

## **MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING MAY 21, 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, excused absence), Laura Richer (Secretary), Luke Falconer (West Side Parks & Marinas). Aida Alvarez (excused absence). Confirm Quorum.

The BOD adjusted the agenda to move Audit Committee visit to June. Jeff moved to approve the 5/19/25 BOD agenda with change; Susan seconded. Unanimously approved.

Jeff moved to approve 4/16/25 meeting minutes; Joel seconded. Unanimously approved.

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

Another newsletter is coming up. Board members are to write a piece for newsletter, if needed. We need to have submissions in by June 15. Nancy and Aida want to review the newsletter. Send articles to Kenny and he will put into one document and give to Nancy and Aida.

We had a busy April—among other things, the move to Skyline and Earth Day. Aida did a great job--lots of work and worry, with lots of our members (and BOD members) participating. Kenny did a great job with the video coverage of Earth Day events, and he also did a great job on the April Newsletter.

Speaking of which, our calendar has the distribution date for the next one at 6/23. Think end of June, at least before July 4th to send it out. Please try to get something together earlier rather than later so we don't have a time crunch. [Kenny asked for drafts by June 15.]

### **2. Treasurer Report – Susan Ippolito:**

**Audit:** Each item has a recommendation from the audit committee, and then a BOD response. Susan will respond. Susan highlighted items of importance, with the report as a whole being discussed as a whole when Audit Committee joins our June BOD meeting.

Budget is in drop box. Board members need to get numbers to Susan by June 15. Budget submission is due July 1.

1. Treasurers stuff needs to be updated. Financial reports are in drop box. August is budget review and finalizing. Recommend a review of policies and procedures to be determined by the board. We should look at our own procedures and get to Nancy. We should transfer all policies/procedures from SSCA desktop to DropBox. Susan will suggest that we will start an annual review for policies and procedures.
2. Audit suggested bylaws and club bylaws be accessible online. Current board listing, and contact information. Members currently cannot find this info. Susan will respond working on this.

3. Property - SSCA owns undeeded properties (refer to audit). They are referring to undeeded ponds and pathways. Jeff says they are not undeeded. We will respond that we will look into it.
4. Audit committed says we need fireproof container for documents. BOD suggested getting safe deposit box for deeds. Jeff noted these are all on register of deeds website. We need to figure out our document storage; we need a plan for document storage. This is a priority this year.
5. Assessments. We are underrepresenting SSCA assets. The assessments mean nothing. How do we value these assets? Recommend that we remove that from the audit. Need to look up liability insurance on ponds? Jeff will give response to 1-4.
6. Cell tower contracts. Want to look at income from cell tower versus what is in contracts. Can get these documents on the cloud as well? Jeff will review.
7. All expenses have to go through board members or presidents. Create a one-page document for red book for procedures for submitting expenses. Susan will write up. Create a check request form.
8. We need to determine what needs to be scanned. Determine a list to scan, and how to organize and come up with naming conventions.

**3. Sue Bigbee: Racquet Club**

No report.

**5. Boat Club: Luke**

Went to swap meet. Decent attendance. Vendors selling stuff.  
Rick said will have next year.

Ramp built by big shed. Rick said have volunteers to build it.

**6. Laura Richer (ARB):**

No report

**7. Directors Reports:**

**Membership:**

| Membership Type   | Count |
|-------------------|-------|
| Membership        | 1944  |
| Renewed to Date   | 1,771 |
| Left to Renew     | 173   |
| % Renewed to Date | 91.1% |

Working with Susan and Debbie on new member letters. Pulled GIS data for Southern Shores  
 Removed current members, businesses etc. We have about 755 mailings to go out.

### **Member Complaint/Issue**

### **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**

- 1 kayak rack to be leased. Member moved away. Letter sent to member on waiting list.

### **WAIT LIST**

#### **Count**

|           |    |
|-----------|----|
| Wet Slips | 36 |
| Dry Slips | 30 |
| Kayaks    | 2  |

### **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 Jul 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 May 27l, NE side. Contacted owners to let them know boat slips won't be accessible

## **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. Unfortunately, I will be unable to participate in the potluck. (My kids and grandbaby arranged to fly in for a surprise birthday visit that week.)

#### Identifying Priorities

- TOSS-SSCA Meetings
  - 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**
  - 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, and 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. After tables are reviewed and finalized, I will create two additional tables:  
(1) Management Table – Connects tasks to property and activity type IDs with timelines; and (2) Budget Forecast Table – Estimates costs and schedules, aligned with activity types. I welcome comments and suggestions.

#### Misc

- Nominating Cmt: Edited the Nominating Committee email to members.
- Save Southern Shores" Postcard: Drafted a "cease and desist" letter.

- Provided feedback on the lease agreement.

### **Secretary – Laura Richer:**

Put monthly minutes in drop box that Kenny created.

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

No report

### **Communication – Kenny Woyer:**

- Needs to get with Spectrum for some final changes
- 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
- MemberClicks
  - 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:**

##### ***SSCA BoD Meeting Notes – Luke Falconer May 25***

##### **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, Received 2<sup>nd</sup> quote. Approved Carolina Woodworks, will start next 1 – 2 weeks, weather depending.
- Ordered Dog waste bags for Aida.
- Soundside Park, Rick K said ladder on platform missing. Reached out to George as I did not recall a ladder during initial inspection in Jan, he indicated a storm may have knocked it down and it may be submerged. TBD on next step, will have a look when North Wind blows water out more.
- Sea Oats, seems Port a Pot is filling up in a week, I will monitor on Mondays and Thursday as we will go to 2x service a week for a short period to assess real use. This is first year of heavy pickleball use, given court situation will adjust as seasons dictate
- N. Marina – finger pier work by Emaneulson approved, work to start May 27<sup>th</sup>, Sue sent comms out..
- 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. Open issue to determine who can take, seems only 2 agencies in NC are authorized to handle and apply. Will ask Cliff if he knows a state contact.

