

## **MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING JUNE 18, 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), Nancy Sheehan (Bylaws/Long Range Planning, by Zoom), , Luke Falconer (West Side Parks & Marinas). Aida Alvarez (Volunteer Coordinator, by Zoom. Laura Richer (Secretary, excused absence) Kenny Woyer (Communications, excused absence). Confirm Quorum.

Jeff moved to approve the 6/18/25 BOD agenda; Susan seconded. Unanimously approved.

Jeff moved to approve 5/21/25 meeting minutes; Joel seconded. Unanimously approved.

**Audit Committee Report:** Discussion with Audit Committee addressing findings and questions. 2025 Audit Committee Report is available to members at the SSCA office. SSCA financial condition is good and only minor items were noted.

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

--Please remember to get your Newsletter articles to Kenny asap.

--Would like to include the photo of the damaged posts at Hillcrest in the Newsletter helping to illustrate a theme of the President's Comments—"please slow down and be careful."

--2025 Nominating Committee will include Karen Kranda, Ginny James, George Kirby, Shelley O'Grady and Casey Cohen. Plan to have a meeting with them before the end of July.

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

#### **Annual Community Cleanup Event (April 26, 2025)**

- Finalized planning and executed event – 80 volunteers
- Created [2025 event recap video](#)\*
- Sent 'thank you' note to volunteers and supporting organizations



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

- Finalized planning and executed event – 75+ attendees
- Sent ‘thank you’ note to attendees

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

- Promoted concert series and June 1<sup>st</sup> show on socials, newsletter, direct emails, and website\*
- Executed June 1<sup>st</sup> show – 100+ attendees
- Created [June 1<sup>st</sup> show video recap](#)\*
- Requested and submitted invoice from July 6<sup>th</sup> artist

#### Next steps

- Promote July 6<sup>th</sup> show\*
- Execute July 6<sup>th</sup> show

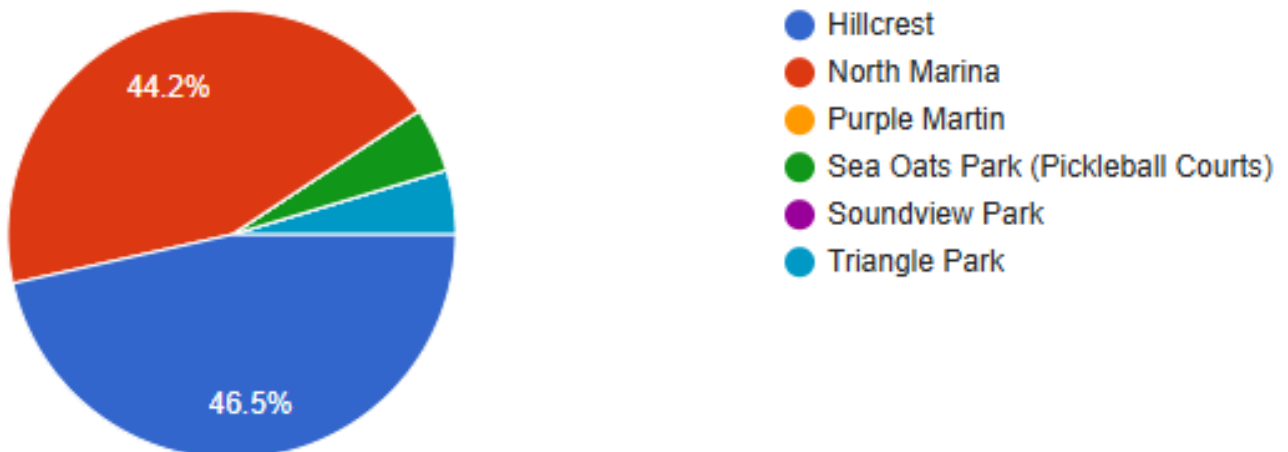
### Parking Lot Monitors (May 24<sup>th</sup> to September 7<sup>th</sup>)

Conducted [outreach](#) via socials and direct emails”

