

## **MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING JANUARY 15, 2026**

**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 (excused absence). Confirm Quorum.

Jeff moved to approve the 1/14/25 BOD agenda; Joel seconded. Unanimously approved.

Jeff moved to approve the 12/18/24 BOD minutes; Susan seconded. Unanimously approved.

Jeff moved to approve 1/13/25 special meeting minutes; Joe seconded. Unanimously approved.

### **President's Comments:**

Susan, Jeff, Laura and Kenny are going to have signature authority on the on the checks to give us more flexibility. Jeff motioned to have updated signatures approved and added to minutes to bring to bank. Susan seconded. Unanimously approved.

The town is doing away with individual key fobs and going to lock box with key fob in it.

Move to 13 Skyline Drive: We will be sharing the space with Chicahauk. I need to talk with Cliff about the lease. We should have two separate leases. Chicahauk wants to move there in April. We will move sometime in February or March. We don't have a deadline to get out of Pitts Center. After we sign the lease, we can move anytime. There's a living room area at Skyline we can make into a conference room.

We asked Rick and George to help go through old boat slip and ARB records. Susan and I began putting together boxes that need to either be shredded, or saved and scanned.

We need to meet with ARB. We have about a hundred sets of covenants that are often different and inconsistent. Need a board member to be a liaison with the ARB.

Luke will be liaison with Boat Club and Sue with Racquet Club.

For long range planning, need to get the key map to Nancy and go through boxes. We need to document a long-range plan, prioritizing items from maintenance and repair, to infrastructure capital improvements. Nancy raised the issue of environmental impacts and wants to develop a shared document for long-range plans in Drop Box that the board members can add to.

We need to form an ad hoc committee for marina pavilion expansion. Joel volunteered to get this started and get an architect, engineer, concept plan and cost.

We need to recruit a nominating committee to be formed in April.

Zoom/remote participation in BOD meetings. Prefer in-person meetings but need continued flexibility for remote participation. Looking into whether or not we want to move forward with Zoom or Google Meets, or some other alternative so that if you can't make a board meeting you will be able to dial in.

### **Treasurer's Report:** Susan.

The audit committee has been formed and is ready to go. They are meeting January 28. Noel had a change in the internal audit committee charter asking that the members have at least five years of experience in managing in accounting, auditing or business role. Susan moved to approve charter. Joel seconded. Motion unanimously approved.

Bill Lanier's wife is on the Boat Club board. Do we think that's a conflict of interest with SSCA, or is it okay for Bill to be on the audit committee with his wife on the SSBC board? Susan motioned that the board approve Bill Lanier for the audit committee. All approved, finding no conflict of interest.

**Bylaws/Long Range Planning:** Nancy. No report

**Secretary:** Laura. No report

**Racquet Club Report:** Sue Bigbee.

### **2025 Racquet Club Board Meeting Minutes**

**Present:**

President: Jay Dunlap  
YourCourts Admin: Carol Noonan  
Facilities: Tony Bigbee  
Secretary: Ron Nelson  
Social Director: Dixie Weier

**1. Concrete walkway at Pickleball Courts**

SSCA has approved as a special project a pickleball walkway / picnic table pad. A \$5500 budget will be confirmed by Jay. Ron to coordinate construction with Joel Newton once the weather gets warmer.

Tony to email Rick about adding two shorter benches for the pickleball courts or one longer bench.

**2. Winter and Spring Social Dates**

Winter Social Pine Island Feb 16 at 2 - 5PM, Jay to set up the event with Pine Island. Ron will provide drinks and snacks.

Spring Social date is Sat. April 26 (raindate April 27) The courts will be reserved 12-3, followed by the social 3 - 5PM;

Kids time will run from 12 - 1 (Dixie will organize), followed by open play.

**3. Clean up day April 22**

A cleanup day will be scheduled April 22 in advance of the Spring Social.

**4. Pickleball Fence repair**

Jay to attach a bar to prevent reaching through the fence to open the pickleball door. We are considering how to best secure the top of the fence to the top bar (Tony to look at fence ties). Tony will also investigate a solution to prevent pickleballs from running under the fence.

**5. YourCourts user update and scheduling**

Carol to meet with SSCA on Jan. 10, 2025 and establish process for updating YourCourts members starting March 1. Detailed procedures will be outlined by Ron and forwarded to Carol for completion. So far, Carol has updated 574 members, 409 of whom renewed from prior year.

**6. YourCourts guest reservations in YourCourts**

The current guest YourCourts process used in 2024 was found to work well as 81 guests were able to make reservations with no issues.

**6. Board of Directors needed**

Email for Winter and Spring events will include wording to add two new board members - Ron and Jay are term limited at the end of 2025. Dixie, Carol, and Tony will continue as board members for one year each, to stagger the board membership (normally board terms are two years).

**7. Current membership Update**

Per Tony there were 458 RC members as of December 31, 2024 (SSCA budgeted 640). We will keep track of membership each month end to determine count updates through winter.

**8. Pickleball Group for Pine Island**

Dixie will Look into setting up a group / communication for regular play at Pine Island by setting up an event in YourCourts.