- 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.
- Sea Oats Park – E.5.6. Budget is \$5000, I bought < \$10 of bolts to fix backboard. Yard Rescue fixing 3 beds, edging and mulch is \$1700, Playground non dyed mulch is \$1750, safe for children to play in. So \$3450 to go against \$5000 budget. Soundside park will be \$550 for cap boards. **Total E.5.6 now at \$4010.** CY 2024 was expensed as \$9142.69. Not sure what else needs to charge this line item this year, minus potential storms.

- **To Do;**

| <i>SSCA Maintenance Actions</i> | <i>To Do Date</i> | <i>Task</i>                                                            | <i>Version 5/17/2025</i> | <i>Priority</i> |
|---------------------------------|-------------------|------------------------------------------------------------------------|--------------------------|-----------------|
| Soundview Park                  | May               | Missing ladder issue                                                   |                          | 1               |
| Soundview Bulkhead              | May               | New cap boards South end, start May                                    |                          | 1               |
| Sea Oats                        | May               | After volunteer day, work remaining included bed maintenance and mulch |                          | 1               |
| N. Marina                       | May               | Gravel replacement                                                     |                          | 2               |
| N. Marina ramp                  | May               | New Dog poop container, I have one to install, need bags from Aida     |                          | 1               |
| N. Marina ramp shed             | May               | Doors on 2 sheds to be rebuilt May                                     |                          | 1               |
| N. Marina                       | Oct               | Paint sheds ramp side Work party                                       |                          | 2               |
| Azalea Lane                     | TBD               | Clean up trail mow?                                                    |                          | 3               |
|                                 |                   |                                                                        |                          |                 |
|                                 |                   |                                                                        |                          |                 |
|                                 |                   |                                                                        |                          |                 |
| <b>On Going Actions</b>         |                   |                                                                        |                          |                 |
| Marina[s] Inspection            | Quarterly         |                                                                        |                          | 1               |
| Park[s] Inspection              | Quarterly         |                                                                        |                          | 1               |

### Properties – Joel Newton:

Design completed for proposed addition to pavilion. In \$50K range. Will wait to send out to bid when its actually in the budget.

Bulkhead repair in south marina needs to be done. Northside in bad shape

Pavilion roof needs to be repaired. Ply wood is compromised.

Hickory Trail XOVR:

+ Construction is complete, and inspection by the TOSS requested.

Porpoise Run:

+ Hollywood Junipers, Yaupon Hollies and beach grass seem to be doing well. I replaced all the original stakes for the Junipers with taller, larger diameter stakes to give them better support as they get established and grow. I had hoped to plant a decorative grass around the Junipers and Hollies this spring, but couldn't do that due the very dry weather. So that task has slipped to fall. In the meantime a very healthy crop of weeds developed in that area, so I had them herbicided.

132A Ocean Blvd:

+ Handrail installation has been completed and the TOSS inspection requested.

48A Ocean Blvd:

+ Completed installation of stairs relocated from Hickory Trail, including new handrails. Consideration should be given to raising 16' of the east end of the deck and handrails this fall.

Proposed Pavilion Addition:

+ Design of the proposed Pavilion addition was completed. Now we need to see where this project fits budget- wise. At a minimum, the Pavilion needs re-roofing, including a fascia modification.

Volleyball Court:

+ Arranged delivery of 18 CY of sand to Hillcrest; then Ben of Ben's Backyard moved the sand to the Court and spread it. Finally, worked with three volunteers to reinstall the net and court lines.

Commemorative Plaque:

+ A \$500 donation was made for a commemorative plaque installation on the 7th Ave XOVR bench, and the plaque has been purchased.

Memorial Day Weekend Prep:

+ I plan to spend May 23rd with the grounds maintenance contractor doing what I call selective weed eating and bush/vine trimming at 17 beach accesses in lieu of mowing all 33, b/c mowing isn't needed due our dry spring.

## **8. Old Business:**

## **9. New Business:**

Formal motion that we approved Harvey's sailing school. He was sent agreement including \$1,200. Jeff motion to approve. Susan to second. All approved. He has already picked up parking passes. He can use transient slip as long as we weren't renting it.

On New Business I added an item that we could cover right here—Elizabeth Morey asked if we would send out in an SSCA email a notice encouraging members to respond to the TOSS Entry Corridor Survey, and including the link to that. Not sure it requires formal BOD approval. Any objections or discussion on that? [OK]



Skyline office: We could use some lamps if anyone has one/some to give or loan. At least one table and one pole/standing. Could also use a vacuum cleaner. [Susan said we already have a vacuum in the closet.]

Nominating Committee coming together. Volunteers: George Kirby, Karen Kranda, Ginny James and two younger folks, Casey Cohen and Shelley O'Grady. Will circulate information to the BOD by email and we can approve the final group at the June meeting.

Save Southern Shores Postcard: We sent out an email and social media notice that the SSCA was not involved with the postcard or with the folks behind it and did not endorse the contents. No reason to send any further correspondence to the property owner who sent the card.

Add Paddle Board Club?