- 12 out of 15 weeks covered, need volunteers for three more weeks
  - July 21 to July 27
  - July 28 to August 3
  - August 4 to August 10

Updated [parking monitor instructions](#), [online form](#), and [online parking log](#)

- Printed/assembled/delivered parking monitor instruction binders to volunteers/office
- Met with parking monitor volunteers as needed
- Oversaw activity – 43 citations issued YTD



### Doggy Bag Station Monitors (Ongoing)

- Reviewed [2025 schedule](#) and oversaw activities
  - 9,600 doggy bags distributed YTD

### Little Free Libraries (LFL) (Ongoing)

- Conducted outreach for volunteers to paint LFLs via socials and direct emails\*
  - 12 responses
  - Work to be completed in July
- **Next steps**
  - Select/assign volunteers and secure painting supplies
  - Work with BOD re: large book donation, i.e., logistics of picking up, storage, etc.

### Other

- Updated [2025 YTD report of volunteer hours](#) – 900
  - \$18,000 in cost savings (based on \$20/hour)
- Updated A. Alvarez hours worked in 2025 – 174
  - \$4,350 in cost savings (based on \$25/hour)
- Created [2024-2025 volunteer database](#) and conducted initial analysis
- Began inventorying social/volunteer/hospitality items at office

### 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             |

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

### **Budget**

- Initial draft budgets should be submitted to the Treasurer by June 30.
  - I have most of them and am finalizing the consolidated budget.
- I will have a draft budget to present before the July Board meeting.
- July meeting – I will not be here for the July or August meetings. Typically hold a budget meeting (which in prior years has been really long). Once I finalize the budget, the final discussion can hopefully be done either by email or by zoom at the August meeting.

### **Taxes**

- Once we finalize the audit results, I will be submitting all to our CPA firm to start the 2024 taxes.

#### **4. Sue Bigbee: Racquet Club**

##### **1. 2026 Budget**

2026 Budget reviewed and will be submitted to SSCA as follows .

|                                      | <b>2026<br/>Budget</b> |
|--------------------------------------|------------------------|
| .4.2 · Racquet Club Expenses         |                        |
| 4.2.1 · Events/Meetings              | 3,200.00               |
| 4.2.2 · Tennis Court Maintenance     | 2,850.00               |
| 4.2.4 · Pickleball Court Maintenance | 2,850.00               |
| Total .4.2 · Racquet Club Expenses   | <u>8,900.00</u>        |

Events / Meetings will be increased to \$3,200 to accommodate outside catering for Socials, previously done in-house. \$1,000 added to Pickleball and Tennis Maintenance for benches. This will leave approximately \$9,000 for future reserves.

We discussed how reserves may be necessary in the nearer future for Fence repairs or replacement of the existing fence which is prone to breakage. A future replacement should be more substantial similar to the fence surrounding the Hillcrest Tennis Courts.

##### **2. New Leadership**

Our Fall General Membership meeting is scheduled for September 27, with a board meeting earlier in the week. We will vote in replacement board members (Jay and Ron retiring this year). One new Racquet Club member has agreed to join the board and Jay has another Tennis player in mind. If a second member is still required, we can post the open position in the SSCA monthly news updates.

##### **3. Late Fee/Early Discount/Administrative Help / Procedures Manual**

Jay suggested the SSCA consider a late fee when dues are not paid on time; however they decided no changes are required. Future SSCA dues collection notices will include a warning that 2026 Yourcourts reservations cannot be made if dues are not paid. Late payments will delay access to the system by at least 2 weeks, correlating to bi-weekly Yourcourts updates in January and February.

There was little progress transitioning some of the Yourcourts updates to the part time SSCA administration employee. Jay and Ron will approach SSCA after summer to facilitate this transition. As noted by Jay 75% of members were paid up by January 2025. It should be minimal effort by the SSCA to update the remaining 25% of Yourcourts updates from March 1 and forward.

##### **4. Pickleball Rules / Open Play**

The Rules document will be updated for new open play hours and placed in the bulletin board. Carol has done this in the past. Jay can place updated documents on the SSCA web site and Yourcourts.

