



SOUTHERN SHORES CIVIC ASSOCIATION

March 18, 2026, 10:00 A.M.

13 Skyline/SSCA Office

BOARD OF DIRECTORS MEETING MINUTES

Meeting called to order:
meeting:

Susan Ippolito, President

Type of

Regular Board Meeting

Attendees: Susan Ippolito, Luke Falconer, Kenny Woyer, Nancy Sheehan, Jim Major, George Beach, Tisa Head, Laura Richer, Sue Bigbee

Approval of Agenda- Approved

Approval of Last Month's BOD Minutes- Approved

Member Comments (3 min each)

Debbie Swick

- Hillcrest sand and bulkhead on crossover – needs to be replaced. Looks dangerous. George stated we are looking at – it is a major repair.
- July 4th – on Saturday. Big mess last year Suggested volunteers at crossover with trashcans – greet and point out trashcans. Duck and KDH are doing it, Cliff will provide supplies. Asking for approval to advertise to get volunteers. Board discussed during New Business.

Rick Koch –

- Wants to change the ramp at N Marina to allow straight in access for boats. Has bid for \$4,000 to put in 25 x 12 wide paving to straighten out the access to ramp. Will not affect any trees or the bench.
- AED – Quote for \$1,200 (Susan said cost will probably be more than \$1200); Someone in boat club would bring to each Boat Club event. Fire Dept has offered to train on use. Susan suggested we offer classes for all SSCA members. Sue Bigbee will work with Frank Spruill and Jenny Collins for more information. Board approved purchase of AED (from Boat Club funds), and will be involved in type of unit purchased.

President's Comments - Susan

- There was some storm damage to Channel Markers this past week. Cliff Ogburn (TOSS) obtained estimate for replacing channel markers (cost - \$7,000/ which will be split (third each) between SSCA, Town, Martins Point). Our portion will be paid from Channel Marker Reserves.
- April Events – No open house in April, Earth Day (April 18), Flat Top Tour (April 25 1-5) – asked for directors to sign-up to be at 13 Skyline during tour hours.
- Continue advertising for Earth Day volunteers
- Working on SSCA Information Flyers with Maslin. Asked if there is anything already created that describes SSCA History, what SSCA does, what TOSS does. TOSS may have created a video to describe who to call for what. SSCA History in the Red Binder.

- Upcoming Meeting Regarding Sea Grass Accumulation – March 23 at 4:30 at Pitts Center. Susan, Tisa and Nancy will be attending.
 - o After meeting, we may want to get an estimate on cleaning up sound view and sunset parks
- Had idea for a Crossover Sign to replace “Stay Off the Dunes”, instead “Dune Crossover owned and maintained by the SSCA. Please report any maintenance issues to the SSCA office at 252-261-8617”. George stated 46 Stay Off Dunes signs already procured.
- Brick Fundraiser totals - 148

Racquet Club - Sue

- Working on repairing cracks on tennis court, scheduled 3/23. Work will not impact weekend play
- Signage box fell off – will be repaired.
- Pickleball courts: once new fence is installed we will be installing a new free standing message board.
- Tennis courts: When weather allows, will have the cracks on Court 2 filled. Once repair is made, Court 2 will be unplayable for 2 to 3 days until crack filler cures. Court 1 has no cracks.

Boat Club – Luke

- Nothing to add to what Rick Koch provided earlier.

ARB – George

- Processed two applications, no problems with them.
- Have recruited 7 volunteers; Tony Bigbee coming off board. Sam Clark, a licensed contractor, will be coming on.
- New members have been added to email
- Discussion about adding ARB to Drop Box or using website. Drop Box is expensive, and there may be other less costly options that we can use.

Treasurer’s Report - Jim

- YTD Revenues through February 28:
 - o Revenues from Dues & Fees totaled \$218,385, which is 77.6% of the CY 2026 budget, and \$14,594 below the YTD February prior year.
 - o Other income was \$17,594, which was 2% below the prior year, but in line with the 2026 budget
 - o YTD Expenses through February totaled \$51,363, which was 14.5% of the 2026 budget and down \$7,148 from the prior year (excluding special projects).
- Significant expenses through February included:
 - o \$11,755 for technology subscriptions and software
 - o \$12,153 deposit for Pickleball fence
 - o \$4,297 for credit card fees
 - o \$3,096 for Porta-Johns
 - o \$6,843 for payroll expenses
- Total cash as of February was \$889,347, a decrease of \$9,030 from the prior month
 - o Cash balances at First National Bank and Atlantic Union exceed \$250,000. Will be seeking a 4th banking relationship upon renewal of our CD’s beginning in April
- Brick Fundraiser: As of the end of February we have sold 132 bricks.

