

MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING APRIL 16, 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, remote, by phone), Laura Richer (Secretary), Luke Falconer (West Side Parks & Marinas, remote by phone). Aida Alvarez (excused absence). Confirm Quorum.

Jeff moved to approve the 4/19/25 BOD agenda; Susan seconded. Unanimously approved.

Jeff moved to approve 3/16/25 meeting minutes; Joel seconded. Unanimously approved.

1. President's Comments:

Regarding lease, I have a meeting with attorney to go over it. The Town will cover hail and rain. We are responsible for liability and insuring our personal SSCA property. The insurance certificate will need to be updated to reflect new address.

Nominating committee. Jeff has only heard from one willing to be on nominating committee. Jeff will send an email asking for volunteers. There are two other people interested in joining the board. Both are highly qualified.

We need to have East coast sailing school sign the agreement that we have had with them in the past. This agreement included a \$1,200 from the sailing school to SCAA. They haven't given a donation in the last few years. Jeff will pull up agreement that has been signed in the past.

A word of caution. Please be careful with what we are saying in emails and texts.

2. Treasurer Report – Susan Ippolito:

Audit committee is almost finished. Susan will present report next month, depending on when she gets.

How expenses are authorized. If you have line item in budget can spend the money. Signers double check what we are signing for. Pay attention to Kim's notes. Reserve account funding. As of April 1 will be available. Going to start paying rent and will have to now pay for utilities that we didn't have to pay for before. We will split utilities cost 50-50 with CPOA.

3. Sue Bigbee: Racquet Club

Racquet Club

Racquet Club is holding its Social at Hillcrest Tennis Courts on May 3rd at 3pm (May 4 rain date). We will have a discussion about pickleball open time and put out a request for Racquet BOD members to replace retiring Ron Nelson and Jay Dunlap. We should recruit at least 1, preferably 2 tennis players to make sure tennis continues representation. Pickleball will be in good shape with Dixie Weier, Carol Noonan and Tony Bigbee continuing.

You know most of what is happening at Sea Oats - we installed a concrete walk, a metal bar at the bottom of the fence and extra reinforcement at the gate. We are struggling with rehabilitating the area around the picnic table pad. Grass is aesthetically pleasing but we need to keep the soil in place and get watering done. We have access to the key to the irrigation control box and will work with Bennett to establish a watering schedule for the summer. Plan B for the surrounding area is mulch.

We updated YourCourts for 2025 membership and rental guests, but it is a manual process that is a source of frustration for Debbie Beach, us, and for some of the members who paid late. In addition, some members fell through the cracks from December and January, and we are cleaning this up as we go. As you know, we have separate general and Racquet Club membership systems and we have no means to merge the membership update function between the two systems into one. YourCourts is downstream from the general membership system and we are okay with the mass update in January and February. We need another discussion with SSCA about how best to update YourCourts with the dribble of membership requests that come in after that.

The Hillcrest Tennis Courts are doing okay after a rough winter. I do notice usage down for mens and womens and mixed groups so far this year but hope to see more play as weather improves. We are coordinating with Aida Alvarez for the Earth Day clean up scheduled for April 26. We have nothing to do at Sea Oats Courts and Dave Coplan is coordinating volunteers for work at Hillcrest Courts.

One area of attention is resurfacing at Hillcrest Courts. I was hoping to meet with the board in person at the March or April SSCA BOD meeting but was/am out of town for both. Cory Taylor of Chicahauk also needs to resurface their courts. I was hoping to work together with him and another SSCA Racquet Club member to contract work at both facilities this summer, but I just could not fit it in this spring. I will be retiring this fall, but given the research I have done I am willing to help the SSCA and Racquet BODs in any capacity to get resurfacing done. My suggestion is to start in January.

5. Luke Falconer (Marinas)

Accomplished:

- Obtained quote for Soundside Park cap boards on bulkhead, Door[s] repair N. Marina Ramp side, and for Shed ramp at N. Marina Ramp, will have second quote later this week for consideration
- Sea Oats park, irrigation control panel key. Asked Tina, found 1 key in key bag in office, had spare made at HD, now on rear of structure at Sea Oats. Ron and Jay in the loop on this issue.
- Set up work party for Marinas. Cleaned shed at Loblolly, installed shelves and hanging wood from scrap in the shed. Len hauled off excess stuff. N Marina raised walk ramp that leads to pier beside boat launch. Was a 2 inch trip hazard. Also replanted 2 signs that were on 4x4s that had been backed into.
- N. Marina ramp, took my tractor over and removed all grass that gets piled beside ramp. Put it behind parking lot to decompose.
- Barge at N. Marina, worked with Sue and Jeff, left note on boat. D&B bulkheads is company out of Colington, spoke to owner who gave me info on homeowner on Gingute creek who was having work done. Let him know that we should have been contacted. He said he would give me a heads up for more work. It is the responsibility of homeowner to fill out form and provide to office prior to work. Left it with Sue and Jeff to communicate with homeowner.