##### **5. Bike Rack**

One of the three Bike Racks will be relocated from the northern end of the Sea Oats Park to the Pickleball courts.

#### **5. Boat Club - Luke:**

Sailing school with Hardy Peters is progressing.

**6. Laura Richer - ARB:**

No report

**7. Directors Reports:**

**Membership/Slip Rentals - Sue Bigbee:**

| Membership Type | Count |
|-----------------|-------|
| Membership      | 1,955 |
| Active Members  | 1,805 |
| Lapsed          | 150   |

% Renewed to Date 92.3%

**MEMBERSHIP**

- We sent out about 700 new member letters to residents/property owners
- Completed newsletter article and submitted
- Completed first draft of budgets and submitted

**Member Complaint/Issues**

- Member complained about waitlist, wants transparency and access to list
- Complaint about beach access. Lots of steps, sand on steps, and soft sand

**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 | 35    |
| Dry Slips | 30    |
| Kayaks    | 2     |

## MARINAS

- Slip 14 finger pier/dock had boards coming up. Luke repaired with galvanized screws (Member complaint)
- The rope between boat slips is not attached for slip 14. Don't see this as a big problem because slip 13 next dorrs is not rented.
- Do we provide and pay for ropes that separate slips?

## OTHER

- Succession planning/cross training for Database Admin and Office Assistant
- SSCA Calendars (Website/HOVER email)

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

### REPORT ON ACTIVITIES

#### **Bylaws Review**

- Jeff and I continue to work on SSCA Bylaws.

#### **Tour of SSCA Properties**

- Field trip schedule for **July 14<sup>th</sup>, 4:00–7:00 pm**. We will meet at Laura's home: **44 Ginguite Trail**, and carpool from there. I can take 4 additional people in my car.
  - Current list field trip attendees: Susan, Sue, Laura, Jake, Luke, Kenny, Aida, Nancy
  - Current list of potluck attendees: Susan, Laura

**\*\*Don't see your name listed?** Please let me know, and I will add it.

**\*\*Who can drive?** Please let me know.

## Identifying Priorities

### ▪ TOSS-SSCA Meetings - *Pending*

- Created an Excel sheet to capture priorities to bring forward in subsequent meetings with TOSS. This document will help guide discussions with TOSS.
- **Next steps:** Members are asked to add comments and rank these ideas. Please vote "[TOSS Retreat SSCA Board Suggestions Updated 2025-0312](#)" in Dropbox.

### ▪ SSCA Long-Range Planning Tool – Board Report Summary - *Pending*

- Reviewed SSCA's existing long-range planning documents and explored options for organizing ongoing and future maintenance and improvement projects. Rather than relying on one large Excel spreadsheet, I propose using a relational tool like  
Airtable—a free, user-friendly platform that helps track info across projects, properties, and budgets. As a first step, I've developed two foundational Excel tables:  
(1) Activity Type Table – Groups maintenance/repair/improvement activities under general categories. (2) Property Type Table – Lists all SSCA-owned properties and key assets, each assigned a unique ID, based on prior maps and the LRP chart.
- **Next steps:** Early drafts of the Activity and Property Types Tables shared with Jeff, Susan, Joal, and Luke. These tables need to be reviewed before moving forward: (1)  
Management Table – Connects tasks to property and activity type IDs with timelines; & (2) Budget Forecast Table – Estimates costs and schedules.

### ▪ Policy Development – *Pending*

- Drafted potential e-bike policy for SSCA board. Dropbox link: [2025-06 E-Bikes DraftPolicy\(v1\)](#) (with edit privileges).

