarez hours worked in 2025 – 280
  - \$7,000 in cost savings (based on \$25/hour)
- Updated [2024-2025 volunteer database](#) and continued analysis
- **I will be mostly unavailable until late October.**

#### 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

\* Work with Debbie, Deidre and/or Kenny

### **3. Treasurer's Report – Susan Ippolito:**

- Budget Vote:
  - We had a total of 92 votes with only 4 no votes. We had a few comments. Most were asking for more detail or for the 2024 budget information for comparison. Although we provide this at the member meeting, I will suggest we include this in the information we send out to the

members for the vote next year. As far as I know, this is only the second year we have done the vote by email so we are still fine-tuning how to do it.

- Brick Fundraiser:
  - As of last week we have only sold 4 bricks. Kenny said he will work on a social media campaign to help get the word out. I will continue to work with the brick company to see what they can create for us to help.
- Boat Club Square Account:
  - Bill Lanier asked for my help with figuring out the problems with the Square account. I believed he asked Kenny as well. I was not able to help, but ultimately Susan S was able to help him out with not too much effort. This is something to think about going forward with our conversion to more high tech software. Is this the responsibility of the communications director, Susan (soon to be Maslin) or do we need to consider another position?
- End of Year Spending:
  - I will be contacting Luke and Joel about the plans for end of year spending so we can look at the 2025 budget for end of year and any excess that can be spent. I should have something at the November meeting.

Nancy suggested we become more tech savvy. Our procedures are quite cumbersome. She add to long range planning. Susan will meet with Kenny to get something online for selling bricks. Luke said installing bricks \$3,000.

4. **Sue Bigbee: Racquet Club:** Briefed by Jay Dunlop and Ron Nelson on how much work will be involved in SSCA taking over the YourCourts system.
5. **Boat Club - Luke:** Date for Halloween spooktacular is October 25, the oyster roast is November 15 and the Christmas event is December 13.
6. **Laura Richer - ARB:** Rick said they have reviewed about 4 or 5 applications. The 55 Hickory is still an issue.
7. **Directors Reports:**

#### **Bylaws/Long-Range Planning - Nancy Sheehan:**

##### **Bylaws Review**

- Jeff and Nancy to continue to work on SSCA Bylaws.

##### **SSCA Long-Range Planning**

- Developed a long-range planning spreadsheet tailored to the needs expressed in last month's meeting. The spreadsheet has been shared with Luke, Susan, Joel, and Jeff and awaits their comments. This spreadsheet can be found in our shared Dropbox folder (.../Board of Directors/2025/Long Range Planning and Bylaws/Long Range Planning Documents/...) Directly linked here: [SSCA\\_PlanningSummary\\_AsOneExcelsheet](#)
- Drafted a mission statement for SSCA and shared this draft with Luke, Susan, and Jeff for review before bringing the draft statement to the whole board for comments. o This mission statement can

be found in our shared Dropbox folder (.../Board of Directors/2025/Long Range Planning and Bylaws/Long Range Planning Documents/...) Directly linked here: [Our Mission](#)

- Created a Google Form for Board members to rank the suggestions generated in preparation for the March discussions with TOSS. The results from your ranking of these suggestions will help us identify the key themes and priorities to highlight in upcoming conversations with TOSS.
- Google Form Link: <https://forms.gle/sNCyZVcR6UXcq7dH9>  
Deadline: September 26th.

Nancy will send the results of long-range planning to Cliff and Wes to review. Nancy will set up a meeting with members of our board and with the town.

#### **Circle Pond Study**

- Met with Lori. Her study will, most likely, focus on best practices for phragmites removal.

**Secretary – Laura Richer:** No report.

**Communication – Kenny Woyer:** Kenny is working with Hoover website folks to get the double authentication figured out.