**9. Liability Insurance Requirement**

A question was raised concerning liability insurance covering the Pickleball clinics run by Lynda Burek . We believe the necessary insurance falls under SSCA

**Boat Club Report:** (Need Liaison)

**ARB Report:** None (Need Liaison)

**Directors Reports:**

**Membership/Slip Rentals:** Sue Bigbee

**January 13, 2025**

Membership Type	Count
Membership	1,903
Renewed to Date	1,221
Left to Renew	682

% Renewed to Date                      64%

**MEMBERSHIP**

- Renewal reminder email went out 01/04/2025

- Another renewal reminder went to slip owners 1/10/2025
- Facebook and Next Door posts going out weekly for payment reminders

**Member Complaint/Issues**

**Slip Rentals**

Slip	Quant	Paid	Open
Wet Slips	77	60	17
Dry Slips	27	26	1
Kayak	52	47	5
<b>Total:</b>	<b>156</b>	<b>133</b>	<b>23</b>
% Renewed to Date		85%	

**WET SLIPS**

- 6 wet slips are available for lease/rent . Going thru waitlist now

**DRY SLIPS**

- 2 Dry slips were surrendered and transferred to 2 people on the wait list

**KAYAKS**

- All kayak slips are currently leased. 5 were surrendered and transferred to people on the wait list

**WAIT LIST**

	Count
Wet Slips	43 (Will be down to 37 after surrendered slips are rented)
Dry Slips	24
Kayaks	5

**Bylaws/Long-Range Planning:** Nancy Sheehan. No report.

**Secretary:** Laura Richer. No report

**Volunteer/Events Coordinator:** Aida Alvarez (absent, submitted following report). Kenny reported Len is making great progress with grass planting on the dunes. The following report submitted:

Doggy Bag Station Monitors (Ongoing)

- Reviewed [2024 schedule](#) and oversaw activities
  - 13,400 doggy bags distributed Jun-Dec 2024
    - Note: SSCA did not track number of bags distributed prior to June 2024
- Next steps

- Swap doggy bag station at Hickory with North Marina; new keys do not work on Hickory lock

#### Earth Day Event (April)

- Reviewing [2024 planning document](#)
- Next steps
  - Develop 2025 planning document based on one-day event

#### Volunteer Appreciation Event (Early May)

- Reviewing what was done in past years
- Researching options
- Next steps
  - Select location and date
  - Confirm event details and invitation list

#### Parking Monitors (Memorial Day to Labor Day)

- Reviewing [2024 SOP](#) and [2024 parking log](#)
- Next steps
  - Update SOP
  - Recruit volunteers

#### Songwriters at Sunset Concert Series (June-September)

- Reviewing [2024 planning document](#)
- Checking with Debbie if North Marina Pavilion is available on the first Sunday of each month (June to September)
- Next steps
  - Select artists/lineup
  - Update artwork

#### Other

- Plan to request Little Free Library librarians keep track of number of books we distribute in 2025
- Updated final 2024 [report](#) of volunteer hours – 2,153
  - \$43,063 in cost savings (based on \$20/hour)
- Updated final A. Alvarez hours worked in 2024 – 536
  - \$13,400 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

**Communications:** Kenny Woyer.

I am getting files into the various folders in Drop Box. I also am creating aliases for emails.

I met with Deirdre and talked through some of her feelings of the different roles that she has and building a plan out for 2025 with the social media side of things. She's pulling from a repository of text and verbiage that's already . That can be in the communications folder.

I've gone through the different holidays and written taglines for each that she can pull from. I'd like to incorporate a little bit more of the imagery from around Southern Shores, that's so picturesque and create its own kind of advertisement. I am also working on the shared calendar and shared with board members.

The Drop Box project: Permissions are already set. We have a board of directors folder in there; then there's a 2025 folder that is in Drop Box. Each director has the room for a folder. I am going to put file structure in there that is mirrored in each director's folder structure. Or you can build your own. You can create your own private folder. Directors can see each committee folder, but not each private folder.

MemberClicks is our website provider. You can build aliases to the existing mailboxes. Your email address for the Civic Association is your "**first.lastname@SSCA.org**". The alias email you can direct those to individual's emails.

Also on my agenda for 2025 is the website and merchandise. I did meet with Bill Lanier yesterday on merchandising for Boat Club. I set up a site just for printing SSCA merchandise and direct ship to members. Bill manages inventory out of his garage, so merchandise has to be picked up at his house. Bill is making a square site for Boat Club merchandise. Does the board want to sell SSCA merchandise?

**Westside Parks and Marinas:** Luke. At the North Marina we need to fill holes with gravel. At the North Marina ramp, there is scrap lumber I will remove and bring to dump. I will install remaining LED lights in slips at Loblolly we didn't get to at work party back in October. I will get quotes for bulkheads; we probably don't have enough budgeted. We need to renew mowing contract. Regarding Azaleas Street property – if it's SSCA property, would be a great place for dog walking.

**Properties:** Joel.

In January we were going to talk about moving \$5,000 from east side over to the west side of the Hickory crossover. Len Schmitz originally was going to build a ramp or pay for building a ramp, so somebody who has difficulty getting upstairs would have an easier time to be able to go to the viewing deck. Right now we have a person who is willing to fund \$5,500. I will communicate with her.

We've got a big project here in in terms of replacing that crossover and I've got a design where I can do the east side or the west side or do them both together. What Jeff was referring to was possibly taking some money from the east side and paying on the \$5,500 for the west side. Hopefully she's going to come through with it if not, we may go ahead and do the west side. I've got my contractor ready to go.

So, the other thing was the removing the Russian Olives over on Porpoise Run. I had \$10,000 budgeted to do that to pull them up and put some Dwarf Ligustrum back in their place.

I'm trying to get in touch with the adjacent property owner to the north, just to let them know what we're doing because they've always been concerned about the olives overgrowing onto their property. I'm talking to Kitty Hawk or landscaping, about Ligustrum and I'm waiting to get a price from them.

We should communicate to the members, including photos, as to why the removal of these devastating non-native, invasive plants is important.

**Old Business:** No old business.

**New Business:** None

**Meeting Adjourned**