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

**Communications – Kenny Woyer:** No report.

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

### **Accomplished:**

- Soundview Bulkhead Cap boards South end replaced. Will add more work to Long Range plan, we fixed the worst area this go around. Contractor – Carolina woodworks was fine with SSCA getting material at our discount, which helps bottom line. Waste from job went in my dump trailer, no charge to SSCA as it was almost full from a remodel.
- Ordered Dog waste bags for Aida. 2<sup>nd</sup> order this year, 6000 more. Aida indicates we use ~ 13,400 bags per year.
- Soundview Park, ordered ladder and assembled, will install this week as weather cooperates. Rick and George B and I found old ladder on calm day about 100 yds south. Will reuse this ladder at Loblolly by kayak launch, much calmer location.
- Soundview Park, replaced rope across entrance, had rotted.
- Sea Oats - Port a Pot. Have been monitoring given pickleball use as indicated in last report, I suggest we leave at 2x per week till fall, I will continue to check on M, T as service intervals are Tuesday AM and Friday AM.

- N. Marina – SE finger pier work by Emanuelson completed on Monday June 9<sup>th</sup>.
- N. Marina Pavilion – Rick, George Beach and Kip Beach and I built ramp for shed on Friday June 13<sup>th</sup>, given amount and weight of items that are moved in / out with aging volunteers a good idea.
- N. Marina Pavilion, checked marina 2x last week after Girls and Boys lacrosse parties, all in order. Let Debbie B know.
- N. Marina Pavilion, Handicap Port a Pot had not been emptied after Sunset concert. Call Cory Sears at ATL Sewage, our list shows 2 units in this season. ATL serviced right away and brought second unit next day.
- 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. Work agreed to by Jeff and Susan I. ~\$1183. Split 3 ways with Martins Pt, TOSS and SSCA.
- Slip 14 finger pier Slipholder noted several loose boards, repaired on Friday June 13<sup>th</sup> during shed ramp build. Also rope is down between slips, I reached out to Marina Volunteer team to see if anyone had a boat and would spare 30 minutes to replaced. No response, let Sue B know of several options, including SSCA can supply rope if they would install, EZ job. Otherwise I will repair when my boat is back in Marina near 4<sup>th</sup> July.

• **To Do:**

| <b>SSCA Maintenance Actions</b> | <b>To Do Date</b> | <b>Task</b>                              | <b>Version 6/16/2025</b> | <b>Priorities</b> |
|---------------------------------|-------------------|------------------------------------------|--------------------------|-------------------|
| Soundview Park                  | June              | Replace ladder this week                 |                          |                   |
| N. Marina                       | June              | Gravel replacement Ben V this week       |                          |                   |
| N. Marina ramp shed             | June              | Doors on 2 sheds to be rebuilt this week |                          |                   |
| N. Marina                       | Oct               | Paint sheds ramp side Work party         |                          |                   |
| Azalea Lane                     | TBD               | Clean up trail mow?                      |                          |                   |
|                                 |                   |                                          |                          |                   |
| <b>On Going Actions</b>         |                   |                                          |                          |                   |
| Marina[s] Inspection            | Monthly           |                                          |                          |                   |
| Park[s] Inspection              | Weekly            |                                          |                          |                   |

**Properties – Joel Newton:** Just looking after a few odds and ends other than having designed the replacement stairs for 156/Porpoise Run. I have that if anyone wants to see it. That dune has retreated about a foot a year and now there is a 9-foot drop to the beach. It's a big project that we will undertake in January under the 2026 budget. On the new speed bumps in the driveway into Hillcrest Beach, I believe they are "too harsh," maybe a more gradual speed hump would be better. [The Board thought that we would let the new speed bumps work for a while to see how effective they are and then discuss further in the future.]



9. **Old Business:** Pavilion addition and LRP wish list on hold pending property tours and subsequent LRP discussion. Plaque policy revision on hold. Document files under review for scanning. TOSS discussion points: Nancy will prepare a hard-copy sheet for the Board to complete re priorities—paper homework.
10. **New Business:** Jeff and Sally Newton will try to connect with Ms. McCauley re her offer to donate @ 900 books. Aida will reach out to her and make the introduction. Pavilion use and rental policy tabled for now. Crossover policy re e-bikes and golf carts: golf carts prohibited but e-bikes are not. Marina parking and trailer sticker policy: any member can park at the marinas but need a boat club decal to use the ramp. Boat club members parking trailers should display their trailer stickers.