- N. Marina – finger pier work by Emaneulson approved, contacted Eli, he is slotting us in soon as they can, they are backed up 4 months. Sue is on board to get comms to slip holders when we have a date.
- 2-4D in Loblolly shed about 700 lbs. Talked with Cliff at TOSS, they don't need and are not treating waterways in SS this year. Cliff gave me Tim Baker at Martins Point name – they do not need as well.
- Channel Marker repair. Spoke with Tim Baker Martins Point, he and Steven Kreisher who is USCGA flotilla commander are handling the repair. Steven is the go to person for any navigation aids for future reference.

To Do:

SSCA Maintenance Actions	To Do Date	Task	Version 4/15/2025	Priority	Complete
Soundview Bocce Ct	Apr	Will be cleaned April 26		1	
Soundview Bulkhead	Apr	New cap boards South end, quotes in work		2	
Sea Oats	Apr	Mulch playground equipment, Tree Doc - Ernst will do this week		2	
N. Marina	May	Gravel replacement		2	
N. Marina ramp	Mar	New Dog poop container		2	
N. Marina	Oct	Paint sheds ramp side Work party		3	
Azalea Lane	TBD	Clean up trail mow?		3	
All areas	Apr	Carts out - Joel / Len		1	
On Going Actions					
Marina[s] Inspection	Quarterly			1	
Park[s] Inspection	Quarterly			1	

6. Laura Richer (ARB):

Jeff, Nancy and Laura met with ARB. We will form a small committee to meet with ARB to try and get items resolved. There are issues with the enforcing the convenance. Deferring till we meet with lawyer. Board is issuing a denial later for a new construction. We may need to deal with that. Town has requirements that are separate from the covenants.

7. Directors Reports:

Membership Type	Count
Membership	1927
Renewed to Date	1,746
Left to Renew	181

% Renewed to Date 90.6%

MEMBERSHIP

- Renewal reminder email went out early April

Member Complaint/Issues

- A barge was parked in our marina for several days. Luke contacted the company
- Have a kayak off the rack, I-3. Contacted owner, I hope, to have them correct this
- Rogue trailer at North Marina. Put notice out about towing and trailer was removed

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. 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	32
Dry Slips	27
Kayaks	5

MARINAS/MEMBERSHIP

- 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
- Dock repairs planned for April, NE side. Contacted owners to let them know boat slips won't be accessible

Bylaws/Long-Range Planning - Nancy Sheehan:

Bylaws Review

- Jeff and I continue to work on SSCA Bylaws. and outline the review process moving forward.
- *Next Steps:* Jeff submitted his comments. Nancy will annotate proposed changes and propose these changes to the Board.

ARB

- Jeff, Laura, and Nancy met with Rick Koch, Tony Bigbee, and George Beach. Challenges were discussed. Potential solutions and workarounds were brainstormed.
- *Next Steps:* Convene an SSCA committee to identify specific solutions.

Tour of SSCA Properties

- Field trip planning to view SSCA Properties is underway. July 14th from 4:00–7:00pm is currently the leading option based on responses so far, but confirmation is on hold pending replies from a few members.
- *Next Steps:* Group feedback is being requested on three options:
 - ï Afternoon field trip on July 14th (4:00–7:00pm), followed by a beer/discussion at 13 Skyline
 - ï Morning field trip on July 14th (9:00am–12:00pm), with a bag lunch/discussion at 13 Skyline (preferred by Luke and Joel)
 - ï Postponing the field trip to a date in September

Identifying Priorities for Future TOSS-SSCA Meetings

- Nancy created an Excel sheet to capture ideas for Jeff to bring to the TOSS retreat.
- *Next steps:* Members are asked to add comments and rank the importance of each idea (High/Medium/Low/?). This document will help guide discussions if TOSS meets with SSCA Board members periodically. Please vote "[TOSS Retreat SSCA Board Suggestions Updated 2025-0312](#)" Excel sheet in Dropbox.

SSCA Policy/Procedure for Commemorative Benches/Plaques

- Based on Joel's review, revised the April 2022 policy and procedures for donations on benches and plaques.
- *Next steps:* Joel will gather comments from the SSCA Board. Nancy can assist in finalizing the policy and procedures document (if helpful).

Landscaping Committee Formation—Pending

- Explore establishing a subcommittee for landscape planning.
- *Next Steps:* Discussion tabled until after the Board member tour of SSCA properties.

Secretary – Laura Richer: No report.