#### **Westside Parks and Marinas – Luke Falconer:**

##### ***SSCA BoD Meeting Notes – West Side Parks and Marina's -- Luke Falconer Oct 25***

##### **Accomplished;**

- N. Marina Pavilion with Rick Koch's help we reinstalled the one curtain at NE end.
- N. Marina Pavilion – designed brick layout. Susan and I measured to ensure CAMA compliance. Current layout has 324 bricks. Working on brick install quote currently with contractor.
- Ordered 6000 dog waste bags and placed in cabinet in garage.
- Joel, Jeff and I trimmed 9<sup>th</sup> and 10<sup>th</sup> avenue trails.
- HHE [electrical contractor] inspected all equipment at marina for safety. Given no repairs required they did the work as extended bid. No cost to SSCA.
- 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 55 dba, which is 10dba under town ordinance. Susan sent out poll on next steps.
- Checked all Marinas Friday Oct 10<sup>th</sup> and provided Sue B with actions for 2 slips.
- Called Steve Brown for quote on S. Marina – he declined to bid for a variety of reasons.
- Called Millstone Marine for quote on S. Marina, we have 2 bids currently. Northeastern Marine and Emanuelson and Dad. Will meet with Millstone on Tuesday Oct 14<sup>th</sup> for review and bid
- VSC is scheduled to service fire equipment on Thursday Oct 16<sup>th</sup>, will meet them onsite.
- Need to review Nancy's bylaw changes.

**To Do;**

<b>SSCA Maintenance Actions</b>	<b>To Do Date</b>	<b>Task</b>	<b>Version 10/14/2025</b>	<b>Priority</b>
Sunset park	Oct	Use screws on more steps		1
Sea Oats - Pball ct	TBD	Text Amendment Fence and paver quote		1
Kingfisher	Oct	Hand rail on walkway		2
Marina Work Day	Oct	Decking, table		1
Soundview Park	Nov	Secure swim ladder		2
Soundview Park	Jan-Feb	Restart cap board replacement		2
N. Marina	Oct - Jan	Complete gravel replacement		2
N. Marina	Jan	Paint sheds, In CY26 Budget		2
Marinas - Fire Ext	Oct	Service Fire equipment Oct 16th scheduled		1
Azalea Lane	Jan-Feb	Clean up trail / area Volunteer?		3
S. Marina Bulkhead	Jan-Feb	Need discussion on timing / notifications		1
<b>On Going Actions</b>				
Marina[s] Inspection	Bi Weekly			1
Park[s] Inspection	Bi Weekly			1

**Properties – Joel Newton:** No report.

**8. Old Business:**

Aida, Jeff and still need to meet to discuss newsletter communications policy.

Jeff motioned that we should go forward with the text amendment for the TOSS zoning Ordinance in order to be able to construct a 10' high fence for pickleball. TOSS will handle all notice issues including Coastland Times. Jeff will go to TOSS to coordinate the filing. Unanimously approved by the Board.

**9. New Business:**

The current wording in the Pavilion Rental and Use Agreement leaves room for any member to have access to the pavilion, even if a formal rental agreement and payment to SCCA is in place. Jeff will review and redline the Use of Pavilion Agreement, making it more clear about exclusive use of the pavilion itself, and not the entire property. In the agreement, “no fire arms or balloons allowed in the pavilion”, will also be included. Luke will purchase a “Reserved” sign for pavilion.

The Throw Down Surf Classic is a large fundraising event raising money for various OBX charities. They take over the Chicahauk beach access every year. Jeff will ask TOSS and Chicahauk if they have an agreement in place with them and determine if we need to tailor a specific agreement to their event to including requiring they have insurance to hold it.

Susan proposed food trucks at Hillcrest a day over Memorial day weekend, a week day in July (not July 4<sup>th</sup>), and a Labor Day weekend day. Town said they would approve food trucks for special events or special days. If they approve, we will try next year. We will then pick three days for next summer.

**Adjourn:** Next BOD Meeting November 19, 2025, 10:00 a.m., Pitts Center