

**Southdown Shores Association (SSA), Inc.**  
**Board of Trustees Meeting**  
**17 January 2023, 6:30 PM**

**Minutes**

- 1) Call to Order – Meeting was called to order at 6:30 p.m. Attendees included:
  - Joe Papetti, Ben Fransen, Kevin Fink, Bob Murphy, Nick Bridges, Fred Jones, Jay Brinson. Tim McGreer was absent.
- 2) Reading of Previous Minutes
  - Secretary, Jay Brinson, read the minutes from the November 02, 2022 BOT meeting, attached hereto, which were unanimously adopted without amendment.
- 3) Reports of Officers and Standing Committees
  - President's Report – No report provided.
  - Treasurer's Report – Treasurer, Ben Fransen, updated the Board on status of cash accounts and minor expenditures made since previous meeting.
  - Harbormaster Committee's Report – full minutes from 1/13/2023 HC meeting attached. Slip assignments document presented for Board approval so they can be sent out to the community. See below.
- 4) Reports of Special Committees
  - Lee Conservancy Update – no new update
  - Community email monitoring – no new update
  - Community Sign Update – Kevin Fink provided an update on the sign refurbishment and reported that an updated drawing would be presented soon for Board approval.
  - Status of Collapsed Culvert Pipe – Nick Bridges reported that the grant application submitted on our behalf by the Riverkeepers had been approved and that all design, permits, and installation costs will be covered by the grant. Nick will continue to serve as primary POC for community as the work progresses and report back to the Board regularly on progress.
- 5) Unfinished Business
  - Discuss efficacy of Harbormaster Committee and requested By-Laws Change – Fred Jones retracted his by-laws amendment request and the Board agreed to keep the current Harbormaster Committee structure in place.
- 6) New Business
  - Community Meeting Date - The Board approved March 7, 2023 as the community meeting date.

- The Board voted unanimously to approve the slip assignments as presented by the Harbormaster Committee.
- 7) Announcements - None
  - 8) Adjournment

**Southdown Shores Association (SSA), Inc.**  
**Harbormaster Committee Meeting**  
**13 JAN 2023**

**Minutes**

- I. Old Business / Review of assigned Action Items:
  - a. Update of Godfrey and Fisher Slip Moves (Closed. No further Action required.)
  - b. Action Items from HC 16 JUN 2022
    - i. Fred will seek Electrician and Plumbing Bids for repair and upgrade of these system for Marina. Additionally, Kevin will solicit bids from Marine Contractors for overall Pier Renovation; should that become necessary. (Open. This is to provide the BoT and the Community Situational Awareness of Future Capital Improvements, the Cost, and Why. This should inform the BoT and the Community to begin funding these Capital Improvements for future expenditures.)
    - ii. Ben will attempt to capture and produce an all SSA community E-mail List for future “Blast e-Mail” as required for the Community. (Closed. See Ben’s Updated List. Additionally, please provide Ben with any Lists you may have so that he can incorporate all Lists into one working document.)
    - iii. Fred and Kevin will collaborate and provide a 2023 Slip Assignment Plan for HC acceptance and BoT Review. This process will begin FEB 2023. (Open. The HC approved Fred and Kevin’s Assignments. Fred presented the Assignments Document at the 17 JAN MTG for BoT approval.)
    - iv. Bob will review HC Marina Rules and provide recommended changes during the HC Fall Quarterly MTG. (Open. Bob was unable to attend the 13 JAN 2023 HC MTG. This Action Item will continue to be worked on.)
  - c. Action Items from HC 18 AUG 2022 MTG:
    - i. Slip Fees based on Amenities; size, electrical service (20 or 30 Amp), etc. Kevin will research and present HC his recommendation for Marina Slip Fees. (Closed. During the most recent BoT, it was decided not to increase the Fee Schedules for Calendar Year 2023. However, assuming the Fees will increase. The Community should be alerted to this eventuality.)
    - ii. Bottle of Wine and/or help with Slip Dockage gear for the Godfrey’s; Kevin was authorized to purchase two bottles (red and white) for a total price of \$75. Kevin will be reimbursed via the HC Contingency Fund. (Closed. Kevin remarked that the Godfrey’s were most appreciative of the kind Gesture of the HC and BoTs on behalf of the Community. Sidebar: Has Kevin been reimbursed?)
- II. New Business
  - a. Pavement at the marina. (Open. In the near term, repair of the asphalt can be a Community/HC “Self-help” Project to “Cold Patch” the divots. The long-term Solution will likely be a complete resurfacing of the Asphalt Parking Area. This

will likely require the substrate under the Asphalt to also be reconditioned. Ultimately, it will be important to divert the water flow down the Parking Lot from entering the Creek.)

- b. The light at the beginning of the t-pier. (Open. Fred is researching the possibility of Solar Energy to energize this Light. He will report back to the HC at its next MTG the results of his research.)
- c. Process to verify boats aren't using heaters during the winter. (Open. The HC agreed that during "Winter Hours" any slip holder that uses electrical power must pay for it. Several suggestions were made as how to do so with commercial available meters that are not expensive that can be used at the Receptacle Plug-in Site. And that the Renter's electrical cord can then be plugged into this device. These devices measure the power usage. A system would then be developed to allow the Community Treasury to be reimbursed for said power. BoT approval for such a process is required. Then the HC will make a recommendation to the BoTs for the definition of "Winter Hours".
- d. Change the Harbor Rules to allow for renters to use marine designed and safe heaters to be used on vessels. (Open. BoT and if required Community Association approval.)