Volunteers/Event Coordinator – Aida Alvarez:

Volunteer Appreciation/Season Kick Off Event (Early May)

- Selected venue and date
 - [Tap Shack](#)
 - Sunday, May 18, 2025
 - 6-9pm ([sunset is 8:05pm, averages: daytime temp 69.6°F, nighttime temp 63.5°F, relative humidity 80%, rain falls for 18 days](#))
- Next steps
 - Confirm remaining event details and invitation list

Songwriters at Sunset Concert Series (June-September)

- Drafted [2025 planning document](#)
- Reserved North Marina Pavilion on the first Sunday of each month (June-September)
- Selected and confirmed artists/lineup
 - June 1 – [Ruth Wyand](#)
 - July 6 – [Ben Long](#)
 - August 3 – [Troy Breslow](#)
 - September 7 – [Kyle Davis](#)
- Next steps
 - Update artwork

Doggy Bag Station Monitors (Ongoing)

- Reviewed [2025 schedule](#) and oversaw activities
 - 1,800 doggy bags distributed YTD
- Next steps
 - Swap doggy bag station at Hickory with North Marina; new keys do not work on Hickory lock

Other

- Drafting newsletter article due to Deidre Howard on March 17th
- Updated 2025 YTD [report](#) of volunteer hours – 329
 - \$6,580 in cost savings (based on \$20/hour)
- Updated A. Alvarez hours worked in 2025 – 13
 - \$325 in cost savings (based on \$25/hour)

For Reference

- Online [form](#) to sign up to join a volunteer team
- 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:

Will set up spectrum stuff. Name of folder that board members can upload their reports for my minutes.

Interactive map of Southern Shores beach, accesses, etc.

Lead time for Kenny to do newsletter? Kenny needs a solid week to put together for Board to review. Board should review before sending out to the residences.

“Style Guide”

Aida and Nancy will be copy editors for newsletter.

- Thanks for help / edits with the newsletter
 - Challenges, wins, goals
- Confirmation on a date for move in to Skyline
 - Will call today to confirm appointment
- Earth Day
 - Clarity on the tree give away for earth day
 - Filming project.
 - Goal for completion
 - 'Access to last years video. Downloadable format for editing.
 - Town collaboration
 - Posted our poster on their facebook.
 - Never got any email from Cliff on the POC for the town
- MemeberClicks
 - Lost access to the email portion of the site.
- Social Update
 - Mar 17 - Apr 15
 - Instagram
 - Views: 380
 - 86% Followers
 - 73% Post

- 25% Reels
 - 1.8% Stories
 - Interactions: 7
 - vs Feb 15 - Mar 16
 - Profile Activity - Up 433%
 - Profile Visits - Up 16%
- Facebook
 - Views: 2,945 - Up 33%
 - Engagement : 115 - Up 173%
 - Net Followers: Up 7 - 133%
 - Interactions: 53 - Up 211%
 - Reel - 24
 - Photo - 19
 - Link - 6
 - Story - 2
 - Followers
 - 295
 - 77% Women / 23% Men
 - Age 55 - 64
 - 33%
 - Age 65 +
 - 29%
 - Age 45 - 54
 - 23%

Westside Parks and Marinas – Luke Falconer:

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Properties – Joel Newton:

- Hickory Trail XOVR:
 - East side - Handrails have been installed.
 - West side - Stairs were completed in March and handrails were ordered. Hope to install handrails prior to May.
 - A few minor tasks (e.g., install ocean side marker post, etc.) remain to be completed.
- Porpoise Run beach access - 20 Hollywood Junipers and seven Yaupon Hollies with a drip irrigation system and mulch were installed by a nursery crew on April 11th. Now I've got to come up with a vegetation plan for the bare area around the mulch bed.
- 132A Ocean Blvd - The new west portion of stairs and decks/landings has been completed, and I expect volunteers will finish the bench on April 16th. Handrails have been ordered and hopefully will be installed prior to May.
- 48A Ocean Blvd - The Hickory Trail XOVR contractor moved the previous west stairs for that XOVR to the 48A Ocean Blvd XOVR to replace deteriorated west stairs there. Volunteers have extended the XOVR deck seven feet to connect to the new stairs and are in the process of installing railings for the deck extension and the relocated stairs.
- N. Marina Pavilion Addition - The engineer has been told to proceed with developing design documents and a detailed cost estimate.

8. Old Business:

Timing of switch over with Spectrum. Run dual systems so we won't be down at all. Phone will be forwarded to the new location by Spectrum. CPOA moving same day. Move day is 25th of April. SSCA office will remain closed through the following week to give us time to go through files and set up new office .

The Town will continue to cleaning and providing things like toilet paper. There is no need to add into lease.

We will do email blast to all saying we are closed for that week.

We will need signage for house saying "open" "closed". We will need to review town ordinance for signage. Jeff will look for ordinance to see size of signs allowed, etc.

After-move list: signs, programmable thermostats, donation of items (vacuum, etc.), sign on town hall location saying SSCA has moved. Check out expense of putting in a water bottle system. Need locks on doors. Will take locks from here to new house. Kenny will grab our computer equipment.

9. New Business:

Plaque Policy. Nancy redrafted and Joel reviewed/edited. Everyone agreed the policy needs clarification, and needs to review its final version. With regard to the specific request for a plaque on an existing bench, it was agreed we should charge \$500. For clarity, when we rewrite the policy, we should keep \$500 when we rewrite the policy.