

MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING SEPTEMBER 17, 2025

Meeting called by:

Jeff Johnson, President

Type of meeting:

Regular Board Meeting

Attendees: Jeff Johnson (President,), Susan Ippolito (VP/Treasurer), 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 (via Zoom). Confirm Quorum.

Jeff moved to approve the 9/17/25 BOD agenda; Susan seconded. Unanimously approved.

Jeff moved to approve 8/20/25 meeting minutes; Luke seconded. Unanimously approved.

1. President's Comments:

Police Chief called Jeff and said FLOCK approved our changes to contract, so we should be good to go. Joel will pursue getting a sign saying the parking lot is being surveilled by cameras.

Nominating committee has approved two new members for the board, Jim Major and George Beach.

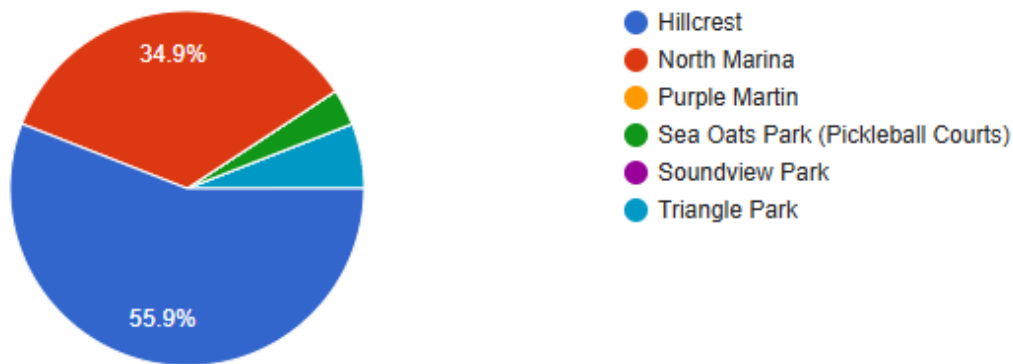
2. Volunteers/Event Coordinator – Aida Alvarez:

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

- Promoted concert series and September 7th show on socials, newsletter, direct emails, and website*
- Postponed September 7th show due to expected inclement weather
- Next steps
 - Reschedule September 7th show

Parking Lot Monitors (May 24th to September 7th)

- 13 out of 15 weeks covered (except for July 28-August 3 and August 4-10)
- Met with parking monitor volunteers as needed
- Oversaw activity – 152 citations issued YTD



Little Free Libraries (LFL) (September)

- Followed up with volunteers to paint LFLs as needed
- Work to be completed by September

Santa Ride (December)

- Confirmed date with SSFD, SSPD, TOSS, CPOA, MPHA, and Santa
 - Saturday, December 20th from 1-4pm
 - Raindate: Sunday, December 21st from 1-4pm
- Reserved North Marina Pavilion
- Created [planning document](#)
- Next steps
 - Publish [‘save the date’ announcement](#) in SSCA newsletter and on socials*
 - Recruit volunteers

Azalea Lane/Trail Cleanup (January)

- Wrote [article](#) for September newsletter
- Drafting planning document
- 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
 - 16,200 doggy bags distributed YTD

Other

- Prepared and delivered welcome package to new full-time resident on Wax Myrtle (Len and Barb’s next door neighbor)
- Drafted [two articles](#) for submission to September newsletter
- Updated [2025 YTD report of volunteer hours](#) – 1,339.50
 - \$26,790 in cost savings (based on \$20/hour)
- Updated A. Alvarez hours worked in 2025 – 276
 - \$6,900 in cost savings (based on \$25/hour)
- Updated [2024-2025 volunteer database](#) and continued analysis
- [I will be mostly unavailable from mid-September to mid/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 – Susan distributed a copy of the 2026 budget that will be voted on today.

- a. Jeff and Susan spoke and made a few changes since our last meeting which are highlighted in the budget.
 - i. Increased Tree Removal Expenses from \$4000 to \$6000
 - ii. Increased Marina-other from \$5000 to \$7500
 - iii. Increased Westside Parks to \$15,000 to have an option for replacing the PB Fence.
- b. This leaves a little less than \$30k in net income and a little over \$50k in Reserve Funding.

Brick Fundraiser – We launched the fundraiser at the September GAM and Rick says there is a lot of interest.

- c. After many discussions Susan decided it would be easiest to take all orders by paper order form with a check (or cash).
- d. The forms are in the office and copies of them will be at all events. Susan will work with Kenny to see what he can put out for marketing. She has a link to a simple website they created for us where members can print the form.