- The audit committee has begun their work with 4 volunteers. They hope to complete their procedures by the end of April.
- Passed out Reserve Allocation report. Allocation of net income from 2025 was Approved by Board.

Director's Reports:

Properties – George

- Clearing of sand completed by volunteers and contractor. It is especially important to clear ramps
- Storm escarpment has mostly resolved itself, except for a few crossovers where we have put in posts and rope handrail for access to beach. Got exemption from Town for permitting
- Completed annual survey of crossovers
- Partial and full rebuild crossover projects will be starting soon (192A and Porpoise).
- Removal of Russian olives at Porpoise Run and replaced with indigenous plants. Offer to pay water bill for neighbors to water new plantings.
- Circle Pond work continues, it is important that we meet requirements for disposal. Another workday this coming weekend, 10 volunteers signed up.
- Spoke with Marine Fisheries representative – signs put on NEST poles without approval. Will move the signs. There is a law to report fish caught. SSCA will do communication of law to members.
- Hillcrest bulkhead on crossover walkway is a problem (as Debbie spoke about). That will be a big project to replace. Looking at various options, and doing what we can in the meantime to reinforce bulkhead. Will require a major CAMA permit, and will take considerable time to do.

Volunteer Coordinator – Laura

- Working on Earth Day, have more than half the volunteers needed. Working on list of what needs to be done. Have SSCA tables at Earth Day event (fire dept, masters garden. etc)
- Flat top tour – provided sign up sheet for Board members
- Volunteer Appreciation Event - it was expensive last year - we can do it for less especially if we eliminate/limit give-aways for thank you's. Another option for an event is a block party for all of SSCA. Laura is working on the ideas for this.
- Food Trucks at Hillcrest - late afternoon in the summer - three times this year - probably a Thursday evening on three days this summer, one each month.
- Pool Party - idea for an SSCA wide pool party at Duck Woods - Kids event?

Membership/Slip Rentals - Sue

- We are currently at 81% renewed, or 1,555 members
- Will send out renewal reminders to non-renewed members later this week
- Working on communication for Rental Companies (100% participation in SSCA)
- Working on scheduling meeting with rental agents
- Made calls to members (9) who hadn't paid for slip yet, only 1 payment now due

Member Complaint/Issues:

- Slip 25 LL, previous owner did not move boat, new owner couldn't use his slip. He parked in slip 24

Slip
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Bylaws/Long-Range Planning - Nancy

- With Maslin's help, webpage has been created to host the bylaws. This webpage can now be viewed by Board members only
 - o Vote by electronic ballot will be held April 1-8.
 - o Board approved revision to Section 5-5: "If the number of nominees does not exceed the number of open Director positions, the nominees may be declared elected by acclamation without the need for a ballot."
 - o Asked Board to review the webpage. If any suggestions, please let Nancy know by March 20th
 - o Review email to be sent to members.
- N.C. Resilient Coastal Communities Program – RCCP
 - o RCCP Website is now finalized. Website provides an overview of the program and provides links to the community survey and participatory mapping tool. TOSS will host this RCCP website on the Town's website.
 - o Asked Board to look at website (<https://www.inspire-engagement.com/southern-shores-rccp>) and take the survey and engage in the interactive mapping exercise.
 - o Will confirm with the RCCP CAT team how they wish to handle the tabling event at the SSCA Earth Day event and coordinate with Laura and Dixie.
 - o Town agreed to host a Town Hall meeting. If they do this, then the tabling event at the SSCA Earth Day event will be unnecessary.
- Rebranding and Website Redesign
 - o Website user survey has closed. Provided Board with PowerPoint to review results.
 - 174 responses which represented a 7% response rate.
 - Good feedback provided by members – Provided on handout).
 - o Next steps:
 - Review existing website architecture and proposed new navigation system
 - SOW finalized for logo redesign. Maslin to contact potential designers. SSCA Newsletter Articles
 - Sent a reminder to Bo Dame, Chowen University regarding his April article submission (prothonotary warbler project) SSCA
- TOSS Collaborative Projects - Pending action
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Secretary - Tisa