4. Sue Bigbee: Racquet Club

A new president and a new incoming board member have been selected. They are preparing for their social at end of September. They are planning for the new fence.

5. Boat Club - Luke: There is nothing new going on until the oyster fest.

6. Laura Richer - ARB: Ongoing at 55 Hickory, garage is finished but not connected to house yet. ARB needs to follow up on plans that included a breezeway, but not there yet.

7. Directors Reports:

Membership/Slip Rentals - Sue Bigbee:

Membership Type	Count
Membership Database	2,007
Active Members	1,881
Lapsed	126
% Renewed to Date	93.7%
- Boat Club	762
- Racquet Club	764
- Resident	1,467
- Seasonal Rental	413

MEMBERSHIP

- Need to start prepping for 2026 renewal cycle 10/1/2025
 - Update letters, decals, passes and reconcile slips spreadsheet to MC
 - New Admin support starting 10/1. Will work with Susan S. to learn Member Clicks renewal process and system functionality
- Member Complaint/Issues

Slip Rentals

Slip	Quant	Paid	Open
Wet Slips	77	76	1
Dry Slips	27	27	0
Kayak	52	52	0
Total:	156	155	1
% Renewed to Date		99.4%	

WET SLIPS

- All rented slips are paid for. 1 Slip is open
- 1 Slip is tough to rent. Slip 13 at the NW is too narrow for a boat

DRY SLIPS

- All slips rented.

KAYAKS

- All racks rented

WAIT LIST	Count
Wet Slips	41
Dry Slips	37
Kayaks	3

MARINAS

Bylaws/Long-Range Planning - Nancy Sheehan:

Bylaws Review

Jeff and Nancy 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. 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.

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: Adding in brick fundraiser for SSCA pavilion form in newsletter.

Westside Parks and Marinas – Luke Falconer:

Accomplished;

- N. Marina Pavilion, took down one curtain, hauled to Braswell in Currituck for repair, picked up. Will install once weather clears a bit.
- N. Marina Pavilion – designed brick layout. Susan and I will measure to ensure CAMA compliance. Current layout has 324 bricks. Will have brick install quoted and provide to Susan.
- Loblolly picnic table was damaged, wood compromised. Disassembled the table saving the good sections. On list for Marina work party in Oct.
- Working with Joel on mowing quote from James for CY2026, net net James came down ~\$6,500. Joel to evaluate as well after seeing how crossover mowing is going by Sept.
- Sea Oats Pickleball ct fence, met with Jay, Ron, Tony on Sunday Sept 14th, Racquet club has BoD meeting today Sept 16th – validate specifications and design with club BoD. Once they complete will obtain quotes. I understand we are pushing up against Sept 29th deadline. The dugouts will have pavers versus concrete, will have these quoted same time as N. Marina
- James accommodated request to mow N. Marina Pavilion closer to weekend for SSBC event and Singer Songwriter event. I asked him to move the mowing day for 2026 closer to weekend for this location

To Do:

<i>SSCA Maintenance Actions</i>	<i>To Do Da</i>	<i>Task</i>	<i>Version 9/16/2025</i>	<i>Priority</i>
Sunset park	Sept	Use screws on more steps		1
Sea Oats - Pball ct	Sept	Fence and paver quote		1
Kingfisher	Sept	Hand rail on walkway		2
Marina Work Day	Oct	Decking, table		1
Soundview Park	Oct	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		1
Azalea Lane	Jan-Feb	Clean up trail / area Volunteer?		3
S. Marina Bulkhead	Jan-Feb	Need discussion on timing / notifications		1
<i>On Going Actions</i>				
Marina[s] Inspection	Bi Weekly			1
Park[s] Inspection	Bi Weekly			1

Properties – Joel Newton: No report.

8. Old Business: Approved budget.

9. New Business:

We need to get our budget vote out to the membership in early October. The board-approved budget will also be in newsletter.

Jeff circulated a redline of the group use policy for SSCA properties. We will table until next meeting.

Racquet club does not want the acoustical padding for the new fence. Luke will talk to a structural engineer about adding acoustic panels to the new fence after it goes in. We will complete the fence project first, then evaluate acoustic barrier after. SSCA could purchase softer balls for play to have there for members to use.

Joel revising speed bumps height at Hillcrest. He will look at the ones at Food Lion – they are not as high as Hillcrest.

Joel moved to delete beach push policy. Jeff seconded. All approved.

Adjourn: Next BOD Meeting October 15, 2025, 10:00 a.m., Pitts Center