- Still working on best way to present minutes. Will look at using AI to create a summary, especially to capture decisions made by Board.
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West Side Parks and Marina's - Luke Falcon

- South Marina- Moving forward with Major CAMA permit – Board reviewed options for repairs/expansion of marina. Board will meet at Marina to review options before approving which option.
- North Marina – met with Kevin from Millstone Marine. Discussed longevity of marina, which he believes is 5 to 7 years. Received quotes for NE redecking and finger pier surgical fixes.

- N. Marina Pavilion – working with Matt Neal [local contractor] for bid on pavilion, provided plans and site plan to him. Explained the concept of the Donor plaque with various levels of \$ commitment. He will get back on both issues to me.
- Loblolly Marina – Water hose bib by Slip 17 broken, Action Plumbing to repair Mar 19th
- Sea Oats Pickleball court fence next steps. At TOSS meeting Mar 4th, presented the ZTA, which was approved by TOSS. Met with Superior Fence rep Mar 3rd, provided deposit check, target start date 6 to 8 weeks [Mid April to early May]. Musick Concrete poured dugouts, forms still on, will have TOSS inspect once forms removed. Filed Zoning variance permit with TOSS with modified site plan for concrete dugouts.
- S. Marina – N. Marina both locations tree trimming completed March 9th, work was ~ 5.5 hours
- Ordered Piling caps for 6 locations at N. Marina Ramp side, will install when received.
- Installed lighting for N. Marina pavilion shed, Rick approved.
- Met with Susan regarding S. Marina expansion presentation
- Trash / debris at Soundview Park, moved all to location beside ramp at beach, will pick up in dump trailer during contractor work for new cap boards and bench repair, yet to be scheduled.
- Diane Pitts SSCA member contacted us about commemorative bench / or crosswalk and responded to her. Both sites could be available – have not had response. Susan suggested we reinstitute the commemorative bench program. There is an SSCA policy for program.
- Will move trashcans back to crossovers in April. At Hillcrest, will build a trash can corral to improve aesthetics at crossover.

Communications – Kenny

- Will work on communications for Volunteer Appreciation event in May
- Calendar –looking at options for a shared calendar. Need calendar that can be filtered by users. Coordinate calendar with new website.
- Newsletter items - Need input by April 10
- PR for Fisheries – Susan will see what’s already available that we can use.

Old Business:

- Final Bylaw changes Approved by Board.
- Board approved changes to Pavilion/property Use and Rental Policy.
- Pavilion Expansion Sponsorships (Luke and Susan) – Still being discussed
- Communication/Newsletter Policy and Boat Club By-laws – updates needed Asked Maslin to reformat policies and procedures.
- Discuss establishing a policy for interpretation of the intent of certain provisions in restrictive covenants to provide future guidance to ARB and to encourage consistency in ARB decisions. (Susan and George) – Not discussed at this meeting.

New Business:

- South Marina Expansion – Options and estimates provided by Luke
 - o Discussion of options, costs & ROI. Will discuss and vote next meeting. Board will visit marina before next meeting. About \$50,000 difference between just repairing and option to add more slips. There is about \$160,000 in marina reserves currently.

- Wait list for wet slips is at about 20 (down from high of 35-45 over last several years)
- South Marina is not the most desirable marina for most renters.
- Directors to visit marina on March 23 12:00
- More discussion and decision at next Board Meeting
- Commemorative Benches – Haven't had any in the past year; we will look at reinstating.
- PR Campaign about fishing regulations – Kenny will work on communications. Susan will see what information is available.
- Signage (establish a style guide after rebranding)
- Boat Club AED – Frank Spurill CPR/AED training – annual free class for members. Board approved Boat Club can purchase AED; SSCA to have input on model bought.
- 4th of July – After discussion Board was made decision to NOT support putting volunteers on beach during the evening. SSCA can put out request for volunteers for clean-up on July 5th. We will also ask TOSS about help with cleaning up beach

Adjourn: Next BOD Meeting on Wednesday, April 15, 2026, at 13 Skyline Road